

TRAINING & DEVELOPMENT

Training & Development *Portfolio*

Accredited Programmes, Learnerships, Occupational Certificates
& Workshops.

*Building capable people.
Stronger organisations.*

06 SERVICES SETA
Skills Programmes

05 AGRISETA
Learnerships

07 QCTO
Occupational

24 WORKSHOPS
Development



PORTFOLIO OVERVIEW

Programme portfolio

A concise, factual overview of the programme categories contained in the supplied training course list.

01

SERVICES SETA

Skills Programmes

06 PROGRAMMES

02

AGRISETA

Learnerships

05 PROGRAMMES

03

QCTO

Occupational Programmes

07 PROGRAMMES

04

WORKSHOPS

Non-Accredited Programmes

24 PROGRAMMES

SOURCE NOTE

Programme titles, NQF levels and qualification IDs are reproduced from the supplied PowerPoint Lifestyles training course list.

01 / ACCREDITED PROGRAMMES

Services SETA

Skills Programme (SP) listings with NQF levels and qualification IDs.

NO.	PROGRAMME TITLE	NQF	QUAL ID
01	Apply the basic skills of customer service	NQF 2	114974
02	Apply the principles of change management in the workplace	NQF 5	115407
03	Explain and apply the concept, principles and theories of motivation in a leadership context	NQF 4	120389
04	Apply knowledge of self and teams in order to develop a plan to enhance performance	NQF 3	13912
05	Build teams to achieve goals and Objectives	NQF 5	252037
06	Manage a diverse workforce to add value	NQF 5	252043

02 / LEARNERSHIPS

AGRISETA

Learnership listings with NQF levels and qualification IDs.

NO.	PROGRAMME TITLE	NQF	QUAL ID
01	National Certificate: Agric Sales and Services	NQF 4	14854
02	National Certificate: Agricultural Extension	NQF 6	59550
03	National Certificate: Mixed Farming Systems	NQF 2	48977
04	National Certificate: Seed Analysis	NQF 3	48654
05	National Diploma: Plant Production	NQF 5	49010

03 / OCCUPATIONAL PROGRAMMES

QCTO

Occupational Certificate / Skills Programme listings with NQF levels and qualification IDs.

NO.	PROGRAMME TITLE	NQF	QUAL ID
01	Occupation Certificate: Dispatch and Receiving Clerk	NQF 3	99446
02	Occupational Skills Programme: Workplace Essential Skills	NQF 4	SP-211009
03	Occupational Skills Programme: Conflict Management	NQF 5	SP-210409
04	Higher Occupational Certificate: Human Resource Management Administrator	NQF 5	121150
05	Occupational Certificate: Crop Produce Analyst	NQF 5	99256
06	Occupational Certificate: Poultry Farmer	NQF 5	99027
07	Occupational Certificate: Livestock Farmer (Livestock Farm Supervisor)	NQF 3	99253

04 / PROFESSIONAL DEVELOPMENT

Workshops

Theme / Focus Area - non-accredited programme titles reproduced exactly from the supplied course list.

01

Adhere to professional conduct and organisational ethics

07

Maintain occupational health safety and general housekeeping

02

Apply communication principles, strategies and processes in a leadership role

08

Manage a diverse work force to add value

03

Apply the principles of ethics to improve organisational culture

09

Supervise work unit to achieve work unit Objectives (individuals and teams)

04

Build Customer Relations in an Operational Unit

10

Business Presentations

05

Conduct disciplinary hearing

11

Self-Leadership and Team Effectiveness

06

Demonstrating an understanding of HIV AIDS & it's implications

12

Coaching Skills for Managers

04 / PROFESSIONAL DEVELOPMENT

Workshops

Theme / Focus Area - non-accredited programme titles reproduced exactly from the supplied course list.

13

Conflict Handling

19

Performance Management

14

Discipline in the Workplace

20

Project Management Essentials

15

Diversity

21

Quality Management

16

Employee Engagement

22

Report Writing

17

Event Management

23

Stakeholder Management

18

Managing Performance

24

Wellness