



USE LANGUAGE AND COMMUNICATION IN OCCUPATIONAL LEARNING PROGRAMMES

Unit Standard: 119471



Course Information



Qualification Title	Further Education and Training Certificate: New Venture Creation
Course Title	Use Language and Communication in Occupational Learning Programmes
Course Level	4
Course Credits	5
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

The purpose of this Unit Standard is to facilitate learning and to ensure that learners can cope with learning in the context of learnerships, skills programmes, and other learning programmes. Learners competent at this level will be able to deal with learning materials, access and use useful resources, seek clarification and help when necessary, and apply a range of learning strategies. They do this with an understanding of the features and processes of the workplace and occupations to which their learning programmes refer.

Further Education and Training Certificate: New Venture Creation

Who Should Attend?	This course is aimed at those who wish to expand their knowledge of business communication.
Course Objectives	- Access, use, and manage suitable learning resources. - Formulate and use learning strategies. - Manage occupational learning materials. - Conduct research, analyse and present findings. - Lead and function in a team. - Reflect on how characteristics of the workplace and occupational context affect learning.
Benefits	Benefits of this course include learning to: - Identify and solve problems using learning programme material and learning tasks. - Work effectively with others and in teams using interactive speech/sign and roles in activities, discussions, and projects. - Organise and manage oneself and one's activities responsibly and effectively through the organisation of learning materials and evidence. - Collect, analyse, organise, and critically evaluate information through the application of information processing skills in the study. - Communicate effectively using visual, mathematical and/or language skills in formal and informal learning situations. - Use science and technology effectively and critically: using electronic media for learning. - Reflect on and explore a variety of strategies to learn more effectively.

Course Content

Course Modules	Course modules consist of: - Access, use and manage suitable learning resources. - Formulate and use learning strategies. - Manage occupational learning materials. - Conduct research and analyse and present findings. - Lead and function in a team.
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	6. Reflect on how characteristics of the workplace and occupational context affect learning.
Certification and Assessments	All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.