

Credit Bearing Short Courses List

SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
119554	Apply environmental management tools to assess impacts	2	5
13217	Collect and use information	2	5
12461	Communicate at work	2	5
13220	Keep the work area safe and productive	2	8
116080	Monitor, collect and collate agricultural data	2	2
12036	Orientate self in the workplace	2	6
13258	Participate in work group activities	2	4
12483	Perform basic first aid	2	4
13221	Perform routine maintenance	2	8
119553	Take action to address impacts on the environment	2	10
119556	Use tools and operate equipment in an environmentally responsible manner	2	10
119558	Work with, use and care for materials and resources which can impact on health and the environment	2	10
8963	Access and use information from texts	2	5
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
7480	Demonstrate understanding of rational and irrational numbers and number systems	2	3
9008	Identify, describe, compare, classify, explore shape and motion in 2 - and 3- dimensional shapes in different contexts	2	3
8962	Maintain and adapt oral communication	2	5
12463	Understand and deal with HIV/AIDS	2	3
8967	Use language and communication in occupational learning programmes	2	5
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
9007	Work with a range of patterns and functions and solve problems	2	5
8964	Write for a defined context	2	5
14784	Apply sampling theory and practice in the chemical industry	2	5
13202	Apply study and learning techniques	2	3
116121	Apply sustainable farming practices to conserve the ecological environment	2	5
113818	Clean and maintain area of responsibility	2	8
14051	Collect and record data	2	3
8330	Combat problem plants	2	3
12334	Conduct water process laboratory tests	2	6
13679	Control and extinguish a fire in a conservation area	2	3
12351	Demonstrate an ability to work with local communities	2	7
12352	Demonstrate knowledge of the roles and responsibilities of a community committee	2	4
12033	Demonstrate knowledge of water cycle, water and wastewater systems and processes	2	5
12465	Develop a learning plan and a portfolio for assessment	2	6

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
11818	Investigate work opportunities in order to make a personal career/employment decision	2	2
8346	Manage cultural heritage resources in the field	2	2
116077	Monitor water quality	2	3
119557	Operate waste disposal facilities	2	6
12484	Perform basic fire fighting	2	4
8332	Perform conservation guardianship	2	8
116064	Recognise and identify the basic functions of the ecological environment	2	4
119555	Separate, handle, store, treat and transport waste	2	9
8348	Understand Nature Conservation issues	2	4
10718	Use a personal budget to manage own money	2	3
13941	Apply the budget function in a business unit	4	5
8555	Contribute to information distribution regarding HIV/AIDS in the workplace	4	4
110478	Demonstrate a knowledge and understanding of a range of research methodologies to undertake local economic development research	4	4
110481	Demonstrate a knowledge and understanding of the aspects of the project cycle	4	8
110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	4	4
110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	4	4
110475	Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development	4	6
110506	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication	4	4
110502	Demonstrate and apply knowledge and understanding of the roles, function and responsibilities of the main stakeholders and role players in local economic development	4	4
110503	Describe and explain socio-economic development theories in the South African context	4	4
110501	Identify and explain the application of a range of concepts and tools for local economic development	4	8
110497	Identify and explain the purpose of integrated development planning (IDP)	4	4
110504	Identify and explain the roles and functions as well as the inter-linkages between different departments in a municipality	4	10
10388	Interpret basic financial statements	4	3
13948	Negotiate an agreement or deal in an authentic work situation	4	5
110479	Outline the environment of local economic development in South Africa	4	4
110472	Outline the environment of local government	4	6

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	4	6
8648	Demonstrate an understanding of professional values and ethics	5	4
8968	Accommodate audience and context needs in oral communication	3	5
8971	Analyse and respond to a variety of literary texts	3	5
8969	Interpret and use information from texts	3	5
8970	Write texts for a range of communicative contexts	3	5
12154	Apply comprehension skills to engage oral texts in a business environment	4	5
12155	Apply comprehension skills to engage written texts in a business environment	4	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3-dimensional space in the life and workplace of adult with increasing responsibilities	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
12153	Use the writing process to compose texts required in the business environment	4	5
8976	Write for a wide range of contexts	4	5
10170	Demonstrate understanding of employment relations in an organisation	3	3
110473	Demonstrate a knowledge and understanding of a range of records kept in a local economic development environment and what constitutes evidence in own work context	4	8
110009	Manage administration records	4	4
10983	Participate in the implementation and utilisation of equity related processes	4	5
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	5	5
8664	Examine social features as pertaining to the workplace	5	4

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
116345	Apply the principles of budgeting within a municipality	6	15
116342	Apply approaches to managing municipal income and expenditure within a multi -year framework	6	15
116340	Apply costing principles to municipal operational and service -based costing	6	11
116339	Apply risk management in South African municipalities	6	10
116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	6	10
116344	Apply the Inter -governmental Fiscal Relations Act to municipal financial management	6	10
116347	Contribute to capital planning and financing	6	15
116358	Contribute to the strategic planning process in a South African municipality	6	15
116362	Manage a municipality's assets and liabilities	6	11
116353	Participate in the design and implementation of municipal supply chain management	6	12
116364	Plan a municipal budgeting and reporting cycle	6	8
116363	Prepare and analyse municipal financial reports	6	12
116343	Apply the principles of ethics in a municipal environment	6	10
116348	Conduct stakeholder consultation around municipal finance programmes	6	8
116351	Conduct auditing planning and implementation in a South African municipality	6	12
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	6	5
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	6	15
116341	Conduct performance management to a South African municipal environment	6	12
116357	Design internal control and internal control evaluation framework	6	8
116361	Interpret South African legislation and policy affecting municipal financial management	6	8
116360	Manage information technology resources in a municipal finance environment	6	8

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
14534	Apply knowledge of community issues in relation to development projects	3	4
113955	Apply the Batho Pele principles to own work role and context	3	4
120394	Apply communication principles, strategies and processes in a leadership role	4	6
129391	Apply leadership skills to relationship management	4	8
120392	Apply the concept and principles of knowledge management to leadership	4	8
113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	4	4
120390	Develop and apply a service culture to a leadership role	4	8
120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	4	10
120389	Explain and apply the concept, principles and theories of motivation in a leadership context	4	6
114585	Plan strategically to improve business performance	4	4
120300	Analyse leadership and related theories in a work context	5	8
120305	Analyse the role that emotional intelligence plays in leadership	5	8
120311	Apply visionary leadership to develop strategy	5	10
8968	Accommodate audience and context needs in oral communication	3	5
8972	Interpret a variety of literary texts	3	5
8969	Interpret and use information from texts	3	5
8970	Write texts for a range of communicative contexts	3	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8975	Read analyse and respond to a variety of texts	4	5
9016	Represent analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
12153	Use the writing process to compose texts required in the business environment	4	5
8976	Write for a wide range of contexts	4	5
10140	Apply a range of project management tools	4	8
14667	Describe and apply the management functions of an organization	4	10

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
119350	Apply accounting principles and procedures in the preparation of reports and decision making	5	15
116917	Apply advanced principles of complexity theory to organisational transformation	5	12
115395	Apply and explain the generic business process and value chain model	5	12
120303	Apply principles of risk management ^t	5	8
115401	Apply the basic principles of issue management	5	8
116345	Apply the principles of budgeting within a municipality	5	15
115407	Apply the principles of change management in the workplace	5	10
11903	Co -ordinate the development and implementation of organisational social responsibility strategies	5	5
15216	Create opportunities for innovation and lead projects to meet innovative ideas	5	4
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	5	5
116949	Establish how a value system underpins organisational transformation	5	12
116924	Implement a programme of diversity management in the workplace	5	14
116922	Implement a value system to effect organisational transformation	5	12
114226	Interpret and manage conflicts within the workplace	5	8
119336	Manage the development and performance of human capital in the public sector	5	12
10146	Supervise a project team of a developmental project to deliver project objectives	5	14

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI) -based messaging application	2	2
117923	Use a Graphical User Interface (GUI) -based presentation application to prepare and produce a presentation according to a given brief	2	5
116937	Use a Graphical User Interface (GUI) -based spreadsheet application to create and edit spreadsheets	2	4
116931	Use a Graphical User Interface (GUI) -based web browser to search the Internet	2	4
117924	Use a Graphical User Interface (GUI) -based word processor to format documents	2	5
116945	Use electronic mail to send and receive messages	2	2
116936	Use a Graphical User Interface (GUI) -based database application to work with simple databases	3	3
116930	Use a Graphical User Interface (GUI) -based presentation application to enhance presentation appearance	3	5
116940	Use a Graphical User Interface (GUI) -based spreadsheet application to solve a given problem	3	6
116942	Use a GUI -based word processor to create merged documents	3	3
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
116943	Using a Graphical User Interface (GUI) -based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	4	3
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub -sector, own organisation and a specific workplace	3	4
9013	Describe, apply, analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts	3	4
9012	Investigate life and work -related problems using data and probabilities	3	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
116932	Operate a personal computer system	1	3

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
117902	Use generic functions in a Graphical User Interface (GUI) - environment	1	4
117867	Managing files in a Graphical User Interface (GUI) environment	1	3
116938	Use a Graphical User Interface (GUI) based word processor to create and edit documents	1	4
117927	Use a graphical User interface (GUI) based database application to solve a given problem	4	6
119457	Interpret and use information from texts	3	5
119465	Write/present/sign texts for a range of communicative contexts	3	5
119467	Use language and communication in occupational learning programmes	3	10
119472	Accommodate audience and context needs in oral/signed communication	3	10
7785	Function in a business environment	3	5
10135	Work as a project team member	3	5
10139	Implement project administration processes according to requirements	4	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on business sub -sector own organization and a specific workplace.	3	4
114600	Apply innovative thinking to the development of a small business	4	4
263455	Apply the principles of costing and pricing to a business venture	4	6
263356	Demonstrate an understanding of an entrepreneurial profile	4	5
263514	Demonstrate an understanding of the function of the market mechanism in a new venture	4	5
120389	Explain and apply the concept, principles and theories of motivation in a leadership context	4	6
114584	Finance new venture	4	5
263 534	Implement an action plan for a new venture	4	4
263474	Manage finances of a new venture	4	6
114805	Manage general administration	4	4
13948	Negotiate an agreement or deal in an authentic work situation	4	5
263434	Plan and manage production/operations in a new venture	4	6
263456	Plan strategically to improve a new venture performance	4	4
114592	Produce business plans for a new venture	4	8
114596	Research the viability of new venture ideas/opportunities	4	5
116394	Implement and manage human resource and labour relations policies and acts	5	9

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
119472	Accommodate audience and context needs in oral/signed communication	3	5
119457	Interpret and use information from texts	3	5
119467	Use language and communication in occupational learning programmes	3	5
119465	Write/present/sign texts for a range of communicative contexts	3	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
119469	Read/view, analyse and respond to a variety of texts	4	5
9016	Represent analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts	4	4
119471	Use language and communication in occupational learning programmes	4	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
119459	Write/present/sign for a wide range of contexts	4	5
119671	Administer contracts for a selected new venture	3	10
113836	Apply basic computer technology	3	11
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub -sector, own organisation and a specific workplace	3	4
123258	Foster and maintain customer relations	3	10
243298	Apply administrative skills and knowledge in a sport organisation	4	11
120392	Apply the concept and principles of knowledge management to leadership	4	8
243296	Apply values and ethics to a sport organisation	4	3
242872	Conduct international market research	4	6
243303	Create, improvise and organize sport activities	4	6
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	4	8
242655	Demonstrate knowledge and application of ethical conduct in a business environment	4	4
13945	Describe and apply the management of stock and fixed assets in a business unit	4	2
117156	Interpret basic financial statements	4	4

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SAQA US ID	TITLE DESCRIPTION	NQF LEVEL	CREDITS
243300	Lead a community sport activity	4	12
242819	Motivate and build a team	4	10
243293	Promote sport activity in a community	4	4
114593	Tender to secure business for a new venture	4	5
115857	Explain marketing for SMMEs	5	6
252044	Apply the principles of knowledge management	5	6
252037	Build teams to achieve goals and objectives	5	6
252020	Create and manage an environment that promotes innovation	5	6
252032	Develop, implement and evaluate an operational plan	5	8
252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
252021	Formulate recommendations for a change process	5	8
252029	Lead people development and talent management	5	8
252043	Manage a diverse work force to add value	5	6
252034	Monitor and evaluate team members against performance standards	5	8
252025	Monitor, assess and manage risk	5	8
252035	Select and coach first line managers	5	8
120300	Analyse leadership and related theories in a work context	5	8
252026	Apply a systems approach to decision making	5	6
252036	Apply mathematical analysis to economic and financial information	5	6
252042	Apply the principles of ethics to improve organisational culture	5	5
252022	Develop, implement and evaluate a project plan	5	8
252040	Manage the finances of a unit	5	8
12433	Use communication techniques effectively	5	8