ASSESS DEVELOPMENT INSTITUTE MPUMELELO ES/ETQA/0097

	ID	UNIT STD TITLE	NQF LEVEL	Cr	Area	Learner Guide	Assessment Guide	Facilitator Guide
1	119304	Compile a portfolio of evidence for assessment	Level 1	3	Elective	√	√	√
2	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	Level 2	3	Fundamental	√	√	√
3	12461	Communicate at work	Level 2	5	Fundamental	√	√	√
4	12465	Develop a learning plan and a portfolio for assessment	Level 2	6	Fundamental	√	√	√
5	12466	Explain the individual`s role within business	Level 2	4	Fundamental	√	√	√
6	13217	Collect and use information	Level 2	5	Fundamental	√	√	√
7	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	Level 2	2	Fundamental	√	√	√
8	7480	Demonstrate understanding of rational and irrational numbers and number systems	Level 2	3	Fundamental	√	√	√
9	7547	Operate a personal computer system	Level 2	6	Fundamental	√	√	√
10	7568	Demonstrate knowledge of and produce word processing documents using basic functions	Level 2	3	Fundamental	√	√	√
11	7569	Demonstrate understanding of the basic concepts of databases and the ability to plan and create a simple database	Level 2	3	Fundamental	√	√	√
12	8494	Demonstrate an understanding of HIV/AIDS and its implications	Level 2	4	Fundamental	√	√	√
13	116999	Apply accurate information about HIV & AIDS to everyday life	Level 1	2	Elective/Fundamental	√	√	√
14	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and it's effects on a business sub-sector, own organisation and a specific workplace	Level 3	4	Elective/Fundamental	√	√	√
15	12463	Understand and deal with HIV/AIDS	Level 2	3	Elective/Fundamental	√	√	√
16	13169	Describe and discuss issues relating to HIV-AIDS, TB and sexually transmitted illnesses and their impact on the workplace	Level 1	4	Elective/Fundamental	√	√	√
17	12203	Demonstrate knowledge of issues relating to HIV and AIDS	Level 1	2	Elective/Fundamental	√	√	√
18	8962	Maintain and adapt oral communication	Level 2	5	Fundamental	√	√	√
19	8963	Access and use information from texts	Level 2	5	Fundamental	√	√	√
20	8964	Write for a defined context	Level 2	5	Fundamental	√	√	√
21	8967	Use language and communication in occupational learning programmes	Level 2	5	Fundamental	√	√	√
22	9007	Work with a range of patterns and functions and solve problems	Level 2	5	Fundamental	√	√	√
23	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 2	3	Fundamental	√	√	√
24	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	3	Fundamental	√	√	√
25	9882	Read and interpret basic engineering drawings	Level 2	8	Fundamental	√	√	√

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26	10006	Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	Level 1	2	Fundamental	√	√	√
	ID	UNIT STD TITLE	NQF LEVEL	Cr	Area	Learner Guide	Assessment Guide	Facilitator Guide
27	110083	Process, analyse and communicate numerical data	Level 1	4	Fundamental	√	√	√
28	12462	Engage in a range of speaking and listening interactions for a variety of purposes	Level 1	6	Fundamental	√	√	√
29	12469	Read and respond to a range of text types	Level 1	6	Fundamental	√	√	√
30	12470	Write for a variety of different purposes	Level 1	6	Fundamental	√	√	√
31	12471	Explore and use a variety of strategies to learn (revised)	Level 1	5	Fundamental	√	√	√
32	12535	Understand the world of work	Level 1	5	Fundamental	√	√	√
33	14084	Demonstrate an understanding of and use the numbering system	Level 1	1	Fundamental	√	√	√
34	14098	Understand and use energy in technological product and systems	Level 1	1	Fundamental	√	√	√
35	7447	Working with numbers in various contexts	Level 1	6	Fundamental	√	√	√
36	7448	Work with patterns in various contexts	Level 1	4	Fundamental	√	√	√
37	7450	Work with measurement in a variety of contexts	Level 1	2	Fundamental	√	√	√
38	7453	Use algebraic notation, conventions and terminology to solve problems	Level 1	3	Fundamental	√	√	√
39	7509	Apply basic concepts and principles in the natural sciences	Level 1	5	Fundamental	√	√	√
40	7572	Demonstrate knowledge of and produce computer spreadsheets using basic functions	Level 2	3	Fundamental	√	√	√
41	7792	Maintain data in a computer system	Level 2	4	Fundamental	√	√	√
42	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	5	Fundamental	√	√	√
43	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	6	Fundamental	√	√	√
44	116942	Use a GUI-based word processor to create merged documents	Level 3	3	Fundamental	√	√	√
45	14060	Understand transformational leadership	Level 3	5	Elective	√	√	√
46	14061	Understand Management Practices	Level 3	7	Elective	√	√	√
47	14061	Understand Management Practices	Level 3	7	Elective	√	√	√
48	14063	Apply Self Management through the Concepts of Positive Self-esteem and Resiliency	Level 3	2	Elective	√	√	√
49	14064	Understand Constructive Thinking	Level 3	12	Elective	√	√	√
50	8970/119465	Write texts for a range of communicative contexts	Level 3	5	Fundamental	√	√	√
51	8972/119466	Interpret a variety of literary texts	Level 3	5	Fundamental	√	√	√
52	9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 3	4	Fundamental	√	√	√
53	116389	Write a technical report	Level 4	4	Fundamental	√	√	√
54	12153	Use the writing process to compose texts required in the business environment	Level 4	5	Fundamental	√	√	√
55	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	Level 4	4	Fundamental	√	√	√
56	14045	Apply Transformational Leadership by Interacting with Key	Level 4	8	Fundamental	√	√	√

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57	14046	Lead subordinates to support the strategy of the organisation	Level 4	4	Fundamental	√	√	√
58	14048	Apply Self Management Concepts	Level 4	3	Fundamental	√	√	√
59	14049	Understands, Applies and Displays Constructive Thinking	Level 4	5	Fundamental	√	√	√
60	7465	Collect and use data to establish complex statistical and probability models and solve related problems	Level 4	5	Fundamental	√	√	√
61	7466	Represent and operate on complex numbers in non-trivial situations	Level 4	2	Fundamental	√	√	√
62	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	5	Fundamental	√	√	√
63	119457	Interpret and use information from texts	Level 3	5	Fundamental	√	√	√
64	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5	Fundamental	√	√	√
65	119467/8973	Use language and communication in occupational learning programmes	Level 3	5	Fundamental	√	√	√
66	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5	Fundamental	√	√	√
67	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5	Fundamental	√	√	√
68	7567	Produce and use spreadsheets for business	Level 3	5	Fundamental	√	√	√
69	7575	Produce presentation documents for business	Level 3	5	Fundamental	√	√	√
70	8968/119472	Accommodate audience and context needs in oral communication	Level 3	5	Fundamental	√	√	√
71	8969/119457	Interpret and use information from texts	Level 3	5	Fundamental	√	√	√
72	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	Level 3	2	Fundamental	√	√	√
73	9012	Investigate life and work related problems using data and probabilities	Level 3	5	Fundamental	√	√	√
74	9303	Communicate verbally with clients in a financial environment	Level 3	3	Fundamental	√	√	√
75	9530	Manage work time effectively	Level 3	3	Fundamental	√	√	√
76	114600	Apply innovative thinking to the development of a small business	Level 4	4	Fundamental	√	√	√
77	114963	Write a variety of texts in	Level 4	4	Fundamental	√	√	√
78	119459	Write/present/sign for a wide range of contexts	Level 4	5	Fundamental	√	√	√
79	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5	Fundamental	√	√	√
80	119469	Read/view, analyse and respond to a variety of texts	Level 4	5	Fundamental	√	√	√
81	119471/8979	Use language and communication in occupational learning programmes	Level 4	5	Fundamental	√	√	√
82	12154	Apply comprehension skills to engage oral texts in a business environment	Level 4	5	Fundamental	√	√	√
83	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6	Fundamental	√	√	√
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			LEVEL			Guide	Guide	Guide
84	7470	Work with a wide range of patterns and inverses of functions and solve related problems	Level 4	6	Fundamental	√	√	√
85	13703	Perform operational communicational activities	3	2	Core	√	√	√
86	116937	Demonstrate knowledge and produce computer spreadsheet using basic functions	2	4	CORE	√	√	√
87	7571	Operate a personal computer	2	6	Core	√	√	√
88	12998	Produce spreadsheets using accounting related information technology	Level 5	8	Elective	√	√	√
89	7818	Conduct on-the-job coaching	Level 5	5	Elective	√	√	√
91	115753	Conduct outcomes based assessment	Level 5	15	Elective	√	√	√
92	7859	Lead and manage teams of people	Level 6	6	Elective	√	√	√
93	7881	Manage workplace diversity	Level 6	5	Elective	√	√	√
94	8974/119462	Engage in sustained oral communication and evaluate spoken texts	Level 4	5	Fundamental	√	√	√
95	8975/119469	Read analyse and respond to a variety of texts	Level 4	5	Fundamental	√	√	√
96	8976/119459	Write for a wide range of contexts	Level 4	5	Fundamental	√	√	√
97	8979/119471	Use language and communication in occupational learning programmes	Level 4	5	Fundamental	√	√	√
98	9506	Communicate in an assertive manner with clients and fellow workers	Level 4	4	Fundamental	√	√	√
99	14047	Apply Sound Management Practices in Order to Achieve Short to Mid Term Objectives	Level 5	10	Fundamental	√	√	√
100	119466	Interpret a variety of literature texts	4	5	Fundamental	√	√	√
101	9268	Manage Basic Personal Finance	2	6	Fundamental	√	√	√
102	116932	Operate a Personal Computer	1	3	Fundamental	√	√	√
103	7454	Collect and use data to establish statistical and probability models and solve related problems	3	5	Fundamental	√	√	√
104	7484	Describe, represent, analyse and explain changes in shape and motion in 2- and 3-dimensional space with justification	Level 4	4	Fundamental	√	√	√
105	7784	Communicate in a business environment	Level 4	6	Fundamental	√	√	√
106	8977/119470	Evaluate literary texts	Level 4	5	Fundamental	√	√	√
107	8978/119461	Motivate judgements on selected literary texts	Level 4	5	Fundamental	√	√	√
103	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6	Fundamental	√	√	√
104	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	4	Fundamental	√	√	√
105	10055	Present data to stakeholders	Level 5	5	Fundamental	√	√	√
106	119808	Apply engineering mathematics in the Measurement, Control and Instrumentation environment	Level 5	10	Fundamental	√	√	√
107	12432	Use mathematical and statistical techniques effectively	Level 5	20	Fundamental	√	√	√
108	12433	Use communication techniques effectively	Level 5	8	Fundamental	√	√	√
109	14609	Participate in management of conflict	Level 5	4	Fundamental	√	√	√
110	15148	Manage financial aspects of a construction project	Level 5	8	Fundamental	√	√	√
111	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 5	4	Fundamental	√	√	√

112	15231	Create and use a range of resources to effectively manage teams, sections, departments or divisions	Level 5	4	Fundamental	√	√	√
113	15234	Apply efficient time management to the work of a department/division/section	Level 5	4	Fundamental	√	√	√
114	15238	Devise and apply strategies to establish and maintain relationships	Level 5	3	Fundamental	√	√	√
115	8647	Apply workplace communication skills	Level 5	10	Fundamental	√	√	√
116	8648	Demonstrate an understanding of professional values and ethics	Level 5	4	Fundamental	√	√	√
117	8662	Analyse and communicate workplace data	Level 5	5	Fundamental	√	√	√
118	7460	Use structured models to describe, represent and analyse shape and motion in 2-and 3-dimensional space.	3	5	Fundamental	√	√	√
119	7457	Work with a wide range of patterns and transformations of functions and solve related problems	3	8	Fundamental	√	√	√
120	7455	Identify and work simple forms of complex numbers	3	5	Fundamental	√	√	√
121	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5	Fundamental	√	√	√
122	116938	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5	Fundamental	√	√	√
123	119454	Maintain and adapt oral/signed communication	2	3	Fundamental	√	√	√
124	119463	Access and use information from texts	2	6	Fundamental	√	√	√
125	119456	Write/present for a defined context	2	3	Fundamental	√	√	√
126	9529 (12488)	Compile feasibility and commissioning report	3	3	Fundamental	√	√	√
127	9528	Communicate with Clients	3	3	Fundamental	√	√	√
128	120377	Identify, suggest and implement corrective actions to improve quality of project work	4	7	Fundamental	√	√	√
129	117871	Facilitate learning using a variety of given methodologies	5	10		√	√	√
130	115753	Conduct outcomes-based Assessment	5	15		√	√	√

1. Negotiation Skills for Management: 11 Modules – 3 days	√	√	√
2. Presentation and Facilitation Skills : 10 Modules – 3 days	√	√	√
3. Business Skills for General Workers and Supervisors: (L1-L5): 6 Modules – 5 Days	√	√	√
4. Recruitment Skills for Supervisors: 15 Modules – 3 days	√	√	√