

The training package below include a number of Unit Standards from different qualifications. Each qualification belongs under a certain



SILALELE
SKILLS ACADEMY
We Are Listening

NO	Training Interventions	Accredited	SETA	US ID	Aligned Unit Standard	Level	Credits	Training Duration
								Theory
1	Leadership Development Programmes	Yes	BANK SETA	120300	Analyse leadership and related theories in a work context	Level 5	8	5 days
		Yes	LG SETA	120391	Apply leadership skills to relationship management	Level 4	8	5 days
		Yes	LG SETA	120392	Apply the concept and principles of knowledge management to leadership	Level 4	8	5 days
		Yes	LG SETA	120390	Develop and apply a service culture to a leadership role	Level 4	8	5 days
		Yes	LG SETA	120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	Level 4	10	5 days
		Yes	LG SETA	120394	Apply communication principles, strategies and processes in a leadership role	Level 4	6	5 days
		Yes	LG SETA	120305	Analyse the role that emotional intelligence plays in leadership	Level 5	8	5 days
		Yes	LG SETA	120311	Apply visionary leadership to develop strategy	Level 5	10	5 days
		Yes	Services SETA	242824	Apply leadership concepts in a work context	Level 4	12	5 days
		Yes	Services SETA	120389	Explain and apply the concept, principles and theories of motivation in a leadership context	Level 4	6	5 days

			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
2	Customised Graduate Development Programme	Yes	ETDPSETA	15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	Level 6	4	5 days
		Yes	ETDPSETA	15217	Develop an organisational training and development plan	Level 5	6	5 days
		Yes	ETDPSETA	15221	Provide information and advice regarding skills development and related issues	Level 5	4	5 days
		Yes	BANK SETA	252029	Lead people development and talent management	Level 5	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
3	Project Finance	Yes	BANK SETA	252022	Develop, implement and evaluate a project plan	Level 5	8	5 days
		Yes	LG SETA	123464	Gather information and provide assistance for project planning and scheduling functions	Level 3	10	5 days
		Yes	LG SETA	110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	Level 4	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
4	Financial Modelling	Yes	LG SETA	110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	Level 4	4	5 days
		Yes	LG SETA	10388	Interpret basic financial statements	Level 4	3	3 days
		Yes	Services SETA	119666	Determine financial requirements of a new venture	Level 2	8	5 days
		Yes	Services SETA	13932	Prepare and process documents for financial and banking pro	Level 3	5	5 days
		Yes	AGRISETA	116083	Illustrate and understand the basic layout of financial statements	Level 2	2	3 days
		Yes	LG SETA	119352	Apply principles of information systems to public finance and administration	Level 5	12	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	AGRISETA	116083	Illustrate and understand the basic layout of financial statements	Level 2	2	3 days

5	Finance for Non-Financial Managers	Yes	BANK SETA	252040	Manage the finances of a unit	Level 5	8	5 days
		Yes	Services SETA	119340	Apply economic principles to finance and management decisions	Level 5	15	5 days
		Yes	Services SETA	119674	Manage finances for a new venture	Level 2	10	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
6	Business Report Writing	Yes	LG SETA	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	15	5 days
		Yes	LG SETA	119341	Apply cost management information systems in the preparation of management reports	Level 5	15	5 days
		Yes	LG SETA	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10	5 days
		Yes	LG SETA	119339	Prepare and interpret tax reports and returns required by South Africa	Level 5	12	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
7	Pricing and Financial Due Diligence	Yes	Services SETA	263455	Apply the principles of costing and pricing to a business venture	Level 4	6	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
8	Emotional intelligence	Yes	LGSETA	120305	Analyse the role that emotional intelligence plays in leadership	Level 5	8	5 days
		Yes	LGSETA	252031	Apply the principles and concepts of emotional intelligence to the management of self and others	Level 5	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	Services SETA	12139	Facilitate the resolution of employee grievances	Level 6	5	5 days
		Yes	FoodBev SETA	13172	Understand the employer/employee relationship	Level 1	3	3 days
		Yes	LGSETA	10170	Demonstrate understanding of employment relations in an organisation	Level 3	3	3 days

9	Employee relations	Yes	Services SETA	116394	Implement and manage human resource and labour relations policies and acts	Level 5	9	5 days
		Yes	Services SETA	114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	Level 5	12	5 days
		Yes	Services SETA	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	Level 5	6	5 days
		Yes	Services SETA	376119	Interpret unfair dismissal in terms of Labour Relations Legislation	Level 6	10	5 days
		Yes	Services SETA	119950	Describe the functions of mediating bodies in labour relations	Level 4	10	5 days
		Yes	Services SETA	119924	Interpret and apply provisions of the Labour Relations Act relating to organisational rights	Level 5	4	5 days
		Yes	Services SETA	119953	Apply principles of dispute management in labour relations	Level 5	10	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
10	Gender Mainstreaming Diversity	Yes	LGSETA	116924	Implement a programme of diversity management in the workplace	Level 5	14	5 days
		Yes	Services SETA	252043	Manage a diverse work force to add value	Level 5	6	5 days
		Yes	Services SETA	14664	Demonstrate knowledge of diversity within different relationships	Level 1	3	3 days
		Yes	LGSETA	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	Level 3	6	5 days
		Yes	LG SETA	120036	Analyse the role of institutions in developing and perpetuating gender inequality	Level 04	5	3 days
		Yes	LG SETA	120033	Conduct gender audits to deal with redress, equity and diversity within organisations	Level 04	6	3 days
		Yes	LG SETA	120031	Promote and inform women's empowerment and gender practices	Level 04	5	3 days
		Yes	LG SETA	120029	Promote Gender Equality and Women's Empowerment through education, training and development	Level 04	6	3 days
		Yes	LG SETA	120082	Provide interventions in gender violence	Level 04	8	5 days

		Yes	LG SETA	263918	Demonstrate knowledge and understanding of issues of diversity in a specific South African context	Level 04	5	3 days
		Yes	LG SETA	252043	Manage a diverse work force to add value	Level 5	6	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
11	Business Development Skills	Yes	Services SETA	114600	Apply innovative thinking to the development of a small business	Level 4	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	LGSETA	120385	Apply a range of project management tools and techniques	Level 4	7	5 days
		Yes	LGSETA	10140	Apply a range of project management tools	Level 4	8	5 days
		Yes	FP&M SETA / LG	120379	Work as a project team member	Level 4	8	5 days
		Yes	AGRISETA	10150	Provide assistance in implementing and assuring project work is conducted in accordance with the project quality plan	Level 3	6	5 days
		Yes	AGRISETA	10135	Work as a project team member	Level 4	8	5 days
		Yes	BANK SETA	252022	Develop, implement and evaluate a project plan	Level 5	8	5 days
		Yes	LGSETA	119343	Apply operations research principles and tools in the management of project activities and resources	Level 5	15	5 days
		Yes	LGSETA	123462	Demonstrate knowledge and understanding of the project and the project support services environment	Level 3	4	5 days
		Yes	LGSETA	123464	Gather information and provide assistance for project planning and scheduling functions	Level 3	10	5 days
		Yes	LGSETA	123465	Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	Level 3	5	5 days
		Yes	LGSETA	120383	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	6	5 days

12	Project Management	Yes	LGSETA	14534	Apply knowledge of community issues in relation to development projects	Level 3	4	5 days
		Yes	LGSETA	15216	Create opportunities for innovation and lead projects to meet	Level 5	4	5 days
		Yes	LGSETA	10146	Supervise a project team of a developmental project to deliver	Level 5	14	5 days
		Yes	LGSETA	110481	Demonstrate a knowledge and understanding of the aspects of	Level 4	8	5 days
		Yes	LGSETA	110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	Level 4	4	5 days
		Yes	LGSETA	252022	Develop, implement and evaluate a project plan	Level 5	8	5 days
		Yes	LGSETA	264981	Explain and implement a basic community development project in own work context	Level 04	6	3 days
		Yes	LGSETA	120382	Plan, organise and support project meetings and workshops	Level 04	4	3 days
		Yes	LGSETA	120379	Work as a project team member	Level 04	8	5 days
		Yes	LGSETA	243824	Develop an integrated Project Management plan for a simple to moderately complex project	Level 5	8	5 days
		Yes	LGSETA	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14	5 days
Yes	LGSETA	242914	Apply the principles and theories of public sector project management	Level 6	12	5 days		
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
13	The role of the Social and Ethics Committee	Yes	BANK SETA	252042	Apply the principles of ethics to improve organisational culture	Level 5	5	5 days
		Yes	LGSETA	8648	Demonstrate an understanding of professional values and ethics	Level 5	4	5 days
		Yes	Services SETA	113924	Apply basic business ethics in a work environment	Level 2	2	5 days

13		Yes	Services SETA	8648	Demonstrate an understanding of professional values and eth	Level 5	4	5 days
		Yes	Services SETA	12537	Identify personal values and ethics in the workplace	Level 1	4	5 days
				119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
14	Corporate Governance, Risk and Mitigations	Yes	LGSETA	119349	Apply principles of risk management to manage and report risk situations	Level 5	8	5 days
		Yes	LGSETA	119337	Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system	Level 5	12	5 days
		Yes	LGSETA	120303	Apply principles of risk management	Level 5	8	5 days
		Yes	LGSETA	251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	Level 3	5	5 days
		Yes	Services SETA	252025	Monitor, assess and manage risk	Level 5	8	5 days
		Yes	AGRISETA	116211	Minimise risk in animal management	Level 3	3	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
15	Negotiation Skills	Yes	BANK SETA	117853	Conduct negotiations to deal with conflict situations	Level 5	8	5 days
		Yes	Services SETA	119939	Conduct negotiations in labour mediation	Level 5	6	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
16	Change Management	Yes	LGSETA	115407	Apply the principles of change management in the workplace	Level 5	10	5 days
		Yes	Services SETA	252021	Formulate recommendations for a change process	Level 5	8	5 days
		Yes	Services SETA	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	Level 5	3	3 days

			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
17	Interpersonal Management	Yes	Services SETA	10591	Conduct interpersonal management	Level 6	6	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
18	Project Finance for Municipal Infrastructure Development	Yes	LGSETA	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	Level 6	15	5 days
		Yes	LGSETA	116345	Apply the principles of budgeting within a municipality	Level 5	15	5 days
		Yes	LGSETA	116340	Apply costing principles to municipal operational and service-based costing	Level 6	11	5 days
		Yes	LGSETA	116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	Level 6	10	5 days
		Yes	LGSETA	116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	Level 6	10	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
19	Strategy Implementation	Yes	LGSETA	120311	Apply visionary leadership to develop strategy	Level 5	10	5 days
		Yes	LGSETA	114212	Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit	Level 4	3	3 days
		Yes	Services SETA	263456	Plan strategically to improve new venture performance	Level 4	4	5 days
		Yes	LGSETA	116358	Contribute to the strategic planning process in a South African municipality	Level 6	15	5 days
		Yes	LGSETA	114585	Plan strategically to improve business performance	Level 4	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
20	Business Etiquette Skills	Yes	Services SETA	114959	Behave in a professional manner in a business environment	Level 2	4	5 days
		Yes	Services SETA	119668	Manage business operations	Level 2	8	5 days

		Yes	Services SETA	13933	Plan, monitor and control an information system in a business	Level 3	3	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	Services SETA	252037	Build teams to achieve goals and objectives	Level 5	6	5 days
		Yes	Services SETA	252034	Monitor and evaluate team members against performance sta	Level 5	8	5 days
		Yes	Services SETA	15230	Monitor team members and measure effectiveness of perform	Level 5	4	5 days
		Yes	Services SETA	15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	Level 5	3	3 days
		Yes	FP&M SETA	8420	Operate in a team	Level 2	4	5 days
		Yes	FP&M SETA	123242	Organize forestry work team activities	Level 3	5	5 days
		Yes	FP&M SETA	123237	Control forestry work team activities	Level 4	5	5 days
		Yes	FP&M SETA	11473	Manage individual and team performance	Level 4	8	5 days
		Yes	FP&M SETA	120379	Work as a project team member	Level 4	8	5 days
		Yes	AGRI-SETA	10135	Work as a project team member	Level 4	8	5 days
		Yes	BANK SETA	252037	Build teams to achieve goals and objectives	Level 5	6	5 days
		Yes	LGSETA	123465	Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	Level 3	5	5 days
21	Team Enhancement Workshop	Yes	LGSETA	242819	Motivate and Build a Team	Level 4	10	5 days
		Yes	LGSETA	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14	5 days

		Yes	Services SETA	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 4	6	5 days
		Yes	Services SETA	242811	Prioritise time and work for self and team	Level 4	5	5 days
		Yes	Services SETA	242812	Induct a member into a team	Level 3	4	5 days
		Yes	Services SETA	242820	Maintain records for a team	Level 3	4	5 days
		Yes	Services SETA	11473	Manage individual and team performance	Level 4	8	5 days
		Yes	Services SETA	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	5	5 days
		Yes	Services SETA	15226	Implement systems to meet the flow of information in a team, department or division	Level 5	3	3 days
		Yes	LGSETA	242819	Motivate and Build a Team	Level 04	10	5 days
		Yes	LGSETA	254179	Work as part of a team, under supervision, with children and youth at risk	Level 04	5	3 days
		Yes	LGSETA	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	5	3 days
		Yes	LGSETA	14019	Plan team work functions and complete reports	Level 3	4	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
22	Leadership Development Programme	Yes	LGSETA	116357	Design internal control and internal control evaluation framework	Level 6	8	5 days
		Yes	Services SETA	110026	Describe and assist in the control of fraud in an office environment	Level 4	4	5 days
		Yes	Services SETA	13933	Plan, monitor and control an information system in a business environment	Level 3	3	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory

23	Meetings	Yes	LGSETA	244186	Facilitate Council and related meetings to achieve Local Government objectives	Level 3	6	5 days
		Yes	LGSETA	110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	Level 4	6	5 days
		Yes	Services SETA	13929	Co-ordinate meetings, minor events and travel arrangements	Level 3	3	3 days
		Yes	LGSETA	244186	Facilitate Council and related meetings to achieve Local Government objectives	Level 3	6	5 days
		Yes	Services SETA	242816	Conduct a structured meeting	Level 4	5	5 days
		Yes	Services SETA	13934	Plan and prepare meeting communications	Level 3	4	5 days
		Yes	LGSETA	13934	Plan and prepare meeting communications	Level 3	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
24	Customer Service	Yes	Services SETA	123258	Foster and maintain customer relations	Level 3	10	5 days
		Yes	Services SETA	10054	Identify and manage areas of customer service impact	Level 5	6	5 days
		Yes	Services SETA	10053	Manage customer requirements and needs and implement actions	Level 5	8	5 days
		Yes	FP&M SETA	123630	Establish customer requirements and sell a garment	Level 1	5	5 days
		Yes	AGRISETA	7789	Provide Customer Service	Level 4	8	5 days
		Yes	BANKSETA	10045	Identify product features, advantages and benefits to the customer	Level 5	10	5 days
		Yes	BANKSETA	10047	Close a deal with a customer	Level 5	5	5 days

		Yes	BANKSETA	10052	Monitor handling of customers by frontline customer service	Level 5	6	5 days
		Yes	BANKSETA	10053	Manage customer requirements and needs and implement act	Level 5	8	5 days
		Yes	BANKSETA	10066	Establish customer needs and relationships	Level 5	16	5 days
		Yes	BANKSETA	10067	Develop customer needs and relationships	Level 5	16	5 days
		Yes	Services SETA	114974	Apply the basic skills of customer service	Level 2	2	3 days
		Yes	Services SETA	110082	Understand the impact of customer service on a business	Level 1	6	5 days
		Yes	LGSETA	14050	Care for customers in a community environment	Level 3	5	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
25	Coaching	Yes	BANKSETA	252035	Select and coach first line managers	Level 5	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	FP&M SETA	8494	Demonstrate an understanding of HIV/AIDS and its implicatio	Level 2	4	5 days
		Yes	FP&M SETA	13169	Describe and discuss issues relating to HIV-AIDS, TB and sexually transmitted illnesses and their impact on the workplace	Level 1	4	5 days
		Yes	AGRISSETA	12203	Demonstrate knowledge of issues relating to HIV and AIDS	Level 1	2	3 days
		Yes	BANKSETA	252033	Demonstrate ways of dealing with the effects of dread diseases and in particular HIV/AIDS	Level 5	8	5 days
		Yes	LGSETA	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	Level 3	4	5 days
		Yes	LGSETA	8555	Contribute to information distribution regarding HIV/AIDS in the workplace	Level 4	4	5 days
		Yes	Services SETA	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	Level 3	4	5 days

26	HIV/AIDS	Yes	Services SETA	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	5	5 days
		Yes	LGSETA	244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 03	4	3 days
		Yes	LGSETA	244259	Support children and adults living with HIV and AIDS	Level 03	8	5 days
		Yes	LGSETA	252510	Demonstrate knowledge and understanding of HIV and AIDS, other Sexually Transmitted Infections (STIs) and Tuberculosis (TB) for counselling purposes	Level 04	3	3 days
		Yes	LGSETA	117507	Develop and implement a client ARV treatment plan	Level 04	6	3 days
		Yes	LGSETA	114491	Educate and work closely with the community with regard to sexually transmitted infections (STIs) including Human Immune Virus/Acquired Immune Deficiency Syndrome	Level 04	10	5 days
		Yes	LGSETA	116759	Initiate a ministry in a church or community for people living with HIV/AIDS	Level 04	10	5 days
		Yes	LGSETA	252532	Provide on-going counselling and support to individuals infected or affected by HIV and AIDS	Level 04	3	3 days
		Yes	LGSETA	252533	Provide pre and post HIV test counselling	Level 04	5	3 days
		Yes	LGSETA	12463	Understand and deal with HIV/AIDS	Level 2	3	3 days
		Yes	LGSETA	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
27	Communications	Yes	FP&M SETA	8968	Accommodate audience and context needs in oral communication	Level 3	5	5 days
		Yes	FP&M SETA	119454	Maintain and adapt oral/signed communication	Level 2	5	5 days
		Yes	FP&M SETA	119460	Use language and communication in occupational learning process	Level 2	5	5 days
		Yes	BANKSETA	12433	Use communication techniques effectively	Level 5	8	5 days
		Yes	BANKSETA	264408	Manage and improve communication processes in a function	Level 6	3	3 days
				12461	Communicate at work	Level 2	5	

			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
28	Administration & Records Management	Yes	Services SETA	110009	Manage administration records	Level 4	4	5 days
		Yes	Services SETA	114805	Manage general administration	Level 4	4	5 days
		Yes	LGSETA	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10	5 days
		Yes	LGSETA	119352	Apply principles of information systems to public finance and	Level 5	12	5 days
		Yes	LGSETA	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 5	12	5 days
		Yes	Services SETA	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8	5 days
		Yes	Services SETA	110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	Level 4	4	5 days
		Yes	LGSETA	13217	Collect and use information	Level 2	5	3 days
		Yes	LGSETA	14051	Collect and record data	Level 2	3	3 days
		Yes	LGSETA	119822	Collect data for environmental management purposes	Level 3	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	AGRISETA	116319	Prepare a whole farm budget and establish a proper integrate	Level 4	3	3 days
		Yes	AGRISETA	116319	Prepare a whole farm budget and establish a proper integrate	Level 4	3	3 days
		Yes	LGSETA	116345	Apply the principles of budgeting within a municipality	Level 5	15	5 days
		Yes	LGSETA	116364	Plan a municipal budgeting and reporting cycle	Level 6	8	5 days

29	Budgeting	Yes	LGSETA	116345	Apply the principles of budgeting within a municipality	Level 5	15	5 days
		Yes	LGSETA	13941	Apply the budget function in a business unit	Level 4	5	5 days
		Yes	LGSETA	110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	Level 4	4	5 days
		Yes	Services SETA	242810	Manage Expenditure against a budget	Level 4	6	5 days
		Yes	LGSETA	242810	Manage Expenditure against a budget	Level 04	6	3 days
		Yes	LGSETA	10718	Use a personal budget to manage own money	Level 2	3	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
30	Disaster Management	Yes	LGSETA	119338	Participate in the planning and implementation of disaster management	Level 5	8	5 days
		Yes	LGSETA	251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	Level 3	5	5 days
		Yes	LGSETA	264980	Demonstrate understanding of political and socio-economic factors that influence community development	Level 04	5	3 days
		Yes	LGSETA	264976	Demonstrate understanding of the legislation, policies and procedures that underpin community development in a specific context	Level 04	4	3 days
		Yes	LGSETA	264979	Demonstrate understanding of the process of community development	Level 04	10	5 days
		Yes	LGSETA	264974	Develop a community profile for a specific community	Level 04	6	3 days
		Yes	LGSETA	264978	Explain, discuss and evaluate the stages of human development and how these impact on the needs of a community	Level 04	5	3 days
		Yes	LGSETA	264977	Explore theories of community development used to engage communities	Level 04	5	3 days

31	Community Development	Yes	LGSETA	264975	Facilitate learning in a community context	Level 04	8	5 days
		Yes	LGSETA	119726	Participate in public education and advocacy campaigns in communities	Level 03	4	3 days
		Yes	LGSETA	120077	Implement volunteer projects	Level 04	5	3 days
		Yes	LGSETA	243300	Lead a community sport activity	Level 04	12	5 days
		Yes	LGSETA	243293	Promote sport activity in a community	Level 04	4	3 days
		Yes	LGSETA	365139	Demonstrate an understanding of human trafficking and its legal implications	Level 05	5	3 days
		Yes	LGSETA	12351	Demonstrate An Ability To Work With Local Communities	Level 2	7	3 days
		Yes	LGSETA	12352	Demonstrate knowledge of the roles and responsibilities of a community committee	Level 2	4	3 days
		Yes	LGSETA	14534	Apply knowledge of community issues in relation to development projects	Level 3	4	3 days
32	Victim Empowerment	Yes	LGSETA	119721	Support marginalised, "at risk" and vulnerable individuals and groups and identify appropriate referral services	Level 04	8	5 days
		Yes	LGSETA	244591	Design ways in which individuals in a community can contribute towards creating a caring environment for people who are vulnerable	Level 03	3	3 days
		Yes	LGSETA	120076	Demonstrate an understanding of prevention programmes in Victim Empowerment	Level 04	4	3 days
		Yes	LGSETA	120084	Establish and maintain strategic partnerships and referral systems in the Victim Empowerment sector	Level 04	3	3 days
		Yes	LGSETA	120078	Explain Victim Empowerment programmes using the public health approach and principles of social justice	Level 04	3	3 days
		Yes	LGSETA	120030	Identify and apply principles of social justice to empower women at different levels of society	Level 04	5	3 days

		Yes	LGSETA	120079	Provide support to victims of serious violent crime	Level 04	4	3 days
		Yes	LGSETA	243615	Manage and support volunteers in a community recreation environment	Level 04	4	3 days
33	Early Childhood Development (ECD)	Yes	LGSETA	254176	Promote and uphold the rights of children and youth	Level 03	4	3 days
		Yes	LGSETA	244462	Work with families and communities to support Early Childhood Development	Level 03	5	3 days
		Yes	LGSETA	254185	Apply basic communication skills in interactions with children and youth at risk	Level 04	8	5 days
		Yes	LGSETA	254184	Apply behaviour management and support techniques in routine child and youth care work contexts	Level 04	10	5 days
		Yes	LGSETA	254183	Apply personal development strategies and skills to enhance effective service delivery in child and youth care work	Level 04	7	3 days
		Yes	LGSETA	254187	Demonstrate basic interpersonal skills with children and youth at risk, and their families	Level 04	12	5 days
		Yes	LGSETA	244484	Demonstrate knowledge and understanding of the development of babies, toddlers and young children	Level 04	8	5 days
		Yes	LGSETA	254180	Demonstrate knowledge of lifespan development theories for application in child and youth care work	Level 04	5	3 days
		Yes	LGSETA	254174	Demonstrate knowledge of the developmental approach to therapeutic work with children and youth at risk	Level 04	5	3 days
		Yes	LGSETA	254175	Describe the use of relationships for developmental and therapeutic ends in child and youth care work	Level 04	8	5 days
		Yes	LGSETA	230447	Describe youth development paradigms	Level 04	6	3 days

		Yes	LGSETA	244472	Prepare Early Childhood Development programmes with support	Level 04	6	3 days
		Yes	LGSETA	120081	Provide support to child victims of abuse, neglect and exploitation	Level 04	4	3 days
		Yes	LGSETA	244481	Evaluate an Early Childhood Development (ECD) service	Level 05	6	3 days
34	Economic Development	Yes	LGSETA	110475	Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development	Level 04	6	3 days
		Yes	LGSETA	110502	Demonstrate and apply knowledge and understanding of the roles, function and responsibilities of the main stakeholders and role players in local economic development	Level 04	4	3 days
		Yes	LGSETA	110501	Identify and explain the application of a range of concepts and tools for local economic development	Level 04	8	5 days
		Yes	LGSETA	110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	Level 04	6	3 days
		Yes	LGSETA	110525	Apply a range of skills to facilitate workshops, community meetings and planned sessions in the local economic development environment	Level 5	8	5 days
		Yes	LGSETA	110487	Describe and explain national and provincial strategies and policies relevant to local economic development	Level 5	6	3 days
		Yes	LGSETA	110505	Design, implement and manage a local economic development project in own work context	Level 5	8	5 days
		Yes	LGSETA	119553	Take action to address impacts on the environment	Level 2	10	5 days

39	Entrepreneurship	Yes	LGSETA	117499	Demonstrate entrepreneurial competence	Level 04	12	5 days
40	Law enforcement	Yes	Services SETA	119936	Apply case law and judicial precedents to labour related issues	Level 5	6	5 days
		Yes	Services SETA	115326	Identify and apply the principles of law of evidence	Level 5	6	5 days
		Yes	Services SETA	119937	Describe the Promotion of Administration of Justice Act and the principles of Administration law	Level 5	3	3 days
41	Forensic and Eth	Yes	BANK SETA	252042	Apply the principles of ethics to improve organisational culture	Level 5	5	5 days
		Yes	LGSETA	8648	Demonstrate an understanding of professional values and ethics	Level 5	4	5 days
		Yes	Services SETA	113924	Apply basic business ethics in a work environment	Level 2	2	3 days
		Yes	Services SETA	8648	Demonstrate an understanding of professional values and ethics	Level 5	4	5 days
		Yes	Services SETA	12537	Identify personal values and ethics in the workplace	Level 1	4	5 days
		Yes	PSETA /LGSETA	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8	5 days
42	Research	Yes	PSETA /LGSETA	119343	Apply operations research principles and tools in the management of project activities and resources	Level 5	15	5 days
		Yes	PSETA /LGSETA	110478	research methodologies to undertake local economic	Level 4	4	5 days
		Yes	PSETA /LGSETA	114596	Research the viability of new venture ideas/opportunities	Level 4	5	5 days
43	Public administr	Yes	PSETA	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10	5 days
		Yes	PSETA	119352	administration	Level 5	12	5 days
		Yes	PSETA	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 5	15	5 days
		Yes	PSETA	119344	Apply the legislation governing the establishment and management of public entities	Level 5	12	5 days
		Yes	PSETA	119334	governing the public sector management and administration environment	Level 5	12	5 days
		Yes	PSETA	119336	Manage the development and performance of human capital in the public sector	Level 5	12	5 days
44	Information Technology	Yes	Services SETA	113836	Apply basic computer technology	Level 3	11	5 days
		Yes	Services SETA	116360	finance environment	Level 6	8	5 days

45	Marketing and Communication	Yes	Services SETA	119672	Manage marketing and selling processes of a new venture	Level 2	7	5 days
		Yes	Services SETA	115857	Explain marketing for SMMEs	Level 5	6	5 days
		Yes	Services SETA	116164	marketing	Level 1	2	3 days
		Yes	Services SETA	8968	communication	Level 3	5	5 days
		Yes	Services SETA	8973	programmes	Level 3	5	5 days
		Yes	Services SETA	8962	Maintain and adapt oral communication	Level 2	5	5 days
		Yes	Services SETA	8967	programmes	Level 2	5	5 days
46	HR/ETDP	Yes	Services SETA	119713	Apply basic HR principles in a new venture	Level 3	4	5 days
		Yes	ETDPSETA	114227	Demonstrate understanding of the transformative elements of the HRD legislation	Level 5	10	5 days
		Yes	ETDPSETA	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	Level 6	5	5 days
		Yes	ETDPSETA	123396	Define target audience profiles and skills gaps	Level 4	6	5 days
		Yes	ETDPSETA	115753	Conduct outcomes-based assessment	Level 5	15	5 days
		Yes	ETDPSETA	114924	and training approach within the context of a National	Level 5	5	5 days
		Yes	ETDPSETA	123397	instruments	Level 5	10	5 days
		Yes	ETDPSETA	117871	Facilitate learning using a variety of given methodologies	Level 5	10	5 days
		Yes	ETDPSETA	117874	recognition opportunities	Level 5	6	5 days
		Yes	ETDPSETA	15221	and related issues	Level 5	4	5 days
		Yes	ETDPSETA	115759	Conduct moderation of outcomes-based assessments	Level 6	10	5 days
47	Occupational Health and Safety	Yes	FP&M SETA	9964	Apply health and safety to a work area	Level 2	3	3 days
		Yes	AgriSETA	119707	Apply health and safety principles in horticulture	Level 1	3	3 days
		Yes	AgriSETA	264058	Utilise health and safety principles in horticulture	Level 2	3	3 days
		Yes	AgriSETA	119447	Utilise health and safety principles in poultry production	Level 2	4	5 days
		Yes	Services SETA	119926	Apply the Occupational Health and Safety Act and the Mine Health and Safety Act in mediation	Level 5	3	3 days
		Yes	TETA	116533	Demonstrate basic knowledge and understanding of emergency preparedness and response	Level 02	2	3 days
		Yes	TETA	12484	Perform basic fire fighting	Level 02	4	5 days
		Yes	TETA	259619	Conduct workplace Occupational Health and Safety (OHS) inspections	Level 02	3	3 days

		Yes	TETA	8016	Maintaining occupational health, safety, and general housekeeping	Level 03	8	5 days
		Yes	LGSETA	13220	Keep the work area safe and productive	Level 2	8	5 days
		Yes	LGSETA	13221	Perform routine maintenance	Level 2	8	5 days
		Yes	LGSETA	113818	Clean and maintain area of responsibility	Level 2	8	5 days
		Yes	LGSETA	13223	Apply safety, health and environmental protection procedures	Level 3	6	3 days
		Yes	LGSETA	115093	Control workplace hazardous substances	Level 3	4	3 days
48	Service Delivery	Yes	LGSETA	120310	Apply client service techniques to improve service delivery	Level 5	6	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
49	COIDA	Yes	Services SETA	10377	Demonstrate knowledge and insight into the Compensation for Occupational Injury and Disease Act 130 of 1993 (COIDA)	Level 4	2	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
50	Basic Conditions	Yes	Services SETA	114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act	Level 5	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
51	Labour Relations	Yes	Services SETA	114278	Demonstrate and apply an understanding of the Labour Relations Act	Level 5	12	5 days
		Yes	Services SETA	114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	Level 5	6	5 days
		Yes	Services SETA	376119	Interpret unfair dismissal in terms of Labour Relations Legislation	Level 6	10	5 days
		Yes	Services SETA	119950	Describe the functions of mediating bodies in labour relations	Level 4	10	5 days
		Yes	Services SETA	119924	Interpret and apply provisions of the Labour Relations Act relating to dispute resolution	Level 5	4	5 days
		Yes	Services SETA	119955	Interpret and apply the codes of good practice and guidelines in the Labour Relations Act and Sectoral Determination	Level 5	8	5 days
		Yes	Services SETA	119953	Apply principles of dispute management in labour relations	Level 5	10	5 days

		Yes	Services SETA	116394	Implement and manage human resource and labour relations	Level 5	9	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
52	Conflict Management	Yes	Services SETA	114226	Interpret and manage conflicts within the workplace	Level 5	8	5 days
		Yes	Services SETA	117853	Conduct negotiations to deal with conflict situations	Level 5	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
53	Disciplinary Hearing	Yes	Services SETA	255514	Conduct a disciplinary hearing	Level 5	15	5 days
		Yes	Services SETA	11286	Institute disciplinary action	Level 5	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
54	Knowledge Management	Yes	Services SETA	252044	Apply the principles of knowledge management	Level 5	6	5 days
		Yes	LGSETA	120392	Apply the concept and principles of knowledge management to	Level 4	8	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
55	Time Management	Yes	Services SETA	242811	Prioritise time and work for self and team	Level 4	5	5 days
		Yes	Services SETA	15234	Apply efficient time management to the work of a department/	Level 5	4	5 days
		Yes	Services SETA	15091	Plan to manage one`s time	Level 1	3	3 days
		Yes	FP&M SETA	12513	Plan and manage time in the workplace	Level 1	4	5 days
		Yes	Services SETA	14342	Manage time and work processes within a business environm	Level 2	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory

56	Supply Chain	Yes	AGRISETA	116070	Operate and support a food safety and quality management system in the agricultural supply chain	Level 2	2	3 days
		Yes	AGRISETA	116271	Monitor and supervise a food safety and quality management system in the agricultural supply chain	Level 3	3	3 days
		Yes	AGRISETA	116278	Implement a food safety and quality management system in the agricultural supply chain	Level 4	3	3 days
		Yes	LGSETA	116353	Participate in the design and implementation of municipal supply chain management	Level 6	12	5 days
		Yes	LGSETA	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 5	15	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
57	Presentations	Yes	Services SETA	242840	Make oral presentations	Level 4	2	3 days
		Yes	LGSETA	242842	Plan and prepare for an effective presentation	Level 04	2	3 days
		Yes	LGSETA	242839	Research content for a presentation	Level 04	2	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
58	Accounting Processes	Yes	LGSETA	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	15	5 days
		Yes	LGSETA	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Level 5	12	5 days
		Yes	LGSETA	119337	Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system	Level 5	12	5 days
		Yes	Services SETA	13999	Demonstrate an understanding of basic accounting practices	Level 1	4	5 days
		Yes	FP&M SETA	13999	Demonstrate an understanding of basic accounting practices	Level 1	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
		Yes	FP&M SETA	119567	Perform basic life support and first aid procedures	Level 1	5	5 days

58	First Aid	Yes	AgriSETA/LGSETA	12483	Perform basic first aid	Level 2	4	5 days
		Yes	LGSETA	12483	Perform basic first aid	Level 2	4	3 days
		Yes	LGSETA	116534	Carry out basic first aid treatment in the workplace	Level 3	2	3 days
		Yes	LGSETA	116496	Provide primary emergency care for bleeding and wounds	Level 3	1	3 days
		Yes	LGSETA	116497	Provision of primary emergency care intervention for shock, unconsciousness and fainting in the working place	Level 3	1	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
60	Health and Safety	Yes	FP&M SETA	9964	Apply health and safety to a work area	Level 2	3	3 days
		Yes	AgriSETA	119707	Apply health and safety principles in horticulture	Level 1	3	3 days
		Yes	AgriSETA	264058	Utilise health and safety principles in horticulture	Level 2	3	3 days
		Yes	AgriSETA	119447	Utilise health and safety principles in poultry production	Level 2	4	5 days
		Yes	Services SETA	119926	Apply the Occupational Health and Safety Act and the Mine Health and Safety Act in mediation	Level 5	3	3 days
		Yes	TETA	116533	Demonstrate basic knowledge and understanding of emergency preparedness and response	Level 02	2	3 days
		Yes	TETA	12484	Perform basic fire fighting	Level 02	4	5 days
		Yes	TETA	259619	Conduct workplace Occupational Health and Safety (OHS) inspections	Level 02	3	3 days
		Yes	TETA	8016	Maintaining occupational health, safety, and general housekeeping	Level 03	8	5 days
		Yes	LGSETA	13220	Keep the work area safe and productive	Level 2	8	5 days

		Yes	LGSETA	13221	Perform routine maintenance	Level 2	8	5 days
		Yes	LGSETA	113818	Clean and maintain area of responsibility	Level 2	8	5 days
		Yes	LGSETA	13223	Apply safety, health and environmental protection procedures	Level 3	6	3 days
		Yes	LGSETA	115093	Control workplace hazardous substances	Level 3	4	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
61	Crane Operator	Yes	TETA	116231	Operate a cab controlled overhead crane	Level 02	8	5 days
		Yes	TETA	116254	Operate a mobile crane	Level 02	20	10 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
62	Computer	Yes	AgriSETA	116932	Operate a personal computer system	Level 1	3	3 days
		Yes	LGSETA	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10	5 days
		Yes	Services SETA	113836	Apply basic computer technology	Level 3	11	5 days
		Yes	AgriSETA	7547	Operate a personal computer system	Level 2	6	5 days
		Yes	AgriSETA	7548	Use personal computer operating system	Level 2	3	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
63	Eggs	Yes	AgriSETA	119421	Handle eggs for setting at a hatchery	Level 2	10	5 days
		Yes	AgriSETA	119473	Rear pullets for table egg production	Level 2	15	5 days
		Yes	AgriSETA	119397	Handle the collection and storage of the table eggs on the farm	Level 2	10	5 days

			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
64	Poultry	Yes	AgriSETA	119382	Apply health management practices for poultry	Level 2	12	5 days
		Yes	AgriSETA	119394	Clean and disinfect on poultry holdings	Level 2	5	5 days
		Yes	AgriSETA	119452	Show an understanding of the anatomy and physiology of pou	Level 2	5	5 days
		Yes	AgriSETA	119490	Utilise bio-security practices in poultry production	Level 2	8	5 days
		Yes	AgriSETA	119483	Utilise environmental management practices on poultry farms and hatcheries	Level 2	10	5 days
		Yes	AgriSETA	119437	Utilise feed management in poultry production	Level 2	10	5 days
		Yes	AgriSETA	119447	Utilise health and safety principles in poultry production	Level 2	4	5 days
		Yes	AgriSETA	119487	Utilise water management in poultry production	Level 2	8	5 days
		Yes	AgriSETA	119448	Brood poultry chicks	Level 2	10	5 days
		Yes	AgriSETA	119385	Care for poultry parent stock during production	Level 2	15	5 days
		Yes	AgriSETA	119450	Produce poultry broilers	Level 2	15	5 days
		Yes	AgriSETA	119498	Rear poultry parent stock to sexual maturity after brooding	Level 2	15	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
65	Piggery	Yes	AgriSETA	116153	Apply basic pig husbandry practices	Level 1	5	5 days
		Yes	AgriSETA	116120	Explain basic pig husbandry practices	Level 2	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory

66	Hydroponic System	Yes	AgriSETA	116072	Perform routine operations and identify basic problems in hydroponic systems	Level 2	3	3 days
		Yes	AgriSETA	116148	Perform basic routine operations in a defined hydroponic container	Level 1	5	5 days
		Yes	AgriSETA	116314	Produce crop in a hydroponic system	Level 4	4	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
67	Trees	Yes	FP&M SETA	123141	Debranch trees using an axe/hatchet	Level 1	1	2 days
		Yes	FP&M SETA	123131	Plant plantation trees	Level 1	1	2 days
		Yes	FP&M SETA	123146	Debark trees with a hatchet and prepare bark bundles in a workshop	Level 1	2	3 days
		Yes	FP&M SETA	123145	Select and space trees in commercial wattle forests	Level 1	2	3 days
		Yes	FP&M SETA	117069	Cross-cut felled trees using a chainsaw in a production situation	Level 2	2	3 days
		Yes	FP&M SETA	117061	Debranch felled trees using a chainsaw in a production situation	Level 2	3	3 days
		Yes	FP&M SETA	117062	Fell trees with a chainsaw using the standard technique and felling	Level 2	2	3 days
		Yes	FP&M SETA	123245	Scale tree lengths into log assortments in a production situation	Level 2	2	3 days
		Yes	FP&M SETA	123241	Select and mark trees for thinning in commercial forestry	Level 2	4	5 days
		Yes	AgriSETA	119692	Apply basic tree climbing principles	Level 2	6	5 days
Yes	AgriSETA	264186	Conduct controlled tree felling in various locations	Level 3	6	5 days		
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory

68	Herbicides	Yes	FP&M SETA	123134	Apply herbicides to noxious weeds	Level 1	3	3 days
		Yes	FP&M SETA	123238	Conduct maintenance on herbicide applicators	Level 2	2	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
69	Chainsaw	Yes	FP&M SETA	117069	Cross-cut felled trees using a chainsaw in a production situation	Level 2	2	3 days
		Yes	FP&M SETA	123233	Cut felled timber using a chainsaw and maintain chainsaw	Level 2	4	3 days
		Yes	FP&M SETA	117061	Debranch felled trees using a chainsaw in a production situation	Level 2	3	3 days
		Yes	FP&M SETA	117062	Fell trees with a chainsaw using the standard technique and fell	Level 2	2	3 days
		Yes	FP&M SETA	264195	Operate chainsaws for limbing and logging at ground level	Level 2	6	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
70	Brushcutters	Yes	FP&M SETA	264182	Operate brushcutters in the horticultural environment	Level 2	4	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
71	Environmental Practices	Yes	FP&M SETA	12512	Practice environmental awareness	Level 1	4	5 days
		Yes	FP&M SETA	13223	Apply safety, health and environmental protection procedures	Level 3	6	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
72	Train a Trainer Facilitator Course	Yes	ETDPSETA	117871	Facilitate learning using a variety of given methodologies	Level 5	10	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
73	Training Assessor Course	Yes	ETDPSETA	115753	Conduct outcomes-based assessment	Level 5	15	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory

74	Training Moderator Course	Yes	ETDPSETA	115759	Conduct moderation of outcomes-based assessments	Level 6	10	5 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
75	Skills Development	Yes	LGSETA	117865	Assist and support learners to manage their learning experiences	Level 04	5	3 days
		Yes	LGSETA	243947	Develop self within the job role	Level 04	4	3 days
		Yes	LGSETA	264260	Facilitate a peer education intervention	Level 04	10	5 days
		Yes	LGSETA	123459	Manage self-development in the workplace	Level 04	6	3 days
		Yes	LGSETA	243949	Source information about self-employment opportunities	Level 04	3	3 days
		Yes	LGSETA	119332	Manage and develop oneself in the public sector work environment	Level 5	10	5 days
		Yes	LGSETA	119336	Manage the development and performance of human capital in the public sector	Level 5	12	5 days
		Yes	LGSETA	13202	Apply study and learning techniques	Level 2	3	3 days
		Yes	LGSETA	12465	Develop a learning plan and a portfolio for assessment	Level 2	6	3 days
			SETA	US ID	Aligned Unit Standard Title	Level	Credits	Theory
Cathsseta Registered Skills Programmes								
			SAQA ID	Unit standard title		Level	Credits	Theory
			9871	Sell products/services		5	8	5 days
			7793	Describe layout, services and facilities of the organisation		2	1	2 days
			11235	Maintain effective working relationships with other members of staff		3	1	2 days
			7799	Maintain a safe working environment		2	2	3 days

Customer Operative - HSP/CstOpr/3/0057 ETA - Compulsory Unit S	7796	Maintain a secure working environment	3	1	2 days
	7800	Maintain health, hygiene and professional appearance	2	1	2 days
	7794	Communicate verbally	3	8	5 days
	7790	Process incoming and outgoing telephone calls	3	3	3 days
	7789	Provide customer service	4	8	5 days
	7820	Operate a payment point and process payments	3	5	5 days
	7839	Maintain the receipt, storage and issue of goods	4	5	5 days
	7761	Provide a counter service	3	2	3 days

		SAQA ID	Unit standard title	Level	Credits	Theory
Bar Attendant - HSP/BarAtt/2/0027 CATHSSETA - Compulso	7789	Provide Customer Service	4	8	5 days	
	7790	Process incoming and outgoing telephone calls	3	3	3 days	
	7793	Describe layout, services and facilities of the organisation	2	1	2 days	
	7794	Communicate verbally	3	8	5 days	
	7795	Maintain effective working relationships with other members of staff	3	1	2 days	
	7796	Maintain a secure working environment	3	1	2 days	
	7799	Maintain a safe working environment	2	2	3 days	
	7800	Maintain health, hygiene and a professional appearance	2	1	2 days	
	7812	Perform basic calculations	2	3	3 days	
	7760	Provide a drink service for licensed premises	3	2	3 days	
	7820	Operate a payment point and process payments	3	3	3 days	
	PLUS Select at least 9 credits from the following:					33

7792	Maintain Data in a Computer System	2	4	2 days
7821	Develop Self within The Job Role	4	3	3 days
7740	Prepare and clear areas for drinks service	2	1	2 days
7735	Clean and store glassware	2	1	2 days
7738	Clean and restock drinks machines / equipment	2	1	2 days
7744	Provide a table drink service	3	4	2 days
7750	Serve bottled wines	3	3	3 days
7753	Prepare and serve cocktails	4	2	3 days
7756	Maintain kegs and gas cylinders for use	3	1	2 days
7758	Maintain cellars/beverage store room	3	2	3 days

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		SAQA ID	Unit standard title	Level	Credits	Theory
Drink Service Assistant - HSP/DSrva/2/0024	ETA - Compulsory Unit S	7793	Describe layout, services and facilities of the organisation	2	1	2 days
		7794	Communicate verbally	3	8	5 days
		7796	Maintain a secure working environment	3	1	2 days
		7799	Maintain a safe working environment	2	2	3 days
		7800	Maintain health, hygiene and a professional appearance	2	1	2 days
		7740	Prepare and clear areas for drinks service	2	1	2 days
		7735	Clean and store glassware	2	1	2 days
		7738	Clean and restock drinks machines / equipment	2	1	2 days
		7608	Handle and store cleaning equipment and materials	2	1	2 days
		7612	Handle and dispose of waste	2	1	2 days

		SAQA ID	Unit standard title	Level	Credits	Theory
Cook - Convenience Foods - HSP/CkConF/2/0019	ETA - Compulsory Unit S	7793	Describe layout, services and facilities of the organisation	2	1	2 days
		7796	Maintain a secure working environment	3	1	2 days
		7799	Maintain a safe working environment	2	2	3 days
		7800	Maintain health, hygiene and a professional appearance	2	1	2 days
		7637	Maintain hygiene in food preparation, cooking & storage areas	3	2	3 days
		7705	Handle and maintain knives	2	2	3 days
			PLUS select at least 5 credits from the following:			
		7659	Prepare fruit for hot and cold dishes	2	1	2 days
		7660	Prepare vegetables for hot and cold dishes	2	2	3 days
		7661	Prepare cold and hot sandwiches & rolls	2	2	3 days
		7662	Prepare and microwave food	2	1	2 days
		7664	Prepare and fry food	2	1	2 days
		7665	Prepare and grill food	2	1	2 days
		7697	Prepare and bake food	2	1	2 days
		7701	Prepare and boil, poach or steam foods	2	1	2 days
7704	Prepare and finish reconstituted food	2	1	2 days		
Full Qualifications						
SETA's	ID	Qualification/s	Level	Credits	Theory	
FP&M SETA	50225	General Education and Training Certificate: General Forestry	1	120	4 Months	
FP&M SETA	50266	National Certificate: Forestry: Silviculture	3	123	4 Months	

FP&M SETA	58227	National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes	2	120	4 Months
FP&M SETA	50584	General Education and Training Certificate: Clothing Manufacturing Processes	1	120	4 Months
FP&M SETA	49105	National Certificate: Furniture Making: Wood	3	122	4 Months
FP&M SETA	49091	National Certificate: Furniture Making: Wood	2	125	4 Months
SETA's	ID	Qualification/s	Level	Credits	Theory
AGRISETA	49668	General Education and Training Certificate: Horticulture	1	133	4 Months
AGRISETA	66589	National Certificate: Horticulture	2	120	4 Months
AGRISETA	48977	National Certificate: Mixed Farming Systems	2	120	4 Months
AGRISETA	49582	National Certificate: Poultry Production	2	133	4 Months
AGRISETA	48970	National Certificate: Animal Production	1	120	4 Months
AGRISETA	48976	National Certificate: Animal Production	2	120	4 Months
AGRISETA	49048	National Certificate: Animal Production	3	120	4 Months
AGRISETA	48979	National Certificate: Animal Production	4	140	4 Months
AGRISETA	48972	National Certificate: Plant Production	1	120	4 Months
AGRISETA	48975	National Certificate: Plant Production	2	120	4 Months
AGRISETA	49052	National Certificate: Plant Production	3	120	4 Months
AGRISETA	49009	National Certificate: Plant Production	4	140	4 Months
AGRISETA	20151	National Certificate: Grain Handling Processes	2	124	4 Months
AGRISETA	59099	National Certificate: Agricultural Equipment Service and	2	128	4 Months
SETA's	ID	Qualification/s	Level	Credits	Theory
BANK SETA	59201 / 96100	National Certificate: Generic Management	5	162	4 Months
BANK SETA	59201 / 96099	National Certificate: Generic Management	5	162	4 Months

SETA's	ID	Qualification/s	Level	Credits	Theory
CATHSSETA	14111	National Certificate: Professional Cookery	4	145	4 Months
CATHSSETA	14113	National Certificate: Food and Beverage Services	4	133	4 Months
CATHSSETA	14115	National Certificate: Fast Food Services	3	138	4 Months
CATHSSETA	14110	National Certificate: Accommodation Services	2	120	4 Months
CATHSSETA	71549	Further Education and Training Certificate: Tourist Gu	4	134	4 Months
CATHSSETA	61597	National Certificate: General Travel	5	147	4 Months
SETA's	ID	Qualification/s	Level	Credits	Theory
ETDPSETA	50334	National Certificate: Occupationally Directed Education Training and Development Practices	5	120	4 Months
SETA's	ID	Qualification/s	Level	Credits	Theory
FOOD & BEVERAGE SETA	50307	National Certificate: Bread and Flour Confectionery Bak	2	124	4 Months
FOOD & BEVERAGE SETA	57694	National Certificate: Food and Beverage Packaging Ope	3	120	4 Months
FOOD & BEVERAGE SETA	58026	General Education and Training Certificate: Food and Beverage Handling Processes	1	128	4 Months
FOOD & BEVERAGE SETA	59386	National Certificate: Fresh Meat Processing	3	120	4 Months
SETA's	ID	Qualification/s	Level	Credits	Theory
LG SETA	48965	Certificate: Municipal Financial Management	4	166	4 Months
LG SETA	49554	National Diploma: Public Finance Management and Ad	5	260	8 Months
LG SETA	57823	National Certificate: Ward Committee Governance	2	120	4 Months
LG SETA	58578	National Certificate: Local Government Councillor Prac	3	122	4 Months
LG SETA	50081	Further Education and Training Certificate: Leadership	4	160	4 Months
LG SETA	36436	National Certificate: Local Economic Development	4	163	4 Months
LG SETA	67509	Further Education and Training Certificate: Community	4	125	4 Months
LG SETA	67467	National Certificate: Municipal Governance	5	140	4 Months

LG SETA	49605	National Certificate: Environmental Practice	2	128	4 Months
LG SETA	49752	National Certificate: Environmental Practice	3	122	4 Months
SETA's	ID	Qualification/s	Level	Credits	Theory
SERVICES SETA	57712 / 58344	Further Education and Training Certificate: Generic Ma	4	150	4 Months
SERVICES SETA	49648	National Certificate: New Venture Creation (SMME)	2	138	4 Months
SERVICES SETA	66249	Further Education and Training Certificate: New Ventu	4	149	4 Months
SERVICES SETA	93993	National Certificate: Labour Relations Practice	5	121	4 Months
SERVICES SETA	93994	National Diploma: Labour Relations Practice: Dispute I	5	241	4 Months
SERVICES SETA	61755	General Education and Training Certificate: Business P	1	121	4 Months
SERVICES SETA	59201 / 60269	National Certificate: Generic Management	5	162	4 Months