

IQ SKILLS ACADEMY

"Training and Development Specialists"

COMPANY PROFILE



**Training... Facilitation..Courseware
Development...Accreditation....**

Assessment Moderation

Coaching... Mentoring

Gauteng Head Office

**UNIT 2, 419, WEST AVENUE,
FERNDALE, 2194, RANDBURG**

P.O. Box 289 Cresta; 2194

Tel . (011) 791 4240

Fax: 086 246 3914

**Cell: 074 330 8583/ 076 400 7495/
072 6130 785**

Email: [iqskills.academy@gmail.com/](mailto:iqskills.academy@gmail.com)

cremo@iqskillsacademy.co.za

Eastern Cape Province Branch

**OFFICE 1, 3rd Floor, CENTRAL SQUARE, 44
Union Street, East London.**

Tel. (043) 722 7831

Fax: 086 246 3914.

**Cell: 074 330 8583/ 076 400 7495/ 072 6130
785**

Email: [cremo@iqskillsacademy.co.za /](mailto:cremo@iqskillsacademy.co.za)

iq.skillsacademy@gmail.com

North West Province Branch

**UNIT 19, PADCRO HOUSE, 127
PROVIDENCE STREET, MMABATHO,**

Tel. (018) 288 4406.

Fax: 086 246 3914.

**Cell: 074 330 8583/ 076 400 7495/ 072
6130 785**

Email: [cremo@iqskillsacademy.co.za /](mailto:cremo@iqskillsacademy.co.za)

iq.skillsacademy@gmail.com

LG SETA ACCREDITATION No: - LGRS – 934 – 120717

EXECUTIVE SUMMARY

IQ SKILLS ACADEMY is a 100% black owned, level 3 BBBEE skills development company that was established to respond to the imperatives of skills development and related indecencies of unemployment and skills shortages afflicting the labour market in South Africa. The company foresees itself as an entity that is geared towards partnering with the different Sector Education and Training Authorities (SETAs), government and employers with an interest in the implementation of the National Skills Development Strategy (NSDS).

IQ SKILLS ACADEMY was particularly established to respond to the national legislation requirements, the market gaps, and the challenges that are pertinent in labour market operational space.

Vision

Moving towards sustainable livelihoods.

Mission

Empowering the nation through Imparting Skills, Training and Development.

Business Philosophy

Our Organisation believes in:

Business integrity	IQ SKILLS insists on honesty, integrity and fairness in all aspects of its business. We strives to comply with the highest levels of transparency and accountability throughout the company
Commitment towards suppliers and business partners	IQ SKILLS pursues mutually beneficial relationships with its suppliers and business partners.
Commitment towards employees	IQ SKILLS values its employees as a key resource. An atmosphere of good employee communication, involvement and responsibility is of central importance, and an employee's personal development and optimum use of talents is encouraged
Commitment towards customers	IQ SKILLS is driven to improve people's lives. Its goal is to constantly delight each customer with breakthroughs both large and small. To this end, the company seeks to maintain an ongoing dialogue with its customers. IQ SKILLS is committed to listen to and learn from them, so that it is able to design and deliver the solutions they really want and need.

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

LG SETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
Certificate: Municipal Financial Management	ID 48965 Level 6	166
Further Education and Training Certificate: Municipal Finance and Administration	ID 50372 Level 4	157
National Certificate: Environmental Practice	ID 49752 Level 3	125
National Diploma: Public Finance Management and Administration	ID 49554 Level 5	260
Further Education and Training Certificate: Leadership Development	ID 50081 Level 4	160
National Certificate: Municipal Integrated Development Planning	ID 50205 Level 5	160
National Certificate: Generic Management: Disaster Risk Management	ID 60274 Level 5	162
Further Education and Training Certificate: Generic Management: Disaster Risk Management	ID 64870 Level 4	150
National Certificate: Local Economic Development	ID 36436 Level 4	163
National Certificate: Ward Committee Governance	ID 57823 Level 2	120

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

ETDP SETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
Further Education and Training Certificate: Early Childhood Development	ID 58761 Level 4	143
Higher Certificate: Early Childhood Development	ID 64649 Level 5	120
National Certificate: Occupationally Directed Education, Training and Development Practices	ID 50334 Level 5	132
Further Education and Training Certificate: Youth Development	ID 57428 Level 4	149
Further Education and Training Certificate: Trade Union Practice	ID 58337 Level 4	150

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

EWSETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
National Certificate: Water and Wastewater Reticulation Services	ID 60169 Level 2	124
National Certificate: Water and Wastewater Reticulation Services	ID 60155 Level 3	124
Further Education and Training Certificate: Wastewater and Water Reticulation Services	ID 60189 Level 4	135
National Certificate: Water and Wastewater Treatment Process Operations	ID 58951 Level 2	136
National Certificate: Water and Wastewater Process Control	ID 60190 Level 3	138
Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision	ID 61709 Level 4	166
National Certificate: Community Water, Health and Sanitation Monitoring	ID 64589 Level 3	130
Further Education and Training Certificate: Community Water, Health and Sanitation Facilitation	ID 61669 Level 4	148
National Certificate: Electrical Engineering	ID 73313 Level 2	140
National Certificate: Electrical Engineering	ID 72051 Level 3	133
Further Education and Training Certificate: Electrical Engineering	ID 72052 Level 4	130

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

SERVICES SETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
Further Education and Training Certificate: New Venture Creation	ID 66249 Level 4	153
National Certificate: New Venture Creation (SMME):	ID 49648 Level 2	186
Further Education and Training Certificate: Project Management	ID 50080 Level 4	136
Further Education and Training Certificate: Generic Management	ID 57712 Level 4	150
General Education and Training Certificate: Business Practice	ID 61755 Level 1	121
Further Education and Training Certificate: Business Administration Services	ID 61595 Level 4	140
National Certificate: Business Administration Services	ID 67465 Level 3	120

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

AGRISETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
National Certificate - Tea Production and Processing	ID 48903 Level 2	120
National Certificate - Poultry Production	ID 49582 Level 2	133
National Certificate: Farming	ID 20287 Level 1	120
National Certificate - Landscape Irrigation	ID 66429 Level 2	120
General Education and Training Certificate - Horticulture	ID 49668 Level 1	131
National Certificate - Plant Production 1 - 4	ID 48975 Level 2	120
National Certificate: Horticulture	ID 66589 Level 2	120

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

PSETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
National Certificate: Public Administration	ID 57804 Level 3	157
Further Education and Training Certificate: Public Administration	ID 57824 Level 4	146
National Certificate: Public Administration	ID 50060 Level 5	141

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

CETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
National Certificate: Community House Building	ID 24273 Level 1	124
National Certificate: Construction Contracting	ID 20813 Level 2	190
National Certificate: Construction: Roadwork's	ID 24133 Level 2	120
National Certificate: Construction	ID 49410 Level 2	120
National Certificate: Building and Civil Construction	ID 65409 Level 3	140

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

FP&M SETA Credits Bearing Programmes.



Qualification/Unit Standard	SAQA ID/ NQF LEVEL	CREDITS
General Education and Training Certificate: General Forestry	ID 50225 Level 1	120
Further Education and Training Certificate: Wild Land Fire Fighting	ID 79246 Level 4	140
National Certificate: Forestry: Silviculture	ID 50266 Level 3	123
National Certificate: Furniture Making: Wood	ID 49105 Level 3	122
National Certificate: Forestry: Timber Harvesting	ID 48988 Level 3	122

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

HWSETA Credits Bearing Programmes.



Qualification/Skills Program	SAQA ID/ NQF LEVEL	CREDITS
Thogomelo Pshychosocial Support For Community Care Givers	2	25
HIV and AIDS Awareness	2	15
HIV/AIDS Counselling	4	36
First Aider	2	14
Advanced Peer Educator	3	36
SHE Awareness / Induction	2	25

IQ SKILLS ACADEMY

PRODUCTS, PROGRAMMES AND SERVICES

We offer a wide range of training products and services, delivered by our professional, experienced team of trainers and assessors, in the following areas:

CATHSSETA Credits Bearing Programmes.



Qualification/Skills Program	SAQA ID/ NQF LEVEL	CREDITS
Culture Site Guide L2	2	40
Culture Site Guide L4	4	39
National Certificate: Accommodation Services	ID 14110 Level 2	120
National Certificate: Professional Cookery	ID 14111 Level 4	145
Coaching athletics for youth and junior athletes	4	41
Leading community based sport activities	4	54



"Training and Development Specialists"

IQ SKILLS ACADEMY ACCREDITATIONS

PROVIDER NAME: IQ Skills Academy Pty Ltd
DATE: 30 September 2013

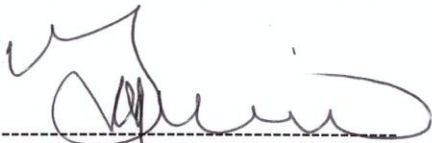
RE - PROGRAMME APPROVAL LETTER

TO WHOM IT MAY CONCERN

This letter serves to confirm that **IQ Skills Academy Pty Ltd** is awarded programme approval as a secondary education and training provider in Agriculture with effect from 30 September 2013 until 31 March 2016. The awarding of this approval by the AgriSETA ETQA implies that **IQ Skills Academy Pty Ltd** has compiled with the requirements to offer the following qualification.

Please contact the AgriSETA should you need any further information.

Yours truly




FANNY PHETLA
ETQA MANAGER, AgriSETA



TRANSCRIPT: SCOPE OF PROGRAMME APPROVED PROVIDER

PROVIDER NAME	IQ Skills Academy Pty Ltd
DATE	30 September 2013
Qualification Code	Qualification Description
48970	National Certificate: Animal Production (NQF 1)
48976	National Certificate: Animal Production (NQF 2)
49048	National Certificate: Animal Production (NQF 3)
48979	National Certificate: Animal Production (NQF 4)
49668	General Education and Training Certificate: Horticulture (NQF 1)
66589	National Certificate: Horticulture (NQF 2)
66429	National Certificate: Landscape Irrigation (NQF 2)
48972	National Certificate: Plant Production (NQF 1)
48975	National Certificate: Plant Production (NQF 2)
49052	National Certificate: Plant Production (NQF 3)
49009	National Certificate: Plant Production (NQF4)
48971	National Certificate: Mixed Farming Systems (NQF 1)
48977	National Certificate: Mixed Farming Systems (NQF 2)
48903	National Certificate: Tea Production and Processing (NQF 2)
49582	National Certificate: Poultry Production (NQF 2)



FANNY PHETLA
ETQA MANAGER, AgriSETA

Date: 18 October 2013

Organization: IQ Skills Academy (Pty) Ltd

Contact Details: Cremo Vengayi
cremo@iqskillsacademy.co.za

Your Reference: 613/R/000257/2013
(Provider
Registration number)
Our Reference: Elize Pretorius

Dear

Confirmation of Scope

In accordance with the ETQA Regulation R1127 of the South African Qualifications Authority Act number 58 of 1995 (SAQA Act No. 58 of 1995) Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is pleased to inform **IQ Skills Academy (Pty) Ltd** that it has been awarded programme approval to offer the following program:

SAQA ID	Title(s)	Level	Qualification Type
14111	NC: Professional Cookery	4	Qualification
14113	NC: Food and Beverage Services	4	Qualification

Any additions in programme approval scope will be communicated via a letter of extension.

Kind Regards

Elize Pretorius
ETQA Quality Assuror

Tel: 011 – 217 0600
Email: elize@cathsseta.org.za



At the cutting edge of skills development

HEAD OFFICE

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www.etdpseta.org.za

EASTERN CAPE

77 Oxford Street
4th Floor
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East London, 5200
Tel: (043) 722 0234
Fax: (043) 722 0297

FREE STATE

163 Nelson Mandela Drive
Sanlam Building
Bloemfontein

GAUTENG

33 Hoofd Street
Office 01B
Forum 1
JHB Brampark Forum
Braamfontein

KWAZULU NATAL

333 Smith Street
(Antone Lembede Str)
Durban Bay House
12th Floor, Suite 1203
Durban
Tel: (031) 304 5930
Fax: (031) 301 9313

LIMPOPO

29 Hans van Rensburg Str
Kwane Chambers
Polokwane, 0700
Tel: (015) 295 9303
Fax: (015) 295 9301

MPUMALANGA

Streak Office Park
Office 2, Block B, 1st Floor
6 Streak Street
Nelspruit, 1201
Tel: (087) 700 8113
Fax: (013) 752 2917

NORTHERN CAPE

6A Long Street
Bobby's Walk Building
Kimberley, 8300
Tel: (053) 832 0051 / 2
Fax: (053) 832 0047

NORTH WEST

78 Retief
Cnr Peter Mokaba Str
Sparkling Office Park
Potchefstroom, 2531
Tel: (018) 294 5280
Fax: (018) 294 5719

WESTERN CAPE

2 Old Paarl Road
Sunbel Building
Office 205, Second Floor
Belville, 7535
Tel: (021) 946 4022
Fax: (021) 946 4043

Enquiries : Mfowabo Mahlangu
Tel : (011) 372 3343
E-mail: mfowabom@etdpseta.org.za

12 October 2012

Mr Cremo Vengayi
IQ Skills Academy
P.O.Box 289
Cresta
2151

Tel: 011 791 9211/074 330 8583
Fax: 086 636 7504
Email: iqskillsacademy@gmail.com

Dear Mr Cremo Vengayi

LEARNING PROGRAMME EVALUATION FOR IQ SKILLS ACADEMY

The ETDP SETA is pleased to inform you that your organisation has been granted approval for the following learning programmes.

The following learning programmes have been evaluated and approved:

Qualification/ Unit Standard Title	Registration Start Date	Registration End Date	Qualification /Unit Standard ID	Level	Credits
National Certificate: Occupationally Directed Education, Training and Development Practices.	2012-07-01	2015-06-30	50334	5	120
Further Education and Training Certificate: Early Childhood Development.	2012-07-01	2015-06-30	58761	4	140



Higher Certificate: Early Childhood Development.	2012-07-01	2015-06-30	64649	5	120
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A summary of the learning programme evaluation report is attached for your perusal.

Registration as a private FET college with the Department of Higher Education and Training (DHET)

Providers accredited/approved to offer full qualifications on levels 2 – 4 of the National Qualifications Framework (NQF) are required in terms of the Further Education and Training Colleges Act, 2006 (Act No. 16 of 2006) to register as a private FET college with the Department of Higher Education and Training (DHET). The accreditation/approval is valid only for the site that was visited.

Multi site Requirements

- Each site will be audited to ensure that the facilities meet the necessary site approval criteria

As a training provider, it is imperative that quality training is conducted against the national standard and quality assurance requirements. The learning programme training period will take on the lifespan of the Unit Standard or the accreditation duration of the training provider or which ever date comes first. It is, therefore, the training provider's responsibility to ensure that the learning programme is updated and meets the necessary requirements. Training providers must re-apply for learning programme approval timeously and ensure that it is in line with the replacement Unit Standard.

In addition, it is the training provider's responsibility to request for a verification audit once assessments and moderation of learner achievements have been conducted. Please consult the Coordinator: Verification on 011 372 3336 to arrange for the verification visit.

The ETDP SETA would like to congratulate you on this achievement and your commitment to ensuring quality education is delivered to learners.

Yours sincerely



Nombulelo Nxesi
Chief Executive Officer: ETDP SETA

SUMMARY OF LEARNING PROGRAMME EVALUATION REPORT

Name of Provider: IQ Skills Academy

Date: 12 October 2012

Qualification: 50334: National Certificate: Occupationally Directed Education, Training and Development Practices.
58761: Further Education and Training Certificate: Early Childhood Development.
64649: Higher Certificate: Early Childhood Development.

Category	Comment
A. Legislative and Regulatory Compliance	Meets requirements
B. Learning Programme Requirements	Meets requirements
C. Assessment Requirements	Meets requirements
D. Expertise and Capacity	Meets requirements
E. Awarded Status/Commendation	Full approval
F. Recommendation	



19 March 2013

Mr. Cremo Vengayi
IQ Skills Academy
Unit 2, 419 Western Avenue, Ferndale
Randburg, 2194
Tel: 074 330 8583
ig@gatewaycitycollege.com

RE: EXTENSION OF SCOPE (Learning Programmes)

This serves to confirm that; **IQ Skills Academy**, a service provider accreditation no: **LGRS-996-130306** with **LGSETA** is awarded an Authority by the **EWSETA** to implement the following **Learning programmes** as registered by **EWSETA**.

- **NC: Water and Wastewater Treatment Process Operation NQF LEVEL2 – SAQA ID 58951**
- **NC: Water and Wastewater Treatment Operation NQF LEVEL 3 – SAQA ID 60190**
- **NC: Water and Wastewater Treatment Process Control Supervision NQF LEVEL 4 – SAQA ID 61709**
- **NC: Water and Wastewater Reticulation Services NQF LEVEL 2 – SAQA ID 60169**
- **NC: Water and Wastewater Reticulation Services NQF LEVEL 3 – SAQA ID 60155**
- **NC: Water and Wastewater Reticulation Services NQF LEVEL 4 – SAQA ID 60189**
- **FET: Community Water, Health, Hygiene & Sanitation Promotion NQF Level 2 – SAQA ID 61689**
- **FET: Community Water, Health, Hygiene & Sanitation Promotion NQF Level 3 – SAQA ID 64589**
- **FET: Community Water, Health, Hygiene & Sanitation Promotion NQF Level 4 – SAQA ID 61669**
- **GETC: Water Services NQF Level 1 – SAQA ID 48495**
- **FET Certificate: Electrical Engineering NQF Level 2 – SAQA ID 73313**
- **FET Certificate: Electrical Engineering NQF Level3 – SAQA ID 772051**
- **FET Certificate: Electrical Engineering NQF Level4 – SAQA ID 72052**
- **NC: Measurement Control & Instrumentation NQF Level 2 – SAQA ID 65629**
- **NC: Domestic Appliance Repair NQF Level 3 – SAQA ID 49056**
- **NC: Domestic Appliance Repair NQF Level 4 – SAQA ID 50371**

This extension is valid as per the **LGSETA Accreditation Status (19/09/2017)**.

I hope you will find this in order.

Yours Sincerely,

Siyolo Xotyeni

Acting ETQA & Energy Sector Manager

Tel: (0)72 328 1844
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www.eseta.org.za
info@eseta.org.za

Sunnyside Office Park
MPF House, 2nd & 3rd floors
32 Princess of Wales Terrace
Parktown, Johannesburg, South Africa

P.O. Box 1273
Houghton
2041
South Africa

Enquiries : Dumisani Sibuyi
Tel Number : 012 423 5700
Our Ref : IQ Skills Academy
Approval Date : 30 May 2013

Cremo Vengayi

IQ Skills Academy

Unit 2, 419, Western Avenue
Frank Street, Emmies Place
Ferndale
Randburg
2914

PROGRAMME APPROVAL NUMBER : P21/0513/GP474
START DATE : 30 May 2013
END DATE : 29 May 2015

PROGRAMME APPROVAL CONFIRMATION

This letter serves to confirm that **IQ Skills Academy** has been granted **Programme Approval** by the PSETA ETQA to fulfil the functions of a provider as contemplated in regulation 9(1)(a) of the ETQA Regulations of 1998 for the Unit Standard(s) and/or Qualification(s) as outlined below:

Qualification Code	Qualification Title(s)	NQF Level	Credits
50060	National Certificate: Public Administration	Level 5	141
57804	National Certificate: Public Administration	Level 3	157
57824	Further Education and Training Certificate: Public Administration	Level 4	146

We wish to draw your attention to the PSETA code of conduct hereby attached as annexure A.

PSETA wishes to congratulate **IQ Skills Academy** on this achievement.

Yours Faithfully



Jane Motubatse

PSETA ETQA Manager

012 423 5705

baakedim@pseta.gov.za

Vision: Cutting Edge Skills for Quality Public Services

- Mission:** Leading in the development of skilled and competent human capital in the Public Service Sector through:
- effective coordination of skills development interventions based on occupationally directed qualifications;
 - focusing on learning programmes; and
 - promoting learner placement and absorption within the public sector.



The Services SETA (Sector Education & Training Authority)
 P O Box 3322, Houghton, 2041
 Tel: 011 – 276 9600, Fax: 011 – 276 9648
 Customer Service Hotline: 0861 10 11 48
 Email: customercare@serviceseta.org.za
 Website: www.serviceseta.org.za

Date: 23 August 2013

Dear Cremo Vengayi

Services SETA Approval No: 6531

Approval of Provider – IQ Skills Academy (PTY) Ltd

This serves as confirmation that **IQ Skills Academy (PTY) Ltd** approval no. **6531** has been awarded Programme Approval valid until 26 September 2014, as a Provider of Education and Training for the delivery of the following learning programmes:

Name of Learning programme/Skills programme	NQF level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				US	US Title	
Qualification ID: 50080 Qualification Title: Further Education and Training Certificate: Project Management	4	136	2015/06/30			Qualification ID: 50080 Qualification Title: Further Education and Training Certificate: Project Management NQF Level: 4 Credits: 136 Registration start date: 2012/07/01 Registration end date: 2015/06/30 Last date of enrolment: 2016/06/30
Qualification ID: 66249 Qualification Title: Further Education and Training Certificate: New Venture Creation	4	149	2015/06/30			Qualification ID: 66249 Qualification Title: Further Education and Training Certificate: New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2012/07/01 Registration end date: 2015/06/30

						Last date of enrolment: 2016/06/30
Qualification ID: 49648 Qualification Title: National Certificate: New Venture Creation (SMME)	2	138	2015/06/30			Qualification ID: 49648 Qualification Title: National Certificate: New Venture Creation (SMME) NQF Level: 2 Credits: 138 Registration start date: 2012/07/01 Registration end date: 2015/06/30 Last date of enrolment: 2016/06/30
Qualification ID: 23833 Qualification Title: National Certificate: Business Administration Services	2	130	2015/06/30			Qualification ID: 23833 Qualification Title: National Certificate: Business Administration Services NQF Level: 2 Credits: 130 Registration start date: 2012/07/01 Registration end date: 2015/06/30 Last date of enrolment: 2016/06/30
Qualification ID: 61755 Qualification Title: General Education and Training Certificate: Business Practice	1	121	2015/06/30			Qualification ID: 61755 Qualification Title: General Education and Training Certificate: Business Practice NQF Level: 1 Credits: 121 Registration start date: 2012/07/01 Registration end date: 2015/06/30 Last date of enrolment: 2016/06/30
Qualification ID: 61595 LP 35928 Qualification Title: FET Certificate: Business Administration Services	4	140	2015/06/30			Qualification ID: 61595 LP 35928 Qualification Title: FETC: Business Administration Services NQF Level: 4 Credits: 140 Registration start date: 2012/07/01 Registration end date: 2015/06/30 Last date of enrolment: 2016/06/30
Qualification ID: 67465 LP 23655 Qualification Title: National Certificate: Business Administration Services	3	120	2015/06/30			Qualification ID: 67465 LP 23655 Qualification Title: National Certificate: Business Administration Services NQF Level: 3

						Credits: 120 Registration start date: 2012/07/01 Registration end date: 2015/06/30 Last date of enrolment: 2016/06/30
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A comprehensive report in terms of the evaluation of your application for programme approval will be sent to you. Where there are any recommendations and requirements stipulated please ensure that you provide the Services SETA ETQA with the required information as per the stipulations.

Finally the Services SETA wishes to congratulate **IQ Skills Academy (PTY) Ltd** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely



Masa Sefawanyane
Quality Management Division
masas@serviceseta.org.za

Enq.: Ms. Mary-Louise Madalane
Tel no.: 012 349 1510 ext. 231
Email: mary-louise@umalusi.org.za

19 September 2012

IQ Skills Academy

P O Box 289
Randburg
2151

Dear Mr. Cremo Vengayi

APPROVAL EXTENSION OF SCOPE – GETC ABET

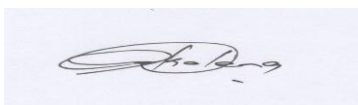
This is to confirm that the following **LG SETA** accredited provider, **IQ Skills Academy**, accreditation number: **LGRS-934-120717**, has met the requirements for the provisioning of Umalusi quality assured qualification. The approval is granted for the provisioning of the following ABET Level 1-4 learning areas that constitute the General Education and Training Certificate:

- Mathematical Literacy
- Mathematics and Mathematical Sciences
- Language, Literacy and Communication
- Arts and Culture
- Economic Management sciences
- Human and Social Sciences
- Life Orientation
- Natural Sciences
- Technology
- Agriculture
- Tourism
- Ancillary Health Care
- SMME

This approval status commences from **01 October 2012** and expires on **30 September 2013** provided that the above programmes continue to be assessed by the National Department of Education or IEB.

The status will be renewed annually on receipt and approval of renewal forms and all relevant documents required by Umalusi.

Yours sincerely



Mr. Chaile Makaleng
Senior Manager- Evaluation and Accreditation



4/6 Skeen Boulevard, Bedfordview 2007 + P O Box 1964, Bedfordview 2008
Telephone (011) 456 8579, Facsimile (011) 450 4948
+ Email info@lgseta.co.za + Website www.lgseta.co.za

26-Jul-13

IQ Skills Academy (PTY) LTD.
4 George and Earl Street
Windsor East, Cresta
Randburg
2194

For attention: Cremo Vengani

Notification of accreditation with the LGSeta

Enclosed herewith please find your company’s status with the LGSeta

The accreditation status with the LGSeta include:

A. Your company’s accreditation number with LGSETA	LGRS-934-120717
B. Your company’s unique identifier with the LGSeta <i>(The above identifier must be referenced during provider data loads)</i>	li.SI7LGRS12071779
C. Your ETQA ID with the LGSeta	597
D. LGSeta ETQA decision number	LGRS-li.SI513120717
E. Accreditation period from	17-Jul-13
To	31-Dec-16
F. Your record was last updated on	18-Jul-13

LGSETA’s responsibility during the accreditation period:

- A. The LGSETA will conduct monitoring and evaluation visit on an annual basis to ensure that the organization continuously complies with the legislative requirements for accreditation and consistently promotes good quality teaching, learning and assessment within its period of accreditation.



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- B. The seta will send a self-evaluation tool to providers on an annual basis to identify provider's needs and this will help the seta to conduct relevant capacity building to providers.
- C. A yearly customer survey will be conducted and providers will be given feedback of the survey.

The Provider's responsibility during the accreditation period:

- A. The training provider's must ensure that the learning programme/s is/are updated and meets the necessary requirements.
- B. Training providers must re-apply for learning programme approval timeously and ensure that it is in line with the replacement Qualification(s)/Unit Standard(s). If any
- C. The Provider must apply for reaccreditation 6 months prior to expiry date of accreditation.
- D. In addition, it is the training provider's responsibility to request for a verification audit once assessments and moderation of learner achievements have been conducted. Please contact the LGSETA ETQA on 011 456 8579 to arrange for the verification visit.
- E. The Provider must apply for the use of the LGseta and SAQA logo, applications to be addressed to bryanyd@lgseta.co.za.
- F. Providers are not allowed to use the Seta and SAQA logos without the permission of the seta.

The LGSETA would like to congratulate you on this achievement and your commitment to ensuring quality education is delivered to learners.

Yours sincerely

Mmakoena Valentia Mashigo

ETQA Manager

mmakoenavm@lgseta.co.za



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Your organization’s accreditation status are specifically associated with the following:

Registered assessor/s linked to your organisation

Identifier	Surname	Name	Registration	
			From	To
1	LGRS-A1105-1619	Muzamba Shepherd	2011/05/08	2014/05/07
2	LGRS-A1202-422	Vengayi Cremo	2012/02/13	2015/02/12
3	LGRS-A1209-465	Chamuka Edson	2012/09/05	2015/09/05
4	LGRS-A1211-470	Vengayi Yoliswa	2012/11/05	2015/11/05

Registered moderator/s linked to your organisation

Identifier	Last Name	Name	Registration	
			From	To
1	M-LGRS700	LEGADIMA JACOB	2011/07/20	2014/07/19

Qualification/s linked to your organisation

Qualification ID	Title	Provision date	
		From	To
1	49752 National Certificate: Environmental Practice	2013/07/17	2016/12/31
	<i>Qualification linked status</i> Fully accredited training provider <i>ETQA approval number:</i> LGRS-01-li.SI-120717		
2	50372 Further Education and Training Certificate: Municipal Finance and Administration	2013/07/17	2016/12/31
	<i>Qualification linked status</i> Fully accredited training provider <i>ETQA approval number:</i> LGRS-01-li.SI-120717		
3	50081 Further Education and Training Certificate: Leadership Development	2013/07/17	2016/12/31
	<i>Qualification linked status</i> Fully accredited training provider <i>ETQA approval number:</i> LGRS-01-li.SI-120717		
4	50205 National Certificate: Municipal Integrated Development Planning	2013/07/17	2016/12/31
	<i>Qualification linked status</i> Fully accredited training provider <i>ETQA approval number:</i> LGRS-01-li.SI-120717		



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5	36436	National Certificate: Local Economic Development	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-120717		
6	57823	National Certificate: Ward Committee Governance	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-120717		
7	49605	National Certificate: Environmental Practice	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-120814		
8	49552	General Education and Training Certificate: Environmental Practice	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-120814		
9	49554	National Diploma: Public Finance Management and Administration	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-121203		
10	50309	Further Education and Training Certificate: Environmental Practice	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-121203		
11	48965	Certificate: Municipal Financial Management	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-121018		
12	64870	Further Education and Training Certificate: Generic Management: Disaster Risk Management	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-130321		
13	60274	National Certificate: Generic Management: Disaster Risk Management	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-130321		
14	76989	Further Education and Training Certificate: Community Development: Local Economic Development	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-130725		
15	83389	National Certificate:Community Development:Environmental Relations	2013/07/17	2016/12/31
		Qualification linked status Fully accredited training provider		
		ETQA approval number: LGRS-01-li.SI-130725		



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16	66789	National Certificate: Environmental Management	2013/07/26	2016/12/31
	Qualification linked status	Fully accredited training provider		
	ETQA approval number:	LGRS-01-li.SI-130726		

Unit Standard/s linked to your organisation

Unit Standard ID	Title	Provision date	
		From	To
1	119676 Apply the skills of customer care in a specific work environment	2013/07/17	2016/07/16
	ETQA approval number: LGRS-US-li.SI-121203		
2	7447 Working with numbers in various contexts	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120814		
3	7449 Critically analyse how mathematics is used in social, political and economic relations	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120814		
4	7451 Collect, analyse, use and communicate numerical data	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120814		
5	7461 Use maps to access and communicate information concerning routes, location and direction	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120814		
6	7463 Describe and represent objects and the environment in terms of shape, space, time and motion	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120814		
7	7464 Analyse cultural products and processes as representations of shape, space and time	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120814		
8	110503 Describe and explain socio-economic development theories in the South African context	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120717		
9	110504 Identify and explain the roles and functions as well as the inter-linkages between different departments in a municipality	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120717		
10	110506 Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120717		
11	113909 Coach a team member in order to enhance individual performance in work environment	2013/07/17	2016/12/31
	ETQA approval number: LGRS-01-li.SI-120717		

12	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
13	113959	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
14	113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
15	114226	Interpret and manage conflicts within the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
16	114585	Plan strategically to improve business performance	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
17	114878	Identify and measure the factors that influence productivity	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
18	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
19	114952	Apply problem-solving techniques to make a decision or solve a problem in a real life context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
20	115093	Control workplace hazardous substances	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
21	115823	Gather and manage information for decision-making	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
22	116257	Explain human resource policies and procedures	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
23	116275	Apply routine maintenance and servicing plans and procedures	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
24	116345	Apply the principles of budgeting within a municipality	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
25	8962	Maintain and adapt oral communication	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
26	8963	Access and use information from texts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
27	8964	Write for a defined context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		

28	8967	Use language and communication in occupational learning programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
29	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
30	7480	Demonstrate understanding of rational and irrational numbers and number systems	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
31	8555	Contribute to information distribution regarding HIV/AIDS in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
32	116364	Plan a municipal budgeting and reporting cycle	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
33	116496	Provide primary emergency care for bleeding and wounds	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
34	116497	Provision of primary emergency care intervention for shock, unconsciousness and fainting in the working place	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
35	116524	Measure environmental factors and take appropriate action	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
36	116534	Carry out basic first aid treatment in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
37	116917	Apply advanced principles of complexity theory to organisational transformation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
38	116922	Implement a value system to effect organisational transformation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
39	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
40	116949	Establish how a value system underpins organisational transformation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
41	117085	Conduct basic forestry map reading	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
42	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

43	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
44	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
45	8648	Demonstrate an understanding of professional values and ethics	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
46	8664	Examine social features as pertaining to the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
47	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
48	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
49	8971	Analyse and respond to a variety of literary texts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
50	8972	Interpret a variety of literary texts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
51	8973	Use language and communication in occupational learning programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
52	8974	Engage in sustained oral communication and evaluate spoken texts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
53	8975	Read analyse and respond to a variety of texts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
54	9007	Work with a range of patterns and functions and solve problems	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
55	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
56	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	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

57	9012	Investigate life and work related problems using data and probabilities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
58	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
59	10170	Demonstrate understanding of employment relations in an organisation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
60	10388	Interpret basic financial statements	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
61	10983	Participate in the implementation and utilisation of equity related processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
62	11498	Attend and give evidence in court	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
63	11903	Co-ordinate the development and implementation of organisational social responsibility strategies	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
64	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
65	12154	Apply comprehension skills to engage oral texts in a business environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
66	12155	Apply comprehension skills to engage written texts in a business environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
67	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	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
68	12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
69	13223	Apply safety, health and environmental protection procedures	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
70	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

71	13934	Plan and prepare meeting communications	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
72	13941	Apply the budget function in a business unit	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
73	13948	Negotiate an agreement or deal in an authentic work situation	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
74	14019	Plan team work functions and complete reports	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
75	14050	Care for customers in a community environment	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
76	14578	Erect palisade fencing	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
77	14581	Repair/replace minor structures	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
78	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
79	119352	Apply principles of information systems to public finance and administration	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
80	119454	Maintain and adapt oral/signed communication	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
81	119456	Write/present for a defined context	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
82	119457	Interpret and use information from texts	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
83	119459	Write/present/sign for a wide range of contexts	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
84	119460	Use language and communication in occupational learning programmes	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
85	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		
86	119463	Access and use information from texts	2013/07/17	2016/12/31
	ETQA approval number:	LGRS-01-li.SI-120717		

87	119465	Write/present/sign texts for a range of communicative contexts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
88	119467	Use language and communication in occupational learning programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
89	119469	Read/view, analyse and respond to a variety of texts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
90	119472	Accommodate audience and context needs in oral/signed communication	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
91	119517	Advocate and lobby community issues	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
92	110009	Manage administration records	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
93	110472	Outline the environment of local government	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
94	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	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
95	110475	Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
96	110478	Demonstrate a knowledge and understanding of a range of research methodologies to undertake local economic development research	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
97	110479	Outline the environment of local economic development in South Africa	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
98	110481	Demonstrate a knowledge and understanding of the aspects of the project cycle	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
99	110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
100	110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

101	110493	Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
102	110497	Identify and explain the purpose of integrated development planning (IDP)	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
103	110501	Identify and explain the application of a range of concepts and tools for local economic development	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
104	110502	Demonstrate and apply knowledge and understanding of the roles, function and responsibilities of the main stakeholders and role players in local economic development	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
105	119821	Implement lean work practices to ensure sound environmental management practices	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
106	119822	Collect data for environmental management purposes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
107	119829	Use appropriate environmental management tools and protocols to detect and respond to specific impacts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
108	119830	Operate specialised vehicles and/or complex static or moving machinery and equipment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
109	119954	Apply Public Service labour legislation in mediation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
110	120300	Analyse leadership and related theories in a work context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
111	120303	Apply principles of risk management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
112	120360	Demonstrate understanding of financial and accounting principles for public entities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
113	120383	Provide assistance in implementing and assuring project work meets quality requirements	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
114	120389	Explain and apply the concept, principles and theories of motivation in a leadership context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
115	120390	Develop and apply a service culture to a leadership role	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

116	120391	Apply leadership skills to relationship management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
117	120392	Apply the concept and principles of knowledge management to leadership	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
118	120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
119	120394	Apply communication principles, strategies and processes in a leadership role	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
120	120499	Design and implement a set of engagement and participation processes, systems and events in support of the integrated development planning process in a municipality	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
121	120500	Evaluate the effectiveness and efficiency of the integrated development planning processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
122	120501	Demonstrate an understanding of the legal implications and principles of the concepts of 'developmental local government' and 'integrated development planning' for governance in a municipal area	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
123	120502	Facilitate municipal wide information gathering and the compilation of an updated integrated municipal development profile	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
124	120503	Design integrated development planning and review processes for a municipality	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
125	120504	Determine the impact and policy implications of the concepts of 'integrated sustainable development' and 'sustainable human settlements' for a municipal area	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
126	120505	Support the development of appropriate institutional capacity in Integrated Development Planning (IDP) processes and leverage coordination	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
127	120506	Facilitate Integrated Development Planning events	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

128	120507	Draw up a strategic development municipal agenda to address the key municipal development challenges in an integrated and sustainable manner	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
129	120508	Determine the development mandate and direction of a municipal area	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
130	120509	Assess and support the implementation of strategies and strategic programmes and interventions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
131	123436	Facilitate community participation in democratic processes and structures	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
132	123455	Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
133	123456	Participate in employee health, safety and security administration at the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
134	123457	Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
135	123458	Administer accounting and budgeting for input into municipal financial resource management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
136	123459	Manage self-development in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
137	123460	Develop and apply administrative principles in the implementation of Municipal Office Administration	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
138	123462	Demonstrate knowledge and understanding of the project and the project support services environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
139	123464	Gather information and provide assistance for project planning and scheduling functions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
140	123465	Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
141	242890	Display an understanding of core municipal processes and Ward Committee participation in these processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		

142	242891	Apply communication, interpersonal and conflict management principles in Ward Committee functions, processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
143	242892	Display an understanding of the Constitution, structure of Ward Committees and the roles and responsibilities of committee members	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
144	242893	Display an understanding of the policy and legal framework guiding the Ward Committee system and its functioning	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
145	242894	Demonstrate knowledge of gender, equity and diversity issues in development projects	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
146	242895	Support the facilitation of development project service delivery in a Ward Committee context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
147	242896	Demonstrate an understanding and apply the broad principles of Ward Committee functioning to participate in municipal processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
148	337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
149	337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
150	337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
151	337062	Evaluate a job in the Public Sector in South Africa	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
152	337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120717		
153	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
154	9357	Develop and use keyboard skills to enter text	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		



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155	10008	Write and present a simple business plan	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
156	10567	Transport personnel, material and equipment using Light Delivery Vehicle	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
157	10718	Use a personal budget to manage own money	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
158	11818	Investigate work opportunities in order to make a personal career/employment decision	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
159	12033	Demonstrate knowledge of water cycle, water and wastewater systems and processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
160	12036	Orientate self in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
161	12334	Conduct water process laboratory tests	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
162	12351	Demonstrate An Ability To Work With Local Communities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
163	12352	Demonstrate knowledge of the roles and responsibilities of a community committee	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
164	12461	Communicate at work	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
165	12462	Engage in a range of speaking and listening interactions for a variety of purposes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
166	12463	Understand and deal with HIV/AIDS	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
167	12465	Develop a learning plan and a portfolio for assessment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
168	12469	Read and respond to a range of text types	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
169	12470	Write for a variety of different purposes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
170	12471	Explore and use a variety of strategies to learn (revised)	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
171	12483	Perform basic first aid	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		

172	12484	Perform basic fire fighting	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
173	13167	Identify potential hazards and critical safety issues in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
174	13169	Describe and discuss issues relating to HIV-AIDS, TB and sexually transmitted illnesses and their impact on the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
175	13197	Recognise and explain the purpose of various input, transmission and storage devices, and understand how to care for them	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
176	13202	Apply study and learning techniques	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
177	13217	Collect and use information	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
178	13220	Keep the work area safe and productive	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
179	13221	Perform routine maintenance	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
180	13258	Participate in work group activities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
181	13679	Control and extinguish a fire in a conservation area	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
182	14051	Collect and record data	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
183	14084	Demonstrate an understanding of and use the numbering system	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
184	14445	Frame and implement an individual action plan to improve productivity within an organisational unit	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
185	14569	Demonstrate an understanding of how to participate effectively in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
186	14661	Demonstrate knowledge of self in order to understand one's identity and role within the immediate community and South African society	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		

187	14664	Demonstrate knowledge of diversity within different relationships in the South African society	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
188	14666	Prepare oneself for employment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
189	14780	Apply financial life skills	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
190	14784	Apply sampling theory and practice in the chemical industry	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
191	110044	Collect information to support a community needs assessment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
192	110045	Support the facilitation of learning in a development practice project	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
193	110075	Apply basic fire fighting techniques	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
194	110082	Understand the impact of customer service on a business	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
195	113818	Clean and maintain area of responsibility	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
196	116064	Recognise and identify the basic functions of the ecological environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
197	116077	Monitor water quality	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
198	116080	Monitor, collect and collate agricultural data	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
199	116121	Apply sustainable farming practices to conserve the ecological environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
200	116511	Carry out basic first aid treatment in the workplace	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
201	119302	Select, use and care for hand tools and basic equipment in environmentally related contexts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
202	119303	Handle and dispose of waste	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
203	119304	Compile a portfolio of evidence for assessment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		

204	119305	Demonstrate an awareness of the impact of human activities on the environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
205	119306	Recognise, group, use and care for materials which can impact on health and the environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
206	8330	Combat problem plants	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
207	8332	Perform conservation guardianship	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
208	8346	Manage cultural heritage resources in the field	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
209	8348	Understand Nature Conservation issues	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
210	119553	Take action to address impacts on the environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
211	119554	Apply environmental management tools to assess impacts	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
212	119555	Separate, handle, store, treat and transport waste	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
213	119556	Use tools and operate equipment in an environmentally responsible manner	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
214	119557	Operate waste disposal facilities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
215	119558	Work with, use and care for materials and resources which can impact on health and the environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-120814		
216	255577	Design, implement, monitor and evaluate local government plans for development projects	2013/07/17	2016/07/16
		ETQA approval number: LGRS-US-li.SI-121003		
217	243824	Develop an integrated Project Management plan for a simple to moderately complex project	2013/07/17	2016/07/16
		ETQA approval number: LGRS-US-li.SI-121003		
218	255574	participate in municipal policy making and analysis processes	2013/07/17	2016/07/16
		ETQA approval number: LGRS-US-li.SI-121003		
219	8979	Use language and communication in occupational learning programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		

220	119347	Analyse and evaluate the impact of macroeconomic data on the operating environment of the public sector	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
221	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
222	119349	Apply principles of risk management to manage and report risk situations	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
223	12455	Perform the role of a safety, health and environmental protection representative	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
224	13224	Monitor the application of safety, health and environmental protection procedures	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
225	13235	Maintain the quality assurance system	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
226	13661	Participate actively in a local environmental action project	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
227	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	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
228	14035	Promote environmental health to community members	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
229	14043	Plan and conduct community meetings	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
230	14427	Select and supervise the use and maintenance of plant, equipment and tools	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
231	110053	Conduct a basic community needs assessment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
232	116339	Apply risk management in South African municipalities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
233	116340	Apply costing principles to municipal operational and service-based costing	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
234	116341	Conduct performance management to a South African municipal environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		

235	116342	Apply approaches to managing municipal income and expenditure within a multi-year framework	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
236	116343	Apply the principles of ethics in a municipal environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
237	116344	Apply the Inter-governmental Fiscal Relations Act to municipal financial management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
238	116346	Apply techniques and South African statutes to cash and investment management in a municipal environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
239	116347	Contribute to capital planning and financing	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
240	116348	Conduct stakeholder consultation around municipal finance programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
241	116351	Conduct auditing planning and implementation in a South African municipality	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
242	116353	Participate in the design and implementation of municipal supply chain management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
243	116357	Design internal control and internal control evaluation framework	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
244	116358	Contribute to the strategic planning process in a South African municipality	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
245	116360	Manage information technology resources in a municipal finance environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
246	116361	Interpret South African legislation and policy affecting municipal financial management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
247	116362	Manage a municipality's assets and liabilities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
248	116363	Prepare and analyse municipal financial reports	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121018		
249	114215	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		

250	114589	Manage time productively	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
251	119353	Plan and implement public-private partnerships for municipal service delivery	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
252	116380	Supervise workers at levels 2 and 3	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
253	118028	Supervise customer service standards	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
254	119185	Maintain calibrated equipment and standards for plastics manufacturing processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
255	119331	Conduct working capital management activities in accordance with sound financial management policy	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
256	119332	Manage and develop oneself in the public sector work environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
257	119333	Conduct and apply mathematical analyses relating to economics and finance	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
258	119335	Conduct and apply statistical analyses required to make informed public sector finance decisions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
259	119337	Operate an internal audit function as a component of a risk management system to ensure reliability of accounting system	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
260	119338	Participate in the planning and implementation of disaster management systems	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
261	119339	Prepare and interpret tax reports and returns required by South Africa's legislation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
262	119340	Apply economic principles to finance and management decisions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
263	119341	Apply cost management information systems in the preparation of management reports	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		

264	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
265	119343	Apply operations research principles and tools in the management of project activities and resources	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
266	119344	Apply the legislation governing the establishment and management of public entities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
267	123368	Process environmental data and organisational information	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
268	123369	Implement environmental improvements to a site, facility, operation or process	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
269	123372	Use appropriate tools and information systems to manage own information and communication	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-121203		
270	14020	Monitor budgets related to community projects	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
271	110059	Plan and conduct research that redresses social development issues	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
272	115207	Seek appropriate sponsorship for an organisation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
273	115211	Design and send letters of appeal	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
274	115213	Devise effective follow-up strategies for fundraising	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
275	115587	Collect and present community needs information	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
276	115589	Analyse and evaluate the regulatory and policy framework in relation to a society and environment interaction	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
277	115590	Design public participation processes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
278	115591	Explain and apply environmental legal principles, rights, duties and responsibilities to a specific work context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		

279	115593	Apply facilitation processes to deal with an environmental risk in a local community	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
280	115595	Recognise and develop eco-business opportunities in a local community	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
281	115596	Explain and apply principles and practices of social participation in society and environmental interactions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
282	115598	Explain and apply environmental safety principles and mechanisms in relation to community issues	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
283	115791	Use language and communication strategies for vocational and occupational learning	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
284	116495	Apply ethical principles for practice of non-discrimination	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
285	117853	Conduct negotiations to deal with conflict situations	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
286	10622	Conduct communication within a business environment	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
287	119471	Use language and communication in occupational learning programmes	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
288	119661	Demonstrate knowledge of the foundations of human rights and democracy	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
289	119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
290	230448	Contribute towards organisation policy development	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
291	254068	Recruit, induct and manage volunteers	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
292	264974	Develop a community profile for a specific community	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
293	264976	Demonstrate understanding of the legislation, policies and procedures that underpin community development in a specific context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		

294	264977	Explore theories of community development used to engage communities	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
295	264978	Explain, discuss and evaluate the stages of human development and how these impact on the needs of a community	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
296	264979	Demonstrate understanding of the process of community development	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
297	264980	Demonstrate understanding of the political and socio-economic factors that influence community development	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
298	264981	Explain and implement a basic community development project in our own work context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
299	377840	Analyse and apply theories and approaches to facilitate community development interventions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
300	377841	Analyse and interpret relevant legal and regulatory frameworks in a community development context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
301	377842	Critically assess the community development process	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
302	377843	Explore and coordinate networks in pursuit of meeting community needs	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
303	377847	Promote and support collaborative and partnership work within and between stakeholders and sectors	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
304	377873	Develop a community development intervention plan	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130725		
305	242810	Manage Expenditure against a budget	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
306	242811	Prioritise time and work for self and team	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
307	242812	Induct a member into a team	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
308	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		



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309	242814	Identify and explain the core and support functions of an organisation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
310	242815	Apply the organisation's code of conduct in a work environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
311	242816	Conduct a structured meeting	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
312	242817	Solve problems, make decisions and implement solutions	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
313	242818	Describe the relationship of junior management to other roles	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
314	242819	Motivate and Build a Team	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
315	242820	Maintain records for a team	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
316	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
317	242822	Employ a systematic approach to achieving objectives	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
318	242824	Apply leadership concepts in a work context	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
319	242829	Monitor the level of service to a range of customers	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
320	251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge.	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
321	251961	Interpret and integrate disaster risk management theory into programmes and activities according to the Disaster Risk Management (DRM) Framework	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
322	251962	Establish and co-ordinate forums for disaster risk management in a specific environment	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
323	251963	Utilise communication and information management systems	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
324	251968	Develop and manage funding mechanisms for disaster risk management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		

325	252020	Create and manage an environment that promotes innovation	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
326	252021	Formulate recommendations for a change process	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
327	252022	Develop, implement and evaluate a project plan	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
328	252025	Monitor, assess and manage risk	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
329	252026	Apply a systems approach to decision making	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
330	252027	Devise and apply strategies to establish and maintain workplace relationships	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
331	252029	Lead people development and talent management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
332	252032	Develop, implement and evaluate an operational plan	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
333	252034	Monitor and evaluate team members against performance standards	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
334	252035	Select and coach first line managers	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
335	252036	Apply mathematical analysis to economic and financial information	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
336	252037	Build teams to achieve goals and objectives	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
337	252040	Manage the finances of a unit	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
338	252042	Apply the principles of ethics to improve organisational culture	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
339	252043	Manage a diverse work force to add value	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
340	252044	Apply the principles of Knowledge management	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
341	13649	Apply fundamental knowledge of environmental ethics to a field of work or study	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		

342	14927	Apply problem solving strategies	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
343	15234	Apply efficient time management to the work of a department/division/section	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
344	11473	Manage individual and team performance	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
345	12433	Use communication techniques effectively	2013/07/17	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130321		
346	116971	Demonstrate knowledge of pollution Incident management and remediation	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
347	244288	Demonstrate understanding of occupational health and safety legislation in the workplace	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
348	244518	Apply specialist incident investigation techniques to a specific incident in a work environment	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
349	252033	Demonstrate ways of dealing with the effects of dreaded diseases and in particular HIV/AIDS	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
350	264454	Manage hazardous substances	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
351	264455	Demonstrate an understanding of integrated environmental management analysis tools	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
352	264456	Explain the biophysical environment	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
353	264457	Demonstrate an understanding of integrated water resource management (IWRM)	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
354	264458	Explain the regulatory framework for environmental management	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
355	264459	Demonstrate an understanding of human sustainability	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
356	264460	Collect and transport waste	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
357	264461	Demonstrate an understanding of Integrated Waste Management	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		



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358	264474	Demonstrate an understanding of waste generation and primary storage	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
359	264475	Treat and process waste	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		
360	264476	Dispose of waste	2013/07/26	2016/12/31
		ETQA approval number: LGRS-01-li.SI-130726		