



## PRAVIN AMAR SKILLS DEVELOPMENT TRAINING LEARNING PROGRAMMES

LG SETA Accreditation Number: PigaA5LGRS10073007

### LGSETA ACCREDITED PROGRAMMES

| Course   | Days | Programme Outcomes  |
|--|------|---|
| <b>Ward Committee Projects</b><br>Aligned to unit standard 242895 NQF level 2, 8 credits   | 3    | <ul style="list-style-type: none"> <li>Support the facilitation of development project service delivery in a Ward Committee context</li> </ul>  |
| <b>Project Management Skills Programme</b><br>Aligned to unit standards 120372 ; 120373; 120383 & 120385 NQF level 3 & 4, 27 credits | 5    | <ul style="list-style-type: none"> <li>Explain fundamentals of project management</li> <li>Contribute to project initiation, scope definition and scope change control</li> <li>Provide assistance in implementing and assuring project work meets quality requirements</li> <li>Apply a range of project management tools and techniques</li> </ul>            |
| <b>Apply Batho Pele Principles</b><br>Aligned to unit standard 242860, NQF level 3, 4 credits  | 2    | <ul style="list-style-type: none"> <li>Apply the Batho Pele principles to own work role and context</li> </ul>  |
| <b>Environmental Management Skills Programme</b><br>Aligned to unit standard 119554; 13217; 13221; 11956. NQF Level 2, 28 credits    | 5    | <ul style="list-style-type: none"> <li>Perform effectively in the field of environmental science, environmental management and waste management</li> <li>Apply environmental management tools to assess impacts</li> <li>Collect and Use Information</li> <li>Perform Routine Maintenance</li> <li>Take action to address impacts on the environment</li> </ul> |

### Management & Supervisory Development

| Programme                           | Days | Programme                        | Days |
|-------------------------------------|------|----------------------------------|------|
| Personal Mastery (It's YOUR Choice) | 1    | Coaching & Mentoring             | 2    |
| Stress Management                   | 1    | Learning Strategies              | 1    |
| Introduction to Leadership          | 1    | Report Writing                   | 1    |
| Time Management                     | 1    | Interview Skills                 | 1    |
| Managing Meetings                   | 1    | Event Management                 | 1    |
| Project Management                  | 2    | Introduction to Entrepreneurship | 1    |
| Business Presentation Skills        | 1    | Administrative Skills            | 1    |
| Enhancing Team Performance          | 2    | Reception Skills                 | 1    |
| Conflict Management                 | 1    | Telephone Etiquette              | 1    |
| Business Ethics                     | 1    | Manage Personal Finances         | 1    |
| Basic Business Finance              | 1    | First Aid                        | 1    |
| Professionalism & Customer Service  | 1    | Workplace Safety                 | 1    |
| Recruitment & Selection             | 1    | Inventory Management             | 1    |

### Accredited Education & Training Development Programmes

| Programme  | Level / Credits | Purpose  |
|--|-----------------|--|
| U.S. 117871: Facilitation Skills   | 5 / 10          | Facilitate learning using a variety of given methodologies   |
| U.S. 115753 : Assessor Training  | 5 / 15          | Conduct outcomes based assessments   |
| U.S. 115759 Moderator Training   | 6 / 10          | Conduct moderation of outcomes based assessments   |
| U.S. 11492; 15218; 15217; 15232; 15228; 15227: Skills Development Facilitation | 5 / 35          | Skills Development Facilitators (SDF) with the necessary knowledge, skills and attitudes to facilitate the skills development processes in the selected workplace(s) as prescribed in the Skills Development Act, 1998 |

### Contact

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