

Skills Programme: **Workplace Essential Skills**

* Admission Requirements: NQF 1

🕒 Duration: 25 Days

SAQA ID: SP- 211009

⏏ NQF 4

🏆 20 Credits

® Accredited: QCTO

🔄 Full- & Part Time

Skills Programme: Workplace Essential Skills (NQF 4)

Elective: Sport & Fitness Workplace Environment

SAQA ID: SP-211009



20 Credits

Overview

The purpose of this skills programme is to prepare a learner to operate as an employee and to complete daily tasks and activities at a workplace. Workplace Essential Skills are used in every industry and at different levels of complexity. They provide the foundation for learning other skills and enable employees adapt to modern working practices and workplace change. Workplace Essential Skills are the core skills you need to continue learning and to complete daily tasks and activities at work. Workplace Essential Skills are the skills needed for work, learning and life.

The programme provides benefit to industry to address inequalities and to grow the economy, by enabling community reskilling and upliftment of an individual or society with providing employable skills. Workplace Essential Skills is a concept which is growing in importance in training, literacy and skills upgrading in the context of the workplace.



Workplace Preparation

Our comprehensive programme and specialised sport elective: Sport & Fitness Workplace Environment is tailored to prepare students to function effectively in the sport and fitness industry, by empowering them to:

- ▶ Develop a basic understanding of the sport and fitness industry, including its trends, challenges and opportunities
- ▶ Apply basic administrative and organisational skills to manage sport and fitness facilities, events and programmes
- ▶ Be aware of health, safety, and risk management principles to ensure a secure and supportive environment for athletes, clients and staff

Occupational Qualification Outline

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| <ul style="list-style-type: none">▶ Knowledge Modules<ul style="list-style-type: none">• Presented in class (contact learning full time or part time on campus)• Self-paced online (online learning platform) | <ul style="list-style-type: none">▶ Application Skills Modules<ul style="list-style-type: none">• Presented on campus (contact learning full time or part time on campus)• Presented on campus (in workshop format, twice per semester in block format, on Saturday mornings) |
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Job Opportunities

Workplace Essential Skills provide the foundation for learning other skills and enable employees adapt to modern working practices and workplace change. Workplace Essential Skills are the core skills you need to continue learning and to complete daily tasks and activities in the workplace.

Our specialised elective will assist learners in finding employment in specifically the sport and fitness environment.

Accreditations

QCTO

* Acceptance and compliance in South Africa

HFPA

* Acceptance and compliance in South Africa to work in a sport and fitness environment

Admission Requirements

- ▶ NQF Level 1
- ▶ Recognition of Prior Learning (RPL)

Note: You can apply for special admission, but need to meet specific requirements that will be discussed on a case-by-case basis with the academic department. Admission is subject to specific conditions being met.

Curriculum

- ▶ The workplace environment and responsibilities of an employer and employee
- ▶ Employment
- ▶ The organisation of work
- ▶ Concepts related to the employee's performance of work
- ▶ Employer organisations
- ▶ External environments in which organisations operate
- ▶ Employer-Employee relationships
- ▶ Workplace health and safety
- ▶ Understand and apply work ethics, norms and values
- ▶ Ethics at work
- ▶ Communication
- ▶ Current trends influencing work
- ▶ Working in the sport and fitness environment

Assessments

Integrated formative assessment – the formative summative assessment will provide entrance into the Final Integrated Summative Assessment (FISA).

Integrated summative assessment – conducted by the accredited Skills Development Provider and focusing on the exit level outcomes and associated assessment criteria. The assessment will be conducted through written assessment and the evaluation of practical tasks.

What we offer:



National accredited certification



Practical learning



Job opportunity alerts on the HFPA Graduates group



Flexible study options



Highly qualified and skilled lecturers



Payment terms



Articulation Pathway

Learner completing this Skills Programme can be employed in the various industry Sectors as well as access further learning and has an advantage in the sport and fitness workplace environment with the addition of the specific elective.



Intake Dates

Mode of Delivery	Overview	Campus	Intake	Start Date
Contact Learning	Full time on campus 6-weeks	Krugersdorp Gqeberha Stellenbosch	2026 Intake	February 2026 July 2026
Part Time	Part time contact learning Saturdays 12-weeks	Krugersdorp Gqeberha Stellenbosch	2026 Intake	March 2026

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