

Skills Programme: **Workplace Preparation**

* Admission Requirements:
Open Access

🕒 Duration: 1 Month

SAQA ID: SP- 201201

⏏ NQF 2

🏆 30 Credits

® Accredited:
QCTO

🔄 Full- & Part Time

Skills Programme: Workplace Preparation (NQF 2) Elective: Sport &

Fitness Facility Assistant

SAQA ID: SP- 201201



30 Credits

Overview

In today's fast-paced and competitive job market, possessing the necessary skills and knowledge to excel in the workplace is crucial for success. This skills programme aims to equip learners with the essential skills and competencies required to make a positive impact in the workplace.

By completing this course, learners will gain valuable insights into employment expectations, develop effective communication and teamwork skills, learn to manage their time and finances efficiently, and understand the importance of maintaining a safe and healthy work environment.

Upon completion, learners will be well-prepared to present themselves confidently to prospective employers, make a lasting impression, and thrive in their chosen careers.

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

- ▶ Maintain a clean and safe environment in sport and fitness facilities, including equipment and amenities
- ▶ Provide basic customer service and support to clients and members, including answering queries and resolving simple issues
- ▶ Assist with the setup and preparation of facilities and equipment for sport and fitness activities, events and programmes

Workplace Preparation

The learner will be able to:

- ▶ Gain better insight about employment and expectations in the workplace
- ▶ Present themselves well for interviews
- ▶ Make a good impression to prospective employers
- ▶ Manage work activities efficiently
- ▶ Communicate effectively within a team
- ▶ Manage him/herself, including his/her money
- ▶ Provide support to clients in the sport and fitness industry
- ▶ Maintain a clean and safe environment in sport and fitness facilities

Occupational Qualification Outline

- ▶ Knowledge Modules
 - Presented in class (contact learning full time or part time on campus)
 - Self-paced online (online learning platform)
- ▶ Application Skills Modules
 - 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)



Job Opportunities

This programme is aimed at individuals who are not placed / employed and those already placed in companies and organisations for work experience.

The programme prepares candidates for permanent or future jobs. Our specialised elective will assist learners in finding employment as an assistant in sport and fitness facilities.

Accreditations

QCTO

* Acceptance and compliance in South Africa

HFPA

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



Admission Requirements

- ▶ Open Access
- ▶ 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

- ▶ Why work and why you matter
- ▶ Job search and growth mindset
- ▶ Know yourself to grow yourself
- ▶ Expectations
- ▶ Professionalism
- ▶ Onboarding – Getting it Right
- ▶ Succeeding in the workplace
- ▶ Money Management I
- ▶ Money Management II
- ▶ Time Management
- ▶ Interview and Communication
- ▶ Teamwork
- ▶ Problem-solving and critical-thinking

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



Flexible study options



Highly qualified and skilled lecturers



Job opportunity alerts on the HFPA Graduates group



Payment terms

Articulation Pathway

This programme is aimed at people who are not placed / employed and those already placed in companies and organisations for work experience. The programme prepares candidates for permanent or future jobs.



Intake Dates

Mode of Delivery	Overview	Campus	Intake	Start Date
Contact Learning	Full time on campus 8 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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