Occupational Certificate Courses

Home Based Personal Care Assistant
Occupational Certificate

NQF L2 SAQA QUALIFICATION ID 102296

Knowledge Modules

Fundamentals of Home Based Care

Practical Modules

Identify and report on possible needs of patients and family/household members on an ongoing basis
Implement delegated components of the care plan (Household and patient),
Capacitate patients/family/household members in basic practical care skills

Work Experience Modules

Exposure to the processes of monitoring the implementation of the home-based care plans;
Exposure to the processes of ensuring the active participation of patients and households in the management of care at home;
Exposure to the processes of capacitating patients/family/household members in basic practical care skills;

Home Based Personal Care Worker
Occupational Certificate

NQF L2 SAQA QUALIFICATION ID 104779

Knowledge Modules

Introduction to Data Communication and Networking
Basic Electrical and Electronic Principles
Fundamentals of Computing Device Architecture

Practical Modules

Remove, Update and Install Software and Firmware
Remove and Install Components
Assess, Dismantle, Repair and Reassemble Computing Device: Hardware

Work Experience Modules

Processes of Responding to user inquiries regarding fault request,
Processes of maintaining computer systems and peripherals
Maintenance of records of daily data communication transactions, problems and remedial actions taken, or installation activities

Home Based Personal Care Worker
Occupational Certificate

NQF L3 SAQA QUALIFICATION ID 104792

Knowledge Modules

Fundamentals of Home Based Care
Community Health Care and Social Support;
Rehabilitative Care within a home-based environment;

Practical Modules

Identify and report on possible needs of patients and family/household members on an ongoing basis
Implement delegated components of the care plan (Household and patient);
Capacitate patients/family/household members in basic practical care skills;

Work Experience Modules

Exposure to the processes of participating in care team activities;
Exposure to the referral processes
Exposure to the processes of reporting and maintaining records within the home-based care environment;

Human Resource Management Administrator
Higher Occupational Certificate

NQF L4 SAQA QUALIFICATION ID 121150

Knowledge Modules

Data Management and Interpretation
Administration of Staff Procurement
Professional Administration for HRM Service Delivery

Practical Modules

Collect and Process HRM Data
Coordinate and Provide Administrative Services for a Full Range of HRM Processes
Coordinate HRM Communication to Enhance Employment Relations

Work Experience Modules

HRM Data Collection and Data Management Processes,
Administrative Processes for Full Range of HRM Services and Processes,
Processes for Compiling, Maintaining, and Securing HRM Records

Internal Auditor
Occupational Certificate

NQF L6 SAQA QUALIFICATION ID 101839

Knowledge Modules

Fundamentals of Internal Auditing
Fundamentals of Frau
Fundamental of Finance and Accounting

Practical Modules

Prepare an Internal Audit engagement work programme,
Capture and document results and evidence,
Draft engagement findings

Work Experience Modules

Apply due professional care,
Conduct field work and testing
Map/flow chart operational systems and processes.

- Small Business Consultant
- Sound Operator
- Radio Operator
- Organisational Risk Practioner
- Tax Technician
- Poultry Farm NQF L5 saqa ID 99027
- Commercial Cleaner
- Retail Chain Store
- Office Supervisor
- Retail Buyer
- Store Person

Occupational Certificate Courses

Cook
Occupational Certificate

NQF L4 SAQA QUALIFICATION ID 102296

Knowledge Modules

Basic Ingredients
Theory of Food production
Food Preparation Methods

Practical Modules

Implement Food Production
Documents and Report on Kitchen Activities Cook Food Items using Different Methods and Techniques, Equipment and Utensils

Work Experience Modules

Preparation Processes and Procedures to Provide Cooking Services within the Cook-Serve or Cook- Chill/Freeze Food Production Environment,

Technician
Higher Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 125108

Knowledge Modules

Introduction to Data Communication and Networking
Basic Electrical and Electronic Principles
Fundamentals of Computing Device Architecture

Practical Modules

Remove, Update and Install Software and Firmware
Remove and Install Components
Assess, Dismantle, Repair and Reassemble Computing Device: Hardware

Work Experience Modules

Processes of Responding to user inquiries regarding fault request,
Processes of maintaining computer systems and peripherals
Maintenance of records of daily data communication transactions, problems and remedial actions taken, or installation activities

Data Science Practioner
Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 118708

Knowledge Modules

Introduction to Data Science and Data Analysis
Computers and Computing Systems,
Statistics Essentials for Data Analytics,

Practical Modules

Use Spreadsheets to Analyse and Visualise Data
Apply Statistical Tools and Techniques
Collect and Pre-Process Large Amounts of Unruly Data

Work Experience Modules

Data Collection and Pre-processing Processes
Statistical Data Analysis Processes
Capstone Project Using an Appropriate Toolkit

Early Childhood Development
Occupational Certificate

NQF L4 SAQA QUALIFICATION ID 97542

Knowledge Modules

Theories and Perspectives of Child Development
Planning and Programme Development in early childhood settings
Facilitation and mediation of active learning

Practical Modules

Facilitate and mediate active learning in an integrated and holistic learning programme
Observe, assess, record and report each child's progress according to the age and stage
Support and promote the health, nutrition, safety, protection and well-being of children

Work Experience Modules

Learning programme and routines planning and preparation process
Processes of facilitating and mediating the learning programme in a variety of contexts
Processes of observation, assessment, recording and reporting on children's learning and development

General Accountant
Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 125142

Knowledge Modules

Principles of Asset Management
Principles of Financial Accounting,
Taxation Fundamentals for General Accountants

Practical Modules

Compile financial records,
Conduct internal financial audits.
Manage taxation compliance.,

Work Experience Modules

Processes relating to the preparation of financial statements and managing financial documentation
Processes relating to managing the entity's taxation compliance
Processes relating to cost planning.

Occupational Certificate Courses

Accounting Clerk
Occupational Certificate

NQF L2 SAQA QUALIFICATION ID 125143

Knowledge Modules

Essential Principles of Asset Management
Fundamentals of Taxation for Accounting Clerks
Fundamentals of Accounting Systems and accounting technology

Practical Modules

Capture financial records,
Maintain financial records
Provide accounting customer services

Work Experience Modules

Organisational processes and protocols for financial data collection and reporting
Professional organisational specific processes for capturing and updating taxation records
Organisational processes for internal and external customer service Management

Apparel Pattern Maker & Grader
Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 115455

Knowledge Modules

Raw Materials, and Manufacturing of Clothing
Constructing Blocks, Principles and Methods
Garment Types and Respective Requirements for Pattern-making

Practical Modules

Create a Set of Basic Blocks for a Master Size in all Commodities
Change the Base Pattern into a Style and Create the Pattern,
Construct a Set of Graded Patterns According to the Sizing System

Work Experience Modules

Pattern-making Processes in the Pattern-making Department
Garment Pattern Testing and Finalisation for Production
Pattern Grading Operations

Book keeper
Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 98959

Knowledge Modules

Basic Principles of Cost and Management Accounting
Principles of Taxation,
Basic business calculations

Practical Modules

Maintain and update filing of financial records either manually or using electronic device
Apply fundamental financial techniques to perform bookkeeping duties with accuracy
Apply knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of work

Work Experience Modules

Develop and use spreadsheets to perform financial calculations
Assist with preparing operational budget
Process payroll transactions using computerized software,

Chef
Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 98959

Knowledge Modules

Food safety and quality assurance
Nutrition and healthier food preparation and cooking
Menu planning and recipe costing,

Practical Modules

Plan menus and cost recipes/dishes
Maintain food production systems
Implement and maintain cost control in catering

Work Experience Modules

Processes and procedures for organising food production area, commodities, staff and environment
Processes and procedures for preparing and cooking a variety of food items using different methods and techniques, equipment and utensils
Processes and procedures for preparing, cooking and finishing a variety of dishes using the correct method and techniques to meet customer expectations

Child and Youth Care Worker
Occupational Certificate

NQF L5 SAQA QUALIFICATION ID 99510

Knowledge Modules

Fundamentals of Human Development
Theories and Methodologies of Child and Youth care work
Legislative Framework relevant to Child and Youth Care

Practical Modules

Provide physical care,
Provide social and emotional care
Apply the principles of the developmental approach

Work Experience Modules

Provide holistic developmental care
Manage behaviour within the child and youth care context
Maintain planned environments for child and youth care work

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COURSES NQF Level 4 - 5

Bookkeeper
ACCOUNTING CLERK BUSINESS Management
Apparel Pattern MAKER & GRADER
Child & Youth Care Worker COOK
Computer TECHNICIAN Data Science
Early CHILDHOOD PRACTITIONER
DEVELOPMENT PRACTITIONER Home Based
General Accountant Personal
Home Based Personal Care Worker Care Assistant
Human Resource Management Administrator
Investment Advisor INTERNAL AUDITOR
Journalist Logistics Practitioner
MANAGEMENT Assistant Marketing COORDINATOR
Mixed Crop and Livestock Farmer
Municipal Finance Manager Organisational Risk Practitioner
Office Supervisor Office Administrator
Occupational Health and Safety Assistant
PARALEGAL Poultry Farmer Procurement Officer
Radio Operator Social Auxiliary Worker
Software Developer Software Engineer
SOFTWARE TESTER Small Business Consultant
Supply Chain Practitioner Sound Operator
Supply Chain Manager Tax Technician
Tax Technician RETAIL CHAIN STORE MANAGER
Retail Buyer Store Person

ACCREDITED SETA'S

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073 218 2674
Cnr President & Kruis Street

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WWW.GREENVIEWCOLLEGE.CO.ZA

Occupational Certificate Courses

Procurement Officer
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 111445

Knowledge Modules
Introduction to Supply Chain Management,
Sourcing in Procurement and Supply,
Negotiating and Contracting in Procurement and Supply

Practical Modules
Develop Procurement and Supply Operational Schedules
Develop a Sourcing Plan and Assess Suitability of Potential Suppliers
Manage Contract Implementation and Service Level Agreements

Work Experience Modules
Processes for the Development and Coordination of Procurement and Supply Operational Procedures
Procurement Relationships and Contract Management Processes
Processes for Monitoring and Evaluating Procurement and Supply Operational Schedules,

Software Tester
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 119438

Knowledge Modules
Software Engineering
Programming
Database Design and Information Systems

Practical Modules
Design and Manipulate Databases,
Programme and Deploy Applications,
Test or Debug Source Code to Ensure Client's needs are met

Work Experience Modules
Software Design
Database Design and Manipulation
Software Testing

Social Auxiliary Worker
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 98890

Knowledge Modules
Social Auxiliary Work and Social Welfare Services In The South African Context
Social work - Methods and principles
Communication and Life Skills in Social Auxiliary Work,

Practical Modules
Render basic counselling and support. Support the counselling processes,
Facilitate educational, life skills and support group programs,
Assist in implementation of community development process

Work Experience Modules
Exposure to the client counselling and referral processes,
Exposure to the facilitation of non-therapeutic group processes
Exposure to community development processes,

Software Developer
Occupational Certificate
NQF L6 SAQA QUALIFICATION ID 118707

Knowledge Modules
Desktop and Professional Software to Communicate and Visualise Information
Software Development with HTML5, Opensource Frameworks and Libraries,
4IR and Future Skills,

Practical Modules
Use a Cloud Automation Platform to Create Solutions,
Develop Software using Python,
Develop Software using HTML5, Opensource Frameworks and Libraries,

Work Experience Modules
Technical Requirement Analysis and Refinement,
Modeling Processes
Programming for Software Solution Development

Software Engineer
Occupational Certificate
NQF L6 SAQA QUALIFICATION ID 119458

Knowledge Modules
Software Engineering
Programming
Database Design and Information Systems

Practical Modules
Design and Manipulate Databases,
Programme and Deploy Applications,
Test or Debug Source Code to Ensure Client's needs are met

Work Experience Modules
Software Design
Database Design and Manipulation
Software Testing

Occupational Certificate Courses

Occupational Health and Safety
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 121930

Knowledge Modules
Fundamentals of Communication within the OHS Discipline
OHS Administration and Record Management

Practical Modules
Administer the Key Activities of an OHS Function,

Work Experience Modules
Processes of Executing OHS Administration and Document Management

Software Tester
Occupational Certificate
NQF L6 SAQA QUALIFICATION ID

Knowledge Modules
Software Engineering
Programming
Database Design and Information Systems

Practical Modules
Design and Manipulate Databases,
Programme and Deploy Applications,
Test or Debug Source Code to Ensure Client's needs are met

Work Experience Modules
Software Testing

Organisational Risk Manager
Occupational Certificate
NQF L8 SAQA QUALIFICATION ID 97387

Knowledge Modules
Principles and theories of Governance,
Legislative and regulatory framework underpinning risk management,
Risk management review, evaluation and improvement,

Practical Modules
Define risk management function and confirm commitment in the organisation,
Institutionalise and facilitate the embedding of risk management,
Improve risk management continuously

Work Experience Modules
Develop a risk management framework's strategy, policies and protocols,
Facilitate the embedding of risk management,
Improve risk management continuously,

Paralegal
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 117325

Knowledge Modules
Fundamentals of Law
Basic Theory on Wills and Estates
Basic Criminal Law and Procedure

Practical Modules
Execute Administrative, Functions within the Paralegal Context
Conduct Basic Research on Precedents, Cases, Acts and Related Matters
Process Documents in a Paralegal Context

Work Experience Modules
Identifying, Analysing and *Completing Legal Document*
Application of Basic Research Techniques within the Paralegal Context
Consultations with Clients, and Stakeholders

Supply Chain Practitioner
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 110942

Knowledge Modules
Demand Execution Management Operations
Transport and Distribution Operations
Warehousing and Facilities Operations

Practical Modules
Coordinate and Implement Supply Chain Operational Schedules
Manage Contract Implementation and Service Level Agreements,
Monitor Implementation of Demand Execution and Customer Relationship Activities,

Work Experience Modules
Operational Scheduling and Coordination Processes,
Processes for Monitoring and Evaluating Operational Plans,

Occupational Certificate Courses

Mixed Crop & Livestock Farmer
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 125077

Knowledge Modules
Crops and Livestock Management
Integrated Pest and Disease Management in Agriculture,
Crop Care, Nutrition and Health Management

Practical Modules
Practise sustainable land and resources in management,
Prepare Soil, Plant/Sow, Fertilize, Irrigate, Control Crop Pests and Diseases of Crops,
Practise Climate-Resilient Farming,

Work Experience Modules
Processes of Integrated Crop Livestock Farming, Systems Management,
Utilisation of Natural Resources in Crop and Livestock Farming,
Determination of Quality and Market Readiness of Crops and Livestock

Municipal Finance Manager
Occupational Certificate
NQF L8 SAQA QUALIFICATION ID 118775

Knowledge Modules
The legal and ethical framework for the media
Origination and pitching of content ideas,
Information gathering,

Practical Modules
Maintain the Audit and Assurance Practices and Processes
Provide Strategic Advice and Direction on Resource Allocation and Service Delivery Implementation
Develop and Manage the Supply Chain and Asset Execution Strategies,

Work Experience Modules
Practices Related to Municipal Revenue, Expenditure, Assets, and Liabilities
Preparation and Implementation of Corporate Governance and Risk Management Initiatives
Management of the Effective and Efficient Preparation, and Implementation of the Municipalities' Annual Budget.

Occupational Health & Safety Practitioner
Higher Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 121527

Knowledge Modules
Occupational Health and Safety Management Systems,
Governance and Sustainability within the OHS Context
Fundamentals of Operations Management for OHS Practitioners,

Practical Modules
Develop a Risk Profile and Legal Register for a Designated Work Area
Establish, Maintain and Improve the Health and Safety Documentation and Reporting Systems, Controls and Processes
Manage the Effectiveness of Operational Occupational Health and Safety Systems,

Work Experience Modules
Operational Planning and Review Processes,
Management and Supervision Processes,

Office Administrator
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 102161

Knowledge Modules
Effective office administration and management
Introductory project management,
Computerized Project Management,

Practical Modules
Manage meetings,
Payroll processing and pay administration
Manage a small project,

Work Experience Modules
Handle customer and client's queries and liaison in an office
Marketing/Public Relations and administrative support,
Assist in planning and coordinating at least two special events/conferences,

Supply Chain Manager
Occupational Certificate
NQF L6 SAQA QUALIFICATION ID 111357

Knowledge Modules
Supply Chain Management Theory,
Risks, Compliance Management and Supply Chain Vulnerability,
Supply Chain Service Delivery Operational Planning,

Practical Modules
Develop Procedures for the Implementation of Operational Plans
Develop Criteria to Monitor Implementation of Operational Plans against Supply Chain Strategy
Align Supply Chain Operational Schedules with Associated Operational Plans and Performance Objectives,

Work Experience Modules
Operational Planning Processes,
Execution Guidelines Development Processes,
Processes for Monitoring and Evaluating Operational Plans,

Occupational Certificate Courses

Investment Adviser
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 105021

Knowledge Modules
Overview of the Investment Advisory Industry
Regulatory requirements for advising clients regarding insurance and investments,
Principles of Providing Advice to clients regarding Investments,

Practical Modules
Research, analyse and conduct due-diligence of investment opportunities
Advise clients regarding potential investment opportunities,
Facilitate the implementation of agreed investment decisions

Work Experience Modules
Participate in the processes of advising on investment decisions
over a period of six months,

Journalist
Occupational Certificate
NQF L2 SAQA QUALIFICATION ID 104779

Knowledge Modules
The legal and ethical framework for the media
Origination and pitching of content ideas,
Information gathering,

Practical Modules
Report by gathering information and materials
Create publishable content,
Develop work-relevant personal skills

Work Experience Modules
Processes to observe and assist an experienced journalist in a selected range of journalistic activities
Processes to work as a junior member of a team to produce content,
Processes to work on self-generated content that is ar[illegible]nted for publication,

Logistics Practitioner
Higher Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 123402

Knowledge Modules
Software Utilisation and Technological Skills for the Future
Transport Modes
Storage of Freight,

Practical Modules
Identify and Select Appropriate Mode of Transport,
Analyse Risks Associated with Transportation
Analyse Freight Characteristics Impacting on Storage,

Work Experience Modules
Processes Related to the Movement of Freight,
Processes Related to the Preservation and Integrity of Freight during Transportation
Processes Related to Freight Preservation and Integrity during Storage,

Management Assistant
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 101876

Knowledge Modules
Document management and record-keeping
Computerised Information Processing
Basic business calculations,

Practical Modules
Determine, acquire and allocate resources for the secretarial unit
Manage a small project
Support the recruitment, selection and induction of secretarial staff,

Work Experience Modules
Procure and allocate resources
Manage a paperless office,
Perform administrative and meeting support functions to support management,

Marketing Coordinator
Occupational Certificate
NQF L5 SAQA QUALIFICATION ID 118706

Knowledge Modules
Marketing Business skills
Marketing Business Tools,
Digital Tools

Practical Modules
Coordinate Key Deliverables of Products and Services to a Target Market(s)
Coordinate Marketing and Sales Activities,
Coordinate Customer Relationship Management (CRM) activities

Work Experience Modules
Processes and Procedures for Coordinating Marketing and Sales Activities
Processes and Procedures for Coordinating Customer Relationship Management Activities,
Processes and Procedures within the Scope of Administrative Tasks Related to Marketing Metrics and Processing of Payments