

Our Ref : P21/0118/GP840
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Provider Name : Kcobodo Training Centre (KTC)
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PROGRAMME APPROVAL NUMBER : P21/0118/GP840
START DATE : 2018/05/28
END DATE : 2021/03/31

PROGRAMME APPROVAL CONFIRMATION

The PSETA as a Quality Assurance Partner delegated by the QCTO, is pleased to inform you that Kcobodo Training Centre (KTC) has been granted Programme Approval status. Kcobodo Training Centre (KTC) is accredited to train against unit standard/s and or qualification/s as reflected on the transcripts. Please note that this accreditation is in terms of the PSETA Policy and Procedures for the accreditation. All providers are required to sign and adhere to the PSETA provider Code of Conduct.

PSETA wishes to congratulate Kcobodo Training Centre (KTC) on this achievement. Should you require further information

Yours Faithfully

A handwritten signature in black ink, appearing to read "Benjamin Motlhabane", written over a horizontal line.

Mr. Benjamin Motlhabane
PSETA ETQA Manager
benjaminm@Pseta.org.za

Vision: Cutting Edge Skills for Quality Public Services

Mission: To develop a capable, skilled and innovative public service workforce through:

- Researching skills demand and supply in the sector;
- Effective delivery of skills development interventions based on occupationally -directed qualifications;
- Monitoring, evaluation and skills development in the sector;

Programme Approval Transcript

Provider Name: Kcobodo Training Centre (KTC)

Programme Approval Number: P21/0118/GP840

Is accredited as a provider with the PSETA to train against the Qualification/s and or unit standard/s registered on the National Qualifications Framework (NQF) that is/are listed below:

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
57824	Further Education and Training Certificate: Public Administration	Level 04	146
50060	National Certificate: Public Administration	Level 05	141
57804	National Certificate: Public Administration	Level 03	157

Unit Standard(s) Code	Unit Standard Title	NQF Level(s)	Credits
119472	Accommodate audience and context needs in oral/signed communication	Level 03	5
120300	Analyse leadership and related theories in a work context	Level 05	8
120305	Analyse the role that emotional intelligence plays in leadership	Level 05	8
120304	Analyse, interpret and communicate information	Level 05	9
242864	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	Level 03	4
252026	Apply a system approach to decision making	Level 05	6
119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 05	15
242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 04	6
120310	Apply client service techniques to improve service delivery	Level 05	6
11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 05	8
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 05	8
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 03	4
337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	Level 04	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 04	6
337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluate	Level 04	3
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	Level 06	15
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 05	10
119352	Apply principles of information systems to public finance and administration	Level 05	12

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115405	Apply principles of knowledge management to organisational transformation	Level 05	10
120303	Apply principles of risk management	Level 05	8
119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 05	15
242870	Apply public sector policies and procedures to achieve administration objectives	Level 03	12
119954	Apply Public Service labour legislation in mediation	Level 05	6
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Level 05	12
119346	Apply sound communication principles in the coordination of selected public sector communications programmes	Level 05	10
120307	Apply South African legislation and policy affecting public administration	Level 05	10
114974	Apply the basic skills of customer service	Level 02	2
113955	Apply the Batho Pele principles to own work role and context	Level 03	4
242860	Apply the Batho Pele principles to own work role and context	Level 03	4
115407	Apply the principles of change management in the workplace	Level 05	10
242901	Apply the principles of good customer service to achieve public sector objectives	Level 04	6
120311	Apply visionary leadership to develop strategy	Level 05	10
15237	Build teams to meet set goals and objectives	Level 05	3
260077	Conduct initial assessment for strategic sourcing	Level 06	4
114957	Contribute to the health, safety and security of a financial services workplace	Level 02	2
13929	Co-ordinate meetings, minor events and travel arrangements	Level 03	3
252020	Create and manage an environment that promotes innovation	Level 05	6
15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 05	4
243264	Customise an anti-corruption strategy at operational level for a Public Sector Department	Level 05	5
242903	Define overall public sector culture and values and apply to own work context	Level 04	6
242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 04	6
242880	Demonstrate an understanding and apply the framework and overall mechanics of government in public sector policy	Level 04	6
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	Level 03	2
114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	Level 05	12
242868	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	Level 04	6
242856	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	Level 04	6
242854	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	Level 04	6
242857	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 04	4
337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	Level 05	15
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 05	5
243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	Level 04	5

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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	Level 03	4
113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 04	4
242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 03	4
120360	Demonstrate understanding of financial and accounting principles for public entities	Level 05	12
252033	Demonstrate ways of dealing with the effects of dreaded diseases and in particular HIV/AIDS	Level 05	8
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 03	4
260097	Develop a sourcing strategy	Level 06	8
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 05	12
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 04	5
115196	Establish, implement and control procurement processes	Level 06	12
337062	Evaluate a job in the Public Sector in South Africa	Level 04	6
260137	Execute a strategic sourcing strategy	Level 06	6
120301	Formulate and evaluate public sector policies and regulations	Level 05	8
10080	Formulate, design and implement customer service delivery systems and processes	Level 06	8
10142	Fulfill procurement activities and supervise procurement administration	Level 04	8
115823	Gather and manage information for decision-making	Level 05	5
15233	Harness diversity and build on strengths of a diverse working environment	Level 05	3
15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 05	4
117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 05	20
242863	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 03	4
242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 03	6
117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	Level 01	2
119466	Interpret a variety of literary texts	Level 03	5
114226	Interpret and manage conflicts within the workplace	Level 05	8
119457	Interpret and use information from texts	Level 03	5
9012	Investigate life and work related problems using data and probabilities	Level 03	5
119332	Manage and develop oneself in the public sector work environment	Level 05	10
115444	Manage construction organizational assets	Level 06	5
116928	Manage diversity in the workplace	Level 05	14
11473	Manage individual and team performance	Level 04	8
242874	Manage own performance improvement process in a public sector context	Level 03	4
242862	Manage own work performance in a public sector workplace	Level 03	6
120306	Manage service delivery improvement	Level 06	8
119336	Manage the development and performance of human capital in the public sector	Level 05	12

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244254	Manage the mainstreaming of gender in programmes and projects	Level 05	10
114589	Manage time productively	Level 04	4
12345	Manage time productively	Level 04	4
10079	Measure and analyse customer service levels	Level 06	12
13937	Monitor and control office supplies	Level 03	2
13928	Monitor and control reception area	Level 03	4
13930	Monitor and control the receiving and satisfaction of visitors	Level 03	4
242819	Motivate and Build a Team	Level 04	10
114976	Operate and take care of equipment in an office environment	Level 02	2
242861	Participate in budget and general financial management processes within own public sector work context	Level 04	6
14911	Participate in formal meetings	Level 02	3
116353	Participate in the design and implementation of municipal supply chain management	Level 06	12
11241	Perform Basic Business Calculations	Level 03	6
13935	Plan and conduct basic research in an office environment	Level 03	6
114585	Plan strategically to improve business performance	Level 04	4
120302	Prepare budgets for a specific sector	Level 06	15
242811	Prioritise time and work for self and team	Level 04	5
14348	Process incoming and outgoing telephone calls	Level 02	3
15222	Promote a learning culture in an organisation	Level 05	3
114879	Promote a productivity improvement strategy	Level 05	10
119469	Read/view, analyse and respond to a variety of texts	Level 04	5
15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	Level 05	3
12140	Recruit and select candidates to fill defined positions	Level 05	9
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 04	4
10146	Supervise a project team of a developmental project to deliver project objectives	Level 05	14
10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 04	12
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 05	5
242865	Use data entry and retrieval skills to input and retrieve computer data	Level 03	4
117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 01	4
119467	Use language and communication in occupational learning programmes	Level 03	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 05	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 04	6
12153	Use the writing process to compose texts required in the business environment	Level 04	5
119459	Write/present/sign for a wide range of contexts	Level 04	5
119465	Write/present/sign texts for a range of communicative contexts	Level 03	5

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