



CPT

SKILLS DEVELOPMENT SOLUTIONS



Learnerships



Skills
Programmes

Basic Skills for the Workplace NQF 2: Skills Programme Breakdown

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Name of Module	Unit Standards covered	NQF Level	Duration (Days)	Approval Number
Basic Skills for the Workplace (35)	119454 - Maintain and adapt oral/signed communication (5) 119744 - Select, use and care for engineering hand tools (8) 14683 - Apply work site practices (5) 12219 - Select, use and care for engineering power tools (6) 12461 - Communicate at work (5) 12465 - Develop a learning plan and a portfolio for assessment (6)	2	12	MERSETA SP 0619/11-17

Maintain and adapt oral/signed communication

Use a variety of strategies to maintain communication.

Adapt language to accommodate socio-cultural sensitivities without losing own meaning.

Use knowledge of language structures and conventions to shape or decode meaning of unfamiliar vocabulary or constructions.

Organise and present information in a focused and coherent manner.

Identify and explain how speakers/signers influence audiences.

Select, use and care for engineering hand tools

All the engineering hand tools are identified and their uses explained

Care for and maintain engineering hand tools

The maintenance of engineering hand tools are carried out in accordance with the applicable requirements and workplace procedures

Recognise and report problems, changes and/or malfunctions while working with engineering hand tools

Work safely with due care for self, fellow workers, equipment, materials and the environment

Apply work site practices

Establish the principles of personal and job safety on the worksite

Demonstrate safe working practices on the worksite

Adhere and conform to store procedures and material handling

Select, use and care for engineering power tools

Power tools used as recommended by the manufacturer to meet job/task requirements
Unsafe/faulty power tools identified and corrective action taken
Power tools cleaned, serviced, maintained and stored
Correct safety precautions taken while using power tools
Appropriate power tools selected for job
Appropriate attachments selected for particular application
Problems are reported timeously to appropriate personnel
A clean and tidy work environment is maintained
Consequences of incorrectly using power tools, e.g. injuries
Choice of particular tools for job/task
Safety hazards associated with the use of power tools
Risks and hazards related to the various power supply sources

Communicate at work

Purpose of communication in the workplace
Types of communication
Workplace language
Meeting procedures
Techniques for communicating information
Oral reporting

Develop a learning plan and a portfolio for assessment

Explain and discuss the learning and assessment system
Develop a learning plan
Prepare a portfolio for assessment
Reflect on the process of compiling a learning plan and preparing a portfolio for assessment

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