

Our Ref : P21/0614/KZN520
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Provider Name : Trainyoucan Training Network
Company Reg. No : 2009/150422/23
Address : 220 Seventh Avenue
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Postal Code : 4001

PROGRAMME APPROVAL NUMBER : P21/0614/KZN520
START DATE : 2018/04/09
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 Trainyoucan Training Network has been granted Programme Approval status. Trainyoucan Training Network 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 Trainyoucan Training Network on this achievement. Should you require further information

Yours Faithfully



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: Trainyoucan Training Network

Programme Approval Number: P21/0614/KZN520

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

Unit Standard(s) Code	Unit Standard Title	NQF Level(s)	Credits
119472	Accommodate audience and context needs in oral/signed communication	Level 03	5
120304	Analyse, interpret and communicate information	Level 05	9
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
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 05	8
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 04	6
113852	Apply occupational health, safety and environmental principles	Level 03	10
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 05	10
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
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
113955	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
15237	Build teams to meet set goals and objectives	Level 05	3
255514	Conduct a disciplinary hearing	Level 05	15

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13929	Co-ordinate meetings, minor events and travel arrangements	Level 03	3
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
243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	Level 04	5
113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 04	4
120360	Demonstrate understanding of financial and accounting principles for public entities	Level 05	12
14667	Describe and apply the management functions of an organization	Level 04	10
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
120372	Explain Fundamentals of Project Management	Level 04	5
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
117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 05	20
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
119332	Manage and develop oneself in the public sector work environment	Level 05	10
116928	Manage diversity in the workplace	Level 05	14
11473	Manage individual and team performance	Level 04	8
120306	Manage service delivery improvement	Level 06	8
119336	Manage the development and performance of human capital in the public sector	Level 05	12
10079	Measure and analyse customer service levels	Level 06	12
13928	Monitor and control reception area	Level 03	4
242819	Motivate and Build a Team	Level 04	10
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
11241	Perform Basic Business Calculations	Level 03	6
114585	Plan strategically to improve business performance	Level 04	4
242811	Prioritise time and work for self and team	Level 04	5

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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
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
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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