



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The accredited Skills Programme: Work in a Team, NQF level 2, is an occupational programme for individuals working as junior managers, project managers of small projects and team members of larger projects.

It covers the core and support functions of an organisation, the role of selected work units in relation to the core business and the difference between line and support functions within an organisation. In the second focus area of the programme, delegates will understand working as a member of a team, collaborating with team members to improve performance, building relationships, respecting team differences and developing strategies to deal with conflict.

The Skills Programme offers career progression in the manufacturing and production sector and articulates into the NC: Production Technology, level 3.

## Target Audience

The Skills Programme is aimed at junior managers and leaders of small projects and sub-projects. It is also suitable for those working as team members of medium to large projects. Projects can be of a technical or business nature and can fall across economic sectors, including manufacture, engineering and production.

## Entry Requirements

- Competence in Mathematics and Communication Skills at NQF level 4.
- Competence in Computer Literacy at NQF level 4.

## Additional Requirements

- You will need access to appropriate workplace activities to complete the practical components of the skills programme.
- Active support and mentorship by your manager.
- Access to a PC, software and the internet.

## Manufacturing & Production

# Work in a Team

### MERSETA Statement of Results

SP ID:	SP 0879/14-17
NQF Level:	2
Credits:	14

## Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

- Attend all sessions.
- Complete practical workplace experiential learning and assignments.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement Of Results, Work in a Team, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the skills programme, you will be able to:

- Explain the various core functions and support functions of an organisation.
- Explain the role of a selected work unit in an organisation, in relation to the core business.
- Investigate the difference between line and support functions in an organisation.
- Understand the criteria for working as a member of a team.
- Collaborate with other team members to improve performance.
- Participate in building relations between team members and other stakeholders.
- Respect personal, ethical, religious and cultural differences to enhance interaction between team members.
- Use a variety of strategies to deal with potential or actual conflict between team members.





info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

## Course Content

### SP: Work in a Team

Accreditation Body: MERSETA

| SETA Skills Programme ID: SP 0879/14-17

| NQF Level: 2 | Credits: 14

#### Unit Standard 242814: Identify and Explain the Core and Support Functions of an Organisation

- Identify and explain the core business of an organisation
- Explain the types of work done within the various core activities of an organisation
- Explain the role of a selected work unit in an organisation in relation to the core business
- Identify and explain the difference between the line and support functions within a selected organisation

#### Unit Standard 120379: Work as a Project Team Member

- Demonstrate an understanding of working as a member of a team
- Collaborate with other team members to improve performance
- Participate in building relations between team members and other stakeholders
- Respect personal, ethical, religious and cultural differences to enhance interaction between team members
- Use a variety of strategies to deal with potential or actual conflict in a project team

## Our Accredited Organisations



FACULTY  
TRAINING  
INSTITUTE



Siyangoba

