

**READY FOR WORK STANDARDS**  
**SUMMATIVE ASSESSMENT**

|                                        |                                                   |
|----------------------------------------|---------------------------------------------------|
| <b>Module #</b>                        | 331301000-KM-09                                   |
| <b>NQF Level</b>                       | L04                                               |
| <b>Notional hours</b>                  | 50                                                |
| <b>Credit(s)</b>                       | Cr5                                               |
| <b>Development<br/>Quality Partner</b> | Quality Council for Trades and Occupations (QCTO) |
| <b>Occupation<br/>Specialisation</b>   | <b>or</b> 331301000; Bookkeeper                   |
| <b>Associated<br/>Occupation</b>       | Bookkeeper                                        |

|                 |  |
|-----------------|--|
| Name            |  |
| Contact Address |  |
| Telephone (H)   |  |
| Telephone (W)   |  |
| Facsimile       |  |
| Cellular        |  |
| E-mail          |  |

### **Note to the learner**

This Learner Guide provides a comprehensive overview of the module. It is designed to improve the skills and knowledge of learners, and thus enabling them to effectively and efficiently complete specific tasks.

### **Purpose:**

The main focus of the learning in this knowledge module is to build an understanding of the overview of the soft skills needed to be an effective member of an organisation through self- management skills .On completion of this module, students will be able to identify explain and adhere to the ethical principles and to conduct themselves with the professional standards applicable in the organisation.

### **Topic elements to be covered include:**

- ✓ KM-09-KT01: Rules of professional conduct and ethics (20%)
- ✓ KM-09-KT02: Interpersonal management (20%)
- ✓ KM-09-KT03: Work-readiness (Full office orientation, Office etiquette, dress-code) (40%)
- ✓ KM-09-KT04: Legislation governing employment (20%)

### **Exemptions**

None

### **Entry Requirements:**

A NQF Level 4 qualification with Mathematical Literacy and Communication in English.

### **Provider Accreditation Requirements for the Knowledge Module**

#### **Physical Requirements:**

- ✓ The provider must have lesson plans and structured learning material or provide learners with
- ✓ Access to structured learning material that addresses all the topics in all the knowledge modules.

In addition the following must be provided:

- A computer with the necessary software per student in class
- Printers
- Access to internet facilities
- Distance and e-learning modalities available to learners

### **Provider Accreditation Requirements for the Knowledge Module**

#### **Human Resource Requirements:**

- ✓ Lecturer/learner ratio of 1:20 (Max)
- ✓ Lecturers need to be qualified at a Level 6 or higher in the relevant field or have at least 5 years relevant experience in Computerised Financial Systems.
- ✓ It would be advantageous if lecturers are registered with a relevant accounting Professional Body for Continuous Professional Development purposes
- ✓ Assessor and Moderator have professional recognition in the Computerised Financial Systems field of expertise and approved by the relevant AQP

### **Provider Accreditation Requirements for the Knowledge Module**

#### **Legal Requirements:**

- ✓ Legally compliant venue, (i.e. Fire protection services, OHS and other legislation)
- ✓ Code of Conduct
- ✓ Approved and accredited by the relevant AQP as per QCTO requirements

#### **Venue, Date and Time:**

Consult your facilitator should there be any changes to the venue, date and/or time.

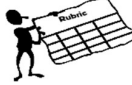
Refer to your timetable.

#### **Assessments:**

The only way to establish whether you are competent and have accomplished the learning outcomes is through continuous assessments. This assessment process involves interpreting evidence about your ability to perform certain tasks. You will be required to perform certain procedures and tasks during the training programme and will be assessed on them to certify your competence.

This module includes assessments in the form of self-evaluations/activities and exercises. The exercises, activities and self-assessments will be done in pairs, groups or on your own. These exercises/activities or self-assessments (Learner workbook) must be handed to the facilitator. It will be added to your portfolio of evidence, which will be proof signed by your facilitator that you have successfully performed these tasks.

Listen carefully to the instructions of the facilitator and do the given activities in the time given to you.

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|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>Books</p>                  | <p>This icon means that other books are available for further information on a particular topic/subject.</p>                                                                    |
|  <p>References</p>             | <p>This icon refers to any examples, handouts, checklists, etc...</p>                                                                                                           |
|  <p>Important</p>              | <p>This icon represents important information related to a specific topic or section of the guide.</p>                                                                          |
|  <p>Activities</p>            | <p>This icon helps you to be prepared for the learning to follow or assist you to demonstrate understanding of module content. Shows transference of knowledge and skill.</p>   |
|  <p>Exercises</p>            | <p>This icon represents any exercise to be completed on a specific topic at home by you or in a group.</p>                                                                      |
|  <p>Tasks/Projects</p>       | <p>An important aspect of the assessment process is proof of competence. This can be achieved by observation or a portfolio of evidence should be submitted in this regard.</p> |
|  <p>Workplace Activities</p> | <p>An important aspect of learning is through workplace experience. Activities with this icon can only be completed once a learner is in the workplace</p>                      |

**IACo101**

**Analyse issues relating to professional and ethical conduct**

**Marks: 6**

Analyse the issues relating to professional and ethical conduct in a workplace environment and explain why these issues are important for organisational success.

**Answer:**

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**IACo102**

**Apply professional ethics in practical situations**

**Marks: 6**

Explain how professional ethics should be applied in practical workplace situations. Provide examples to support your answer.

**Answer:**

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**IACo103**

**Identify, explain and adhere to the ethical principles applicable in the organisation**

**Marks: 6**

Identify and explain the ethical principles applicable in an organisation and describe how employees should adhere to these principles.

**Answer:**

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**IACo104**

**Identify and apply the procedures and restrictions with regard to confidential information**

**Marks: 6**

Explain the procedures and restrictions that must be followed when handling confidential information in an organisation.

**Answer:**

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**IACo201**

**List the time management tools**

**Marks: 5**

List and briefly describe the time management tools that can be used in a workplace.

**Answer:**

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**IACo202**

**Apply time management tools to a given scenario**

**Marks: 6**

Explain how time management tools can be applied to improve productivity in a given workplace scenario.

**Answer:**

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**IACo203**

**Explain, Compare and select appropriate tools in a given scenario**

**Marks: 6**

Compare different time management tools and explain how to select the most appropriate tool for a given situation.

**Answer:**

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**IACo3o1**

**List the important equipment normally used in an office**

**Marks: 5**

List the important equipment normally used in an office and describe their basic functions.

**Answer:**

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**IACo3o2**

**Demonstrate the ability to operate important/relevant office equipment (method: simulation, tool: checklist)**

**Marks: 6**

Explain the correct procedures for operating common office equipment safely and efficiently.

**Answer:**

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**IACo3o3**

**Demonstrate the ability to conduct yourself professionally and communicate effectively over the telephone in an office environment (method: simulation, tool: checklist)**

**Marks: 6**

Describe the key principles of professional telephone etiquette in an office environment.

**Answer:**

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**IACo304**

**Draft own CV**

**Marks: 6**

Draft a professional Curriculum Vitae (CV) that includes personal details, education, skills, and experience.

**Answer:**

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**IACo305**

**Demonstrate ability to conduct yourself in an interview**

**Marks: 6**

Explain how you would prepare for and conduct yourself professionally during a job interview.

**Answer:**

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**IACo401**

**List key principles from the basic conditions of employment act**

**Marks: 6**

List and explain the key principles contained in the Basic Conditions of Employment Act.

**Answer:**

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**IACo402**

**Analyse case study for a disciplinary proceeding**

**Marks: 6**

Analyse a disciplinary case scenario and explain the correct procedures that should be followed.

**Answer:**

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**IACo403**

**Discuss contractual obligations including leave, employment contract etc.**

**Marks: 6**

Discuss contractual obligations between employer and employee, including leave entitlement and employment contract requirements.

**Answer:**

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**TOTAL MARKS: 82**