



# Communication Skills

## NQF Level 2



4 Week Period



Classroom or  
Blended Learning



The Qualification Certificates are issued by CETA



Construction

Developing Businesses, People and  
Communities through **High-Impact Solutions**



## About this Skills Programme

**SAQA Qualification ID:**

SP-NC-CHB-COMM-2-F-4-23

**Minimum Credits:**

23

**NQF Level:**

2

**Duration:**

This Qualification is run over 4 weeks

## Type of course

A credit bearing CETA registered skills programme offered on a full-time basis over 4 weeks.

## Course outline

Learners accredited with this course will be able to use suitable learning resources, write for a specific purpose and audience, draft and edit their own writing and identify the main ideas in different text types.

## Entry requirements

Communication at NQF Level 1 and Mathematical Literacy at NQF Level 1.

## Course Programme

Unit Standard	Title	NQF Level	Cre3dits
8967 (119460)	Use language and communication in occupational learning programmes	2	5
9960	Communicate verbally and non-verbally in the workplace	3	8
8964 (119456)	Write/present for a defined context	2	5
8963 (119463)	Access and use information from texts	2	5

Upon successful completion of the course, the learner will be proficient in the following areas:

- Use learning strategies
- Plan and gather relevant information for use in a given context
- Use grammatical structures and writing conventions to produce coherent and cohesive texts for specific contexts
- Identify the main ideas in different text types
- Identify and discuss how language structures and features may influence a reader
- Communicate with others

## Assessment method

To monitor progress and effectiveness of learning, continuous assessments (formative) are carried out by way of written tests and practical assignments, throughout the training.

### ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

### GET IN TOUCH



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