

INDUCT A MEMBER INTO A TEAM – US 242812 - NQF LEVEL 4

Duration: 1 day + 1 day follow up
 Target: Candidates competent in NQF Level 3
 Prerequisite: NQF Level 3
 NQF Info: NQF Level 4
 Qualification: Contributes towards FET Certificate in Generic Management
 NQF Level 4
 Credits: 4
 Certification: MERSETA accredited

Unit Standard:
 ➤ Induct a member into a Team [US242812]

Course Objective:
 To enable the learner to:

- Prepare to receive a member on a team.
- Introduce a new member.
- Explain how performance is monitored.
- Create awareness of career opportunities in an organisation.

Outcomes: At the end of the course the learners will be able to :

- Prepare to receive a member into a team.
- Introduce the new member of the team.
- Welcome and introduce a new member to the team.
- Explain how the performance of a team is monitored.
- Create awareness of career opportunities in an organisation.

Contents:

- Documents that a new team member requires are listed according to standard operating procedures.
- Resources required by a new team member are listed and sourced as required by standard operating procedures.
- Workstation is identified according to standard operating procedures.
- Policies, processes and procedures of the team are explained according to organisational requirements.
- Role of the team is explained according to its contribution to the organisation.
- Performance targets and responsibilities of the team and each of its members are explained according to organisational requirements.
- Opportunities for development are outlined according to organisational requirements.
- The team member's responsibility for his/her own learning is discussed with reference to the enhanced performance of the team and organisation.

Assessment and Certification:

- Ongoing assessment is conducted throughout the training programme. These comprise of daily tests, exercises, and roleplays.
- Summative assessment includes exams, and assignments.
- Practical, theoretical and workplace experience assignments are included with specific assignments to be submitted within two weeks following training.
- Exams are written after completion of the training programme
- One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

Gauteng: Head Office:
 Reg. No. 79/0607/08
 18 Gazelle Avenue, Corporate Park,
 Old Pretoria Road, Midrand
 Private Bag X68, Halfway House, 1685
 South Africa
 Tel: +27 11 314 4021
 Fax: +27 11 314 3764

KZN: Building No. 2
 KZN Experimental College
 Corner Surprise and Richmond Roads
 Westmead
 Durban
 Telephone Number: 031 702 7222
 Facsimile Number: 031 702 7322

W.Cape: Unit D
 Olympic Park
 969 Voortrekker Road
 Maitland
 Cape Town
 Telephone Number: 021 591 5512
 Facsimile Number: 021 591 5516