PSETA
Public Service Sector Education & Training Authority

Our Ref	**P21/1216/MP754**
Enquiries	**Ms Kate Matlala**
Tel Number	**012 423 5777**
Email Address	**katem@pseta.org.za**

Contact Person	:	Richman Ngobeni
Provider Name	:	Valambya Education and Training Centre (Pty) Ltd
Company Reg. No	:	2016/048868/07
Address	:	Office No 6 - Beyson Building
		8A Voortrekker Street
		Nelspruit
Postal Code	:	1201
ACCREDITATION NUMBER	:	P21/1216/MP754
START DATE	:	2016/12/19
END DATE	:	2021/03/31

ACCREDITATION CONFIRMATION

The PSETA as a Quality Assurance Partner delegated by the QCTO is pleased to inform you that Valambya Education and Training Centre (Pty) Ltd has been granted accreditation against the qualification/s and or unit standard/s as reflected on the accreditation transcripts. The accreditation is granted in line with the PSETA accreditation policy which is recognised by the QCTO. You are requested to sign the attached provider code of conduct and ensure that it is complied with at all times.

PSETA wishes to congratulate Valambya Education and Training Centre (Pty) Ltd on this achievement. Should you require any assistance and or information, please do not hesitate to contact us.

Yours Faithfully

Mr. Benjamin Motlhabane
PSETA ETQA Manager
benjaminm@Pseta.org.za

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through
• effective coordination of skills development interventions based on occupationally directed qualifications :
• focusing on learning programmes; and

Accreditation Transcript

Provider Name: Valambya Education and Training Centre (Pty) Ltd **Accreditation Number:** P21/1216/MP754

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
57804	National Certificate: Public Administration	Level 03	157
57827	National Diploma: Public Administration	Level 07	260
57897	National Diploma:Public Administration	Level 06	240

Unit Standard(s) Code	Unit Standard Title	NQF Level(s)	Credits
119472	Accommodate audience and context needs in oral/signed communication	Level 03	5
243118	Act as a role model in setting a culture of customer service	Level 07	8
242906	Analyse and apply administrative provisions to regionalism, decentralisation and governance	Level 07	16
12979	Analyse and participate in the design of Information Systems	Level 06	12
114698	Analyse global economic structures	Level 07	10
114693	Analyse international law in diplomatic relations	Level 07	12
114704	Analyse South Africa's domestic policies	Level 07	25
120304	Analyse, interpret and communicate information	Level 05	9
242864	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	Level 03	4
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
242920	Apply critical systems thinking and practice to public sector policy issues	Level 07	8
11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 05	8
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 05	8
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 03	4
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 04	6

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:
• effective coordination of skills development interventions based on occupationally directed qualifications ;
• focusing on learning programmes, and

Signatories Initials : BCM

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
242870	Apply public sector policies and procedures to achieve administration objectives	Level 03	12
242915	Apply research methodologies in order to compile in a major research report in a public sector context	Level 07	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
114974	Apply the basic skills of customer service	Level 02	2
113955	Apply the Batho Pele principles to own work role and context	Level 03	4
242860	Apply the Batho Pele principles to own work role and context	Level 03	4
242911	Apply the principles and theories of public management	Level 07	16
242914	Apply the principles and theories of public sector project management	Level 06	12
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
114706	Assess the role of the United Nations and other key World Organizations in diplomatic relations	Level 07	8
15237	Build teams to meet set goals and objectives	Level 05	3
116804	Collect and collate background information for specific contexts	Level 06	15
242918	Conceptualise, design and implement a public sector development management framework	Level 07	16
242907	Conceptualise, design, implement and monitor public policies and programmes	Level 07	20
12138	Conduct an organisational needs analysis	Level 06	10
119621	Conduct electoral observation and monitoring to enhance the practice and assessment of free and fair elections	Level 05	4
260077	Conduct initial assessment for strategic sourcing	Level 06	4
114957	Contribute to the health, safety and security of a financial services workplace	Level 02	2
13099	Contribute to the implementation, post-implementation review and maintenance of information systems	Level 06	16
13929	Co-ordinate meetings, minor events and travel arrangements	Level 03	3
243113	Create a culture of a learning organisation within the public sector	Level 06	8
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
242904	Deliver public value	Level 07	16
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
114700	Demonstrate an understanding of diplomacy and the structure of the Department of Foreign Affairs	Level 07	5

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:
· effective coordination of skills development interventions based on occupationally directed qualifications ;
· focusing on learning programmes, and

Signatories Initials :   *SCM*

Page 3 of 7

10617	Demonstrate an understanding of human resources and industrial relation principles and legislation	Level 06	6
242910	Demonstrate an understanding of public administration functions and policy within the broader market economy	Level 07	12
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 03	2
242868	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	Level 04	6
242856	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	Level 04	6
242854	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	Level 04	6
242857	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 04	4
114701	Demonstrate economic diplomacy	Level 07	10
114702	Demonstrate effective team work in diplomatic practice	Level 07	5
243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	Level 04	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 03	4
113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 04	4
242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 03	4
119627	Demonstrate knowledge of electoral principles, processes and procedures	Level 05	4
120360	Demonstrate understanding of financial and accounting principles for public entities	Level 05	12
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 03	4
243110	Design, implement and evaluate change management strategy for a Public Sector environment	Level 06	10
243115	Develop a service delivery charter for a public sector organisation	Level 06	10
260097	Develop a sourcing strategy	Level 06	8
110483	Develop and manage an organisational records system	Level 06	5
12157	Develop and produce information products for government	Level 06	4
243119	Develop and produce public sector service delivery protocols and agreements	Level 06	10
243121	Develop mechanisms and structures for managing knowledge	Level 06	12
114697	Develop negotiation and conflict management skills for diplomatic practice	Level 07	10
114926	Develop plans for implementing Learnerships and Skills Programmes within a learning organisation	Level 06	5
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
119623	Evaluate and revise electoral processes	Level 07	12
242917	Evaluate public sector programmes	Level 07	16
260137	Execute a strategic sourcing strategy	Level 06	6
114703	Explain the policies of the African States and SADC countries	Level 07	5
12158	Formulate and coordinate government communications programmes	Level 06	5

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through
• effective coordination of skills development interventions based on occupationally directed qualifications ;
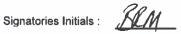• focusing on learning programmes, and

Signatories Initials : *BRM*

Page 4 of 7

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
242909	Harness knowledge to promote the achievement of public sector goals	Level 07	12
117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 05	20
242863	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 03	4
12978	Identify, implement and manage Information System financial control strategy	Level 06	12
242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 03	6
242913	Implement a sector wide communication strategy	Level 07	8
116925	Implement an effective change management programme to achieve specified objectives	Level 05	12
117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	Level 01	2
242905	Integrate public administration under the rule of law	Level 07	16
242912	Integrate qualitative and quantitative information, methods and evidence to support decision making in the public sector	Level 07	8
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
9012	Investigate life and work related problems using data and probabilities	Level 03	5
115437	Lead and manage people	Level 06	20
7859	Lead and manage teams of people	Level 06	6
119332	Manage and develop oneself in the public sector work environment	Level 05	10
115444	Manage construction organizational assets	Level 06	5
116928	Manage diversity in the workplace	Level 05	14
242919	Manage human resources in a public sector context	Level 07	12
243111	Manage human resources processes for a public sector organisation	Level 06	12
11473	Manage individual and team performance	Level 04	8
114493	Manage interactive communication between public and government	Level 06	7
243109	Manage knowledge management systems within the public sector	Level 06	10
242874	Manage own performance improvement process in a public sector context	Level 03	4
242862	Manage own work performance in a public sector workplace	Level 03	6
120306	Manage service delivery improvement	Level 06	8
119336	Manage the development and performance of human capital in the public sector	Level 05	12
243114	Manage the implementation of organisational strategies, polices and plans in a Public Sector environment	Level 06	8
243112	Manage the tender procurement process	Level 06	10
114589	Manage time productively	Level 04	4

Signatories Initials : *BLM*

12345	Manage time productively	Level 04	4
119628	Manage voter registration	Level 05	5
10079	Measure and analyse customer service levels	Level 06	12
13937	Monitor and control office supplies	Level 03	2
13928	Monitor and control reception area	Level 03	4
13930	Monitor and control the receiving and satisfaction of visitors	Level 03	4
242819	Motivate and Build a Team	Level 04	10
114976	Operate and take care of equipment in an office environment	Level 02	2
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
116353	Participate in the design and implementation of municipal supply chain management	Level 06	12
11241	Perform Basic Business Calculations	Level 03	6
13935	Plan and conduct basic research in an office environment	Level 03	6
119622	Plan and manage electoral observations to contribute towards free and fair elections	Level 06	8
119626	Plan and manage electoral processes	Level 06	12
114585	Plan strategically to improve business performance	Level 04	4
120302	Prepare budgets for a specific sector	Level 06	15
242811	Prioritise time and work for self and team	Level 04	5
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
243116	Promote and uphold strategic leadership in line with Public Sector vision, values, objectives and priorities	Level 06	10
114705	Promote South Africa abroad	Level 07	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
243117	Set budget parameters for public sector department/organisation	Level 06	10
242908	Strategically lead public sector change	Level 07	12
242916	Strengthen and implement sustainable public sector ethical practices	Level 07	8
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
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 05	5
242865	Use data entry and retrieval skills to input and retrieve computer data	Level 03	4
117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 01	4
119467	Use language and communication in occupational learning programmes	Level 03	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 05	5

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:
• effective coordination of skills development interventions based on occupationally directed qualifications ;
• focusing on learning programmes; and

Signatories Initials : _BCM_

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

Vision Cutting Edge Skills for Quality Public Services

Mission Leading in the development of skilled and competent human capital in the Public Service Sector through
• effective coordination of skills development interventions based on occupationally directed qualifications ;
• focusing on learning programmes; and

Signatories Initials :   BLM

Page 7 of 7