Our Ref	: ACR/2021/1156
Enquiries	: Kgabo Mpembe
Tel Number	: 012 423 5700
Email Address	: Accreditation@pseta.org.za

Contact Person	: Thato Nkosi
Provider Name	: Step Ahead Academy (Pty) Ltd
Company Reg. No	: 2013/077376/07
Address	: 23 Loretta street
	: Van Riebeeck Park
	: Kempton Park
Postal Code	: 1620
ACCREDITATION NUMBER	: P21/1014/GP543
START DATE	: 2018/03/09
END DATE	: 2024/06/30

ACCREDITATION CONFIRMATION

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

PSETA wishes to congratulate on this achievement. Should you require any assistance and / or further information, please do not hesitate to contact us.

Yours faithfully,

Lungiswa Mafuleka
Quality Assurance Manager
charlottem@pseta.org.za

Signatories Initials:

Accreditation Transcript

Provider Name: Step Ahead Academy (Pty) Ltd   **Accreditation Number**: P21/1014/GP543

Is accredited as a skills development provider with PSETA to train against the Qualification/s and or unit standard/s registered on National Qualification Framework (NQF) that is/ are listed below:

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
50060	National Certificate: Public Administration	Level 5	141

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Core	337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 5	5
Elective	252033	Demonstrate ways of dealing with the effects of dreaded diseases and in particular HIV/AIDS	Level 5	8
Elective	244254	Manage the mainstreaming of gender in programmes and projects	Level 5	10
Core	15237	Build teams to meet set goals and objectives	Level 5	3
Elective	15233	Harness diversity and build on strengths of a diverse working environment	Level 5	3
Core	15222	Promote a learning culture in an organisation	Level 5	3
Core	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	Level 5	4
Elective	15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4
Elective	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 5	4
Elective	120311	Apply visionary leadership to develop strategy	Level 5	10
Core	120310	Apply client service techniques to improve service delivery	Level 5	6
Fundamental	120306	Manage service delivery improvement	Level 6	8
Elective	120305	Analyse the role that emotional intelligence plays in leadership	Level 5	8
Fundamental	120304	Analyse, interpret and communicate information	Level 5	9
Core	120303	Apply principles of risk management	Level 5	8
Core	120302	Prepare budgets for a specific sector	Level 6	15

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Core	120301	Formulate and evaluate public sector policies and regulations	Level 5	8
Elective	120300	Analyse leadership and related theories in a work context	Level 5	8
Elective	119954	Apply Public Service labour legislation in mediation	Level 5	6
Elective	119352	Apply principles of information systems to public finance and administration	Level 5	12
Elective	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	15
Elective	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Level 5	12
Core	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8
Core	119336	Manage the development and performance of human capital in the public sector	Level 5	12
Elective	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 5	20
Core	116928	Manage diversity in the workplace	Level 5	14
Elective	115823	Gather and manage information for decision-making	Level 5	5
Elective	115407	Apply the principles of change management in the workplace	Level 5	10
Elective	115405	Apply principles of knowledge management to organisational transformation	Level 5	10
Elective	115196	Establish, implement and control procurement processes	Level 6	12
Elective	114879	Promote a productivity improvement strategy	Level 5	10
Elective	114585	Plan strategically to improve business performance	Level 4	4
Elective	114226	Interpret and manage conflicts within the workplace	Level 5	8
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14
Elective	10142	Fulfill procurement activities and supervise procurement administration	Level 4	8
Elective	10080	Formulate, design and implement customer service delivery systems and processes	Level 6	8
Elective	10079	Measure and analyse customer service levels	Level 6	12

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
57804	National Certificate: Public Administration	Level 3	157

Unit Standard(s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits

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Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	5
Fundamental	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 3	2
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 5	5
Elective	244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
Core	242874	Manage own performance improvement process in a public sector context	Level 3	4
Core	242870	Apply public sector policies and procedures to achieve administration objectives	Level 3	12
Core	242868	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	Level 4	6
Core	242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 3	6
Core	242865	Use data entry and retrieval skills to input and retrieve computer data	Level 3	4
Core	242864	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	Level 3	4
Core	242863	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 3	4
Core	242862	Manage own work performance in a public sector workplace	Level 3	6
Core	242860	Apply the Batho Pele principles to own work role and context	Level 3	4
Core	242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 3	4
Core	242857	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 4	4
Core	242856	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	Level 4	6
Core	242854	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	Level 4	6
Core	14911	Participate in formal meetings	Level 2	3
Core	14348	Process incoming and outgoing telephone calls	Level 2	3
Elective	13937	Monitor and control office supplies	Level 3	2
Elective	13935	Plan and conduct basic research in an office environment	Level 3	6
Elective	13930	Monitor and control the receiving and satisfaction of visitors	Level 3	4
Elective	13929	Co-ordinate meetings, minor events and travel arrangements	Level 3	3
Elective	13928	Monitor and control reception area	Level 3	4

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Elective	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 3	4
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Core	117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	Level 1	2
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 5	5
Core	117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	4
Core	114976	Operate and take care of equipment in an office environment	Level 2	2
Core	114974	Apply the basic skills of customer service	Level 2	2
Core	114957	Contribute to the health, safety and security of a financial services workplace	Level 2	2
Elective	114589	Manage time productively	Level 4	4
Core	11241	Perform Basic Business Calculations	Level 3	6

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
58346	Further Education and Training Certificate: Public Administration Management	Level 4	150

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Core	242829	Monitor the level of service to a range of customers	Level 4	5
Core	242824	Apply leadership concepts in a work context	Level 4	12
Core	242822	Employ a systematic approach to achieving objectives	Level 4	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 4	6

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Elective	242819	Motivate and Build a Team	Level 4	10
Core	242817	Solve problems, make decisions and implement solutions	Level 4	8
Core	242816	Conduct a structured meeting	Level 4	5
Core	242815	Apply the organisation's code of conduct in a work environment	Level 4	5
Core	242811	Prioritise time and work for self and team	Level 4	5
Core	242810	Manage Expenditure against a budget	Level 4	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	5
Core	120381	Implement project administration processes according to requirements	Level 4	5
Elective	119802	Perform quality control practices in a food or sensitive consumer product operation	Level 3	6
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5
Core	117877	Perform one-to-one training on the job	Level 3	4
Elective	117499	Demonstrate entrepreneurial competence	Level 4	12
Core	117156	Interpret basic financial statements	Level 4	4
Elective	117111	Apply knowledge of basic accounting principles to financial services	Level 3	4
Elective	116608	Demonstrate knowledge and application of ethical conduct in a debt recovery work context	Level 4	6
Elective	114877	Formulate and implement an action plan to improve productivity within an organisational unit	Level 4	8
Elective	11473	Manage individual and team performance	Level 4	8
Elective	113955	Apply the Batho Pele principles to own work role and context	Level 3	4
Elective	113852	Apply occupational health, safety and environmental principles	Level 3	10
Elective	110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	Level 4	4
Elective	110026	Describe and assist in the control of fraud in an office environment	Level 4	4
Elective	110003	Develop administrative procedures in a selected organisation	Level 4	8
Elective	10708	Control and adjust utilities in a food or beverage manufacturing plant	Level 4	10

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
57824	Further Education and Training Certificate: Public Administration	Level 4	146

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Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Elective	243264	Customise an anti-corruption strategy at operational level for a Public Sector Department	Level 5	5
Elective	243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	Level 4	5
Core	242903	Define overall public sector culture and values and apply to own work context	Level 4	6
Core	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 4	6
Core	242901	Apply the principles of good customer service to achieve public sector objectives	Level 4	6
Core	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 4	6
Core	242880	Demonstrate an understanding and apply the framework and overall mechanics of government in public sector policy	Level 4	6
Elective	242861	Participate in budget and general financial management processes within own public sector work context	Level 4	6
Core	120360	Demonstrate understanding of financial and accounting principles for public entities	Level 5	12
Core	120307	Apply South African legislation and policy affecting public administration	Level 5	10
Fundamental	119466	Interpret a variety of literary texts	Level 3	5
Elective	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10
Elective	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	Level 5	10
Elective	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 5	15
Elective	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 5	12
Elective	119332	Manage and develop oneself in the public sector work environment	Level 5	10
Core	113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 4	4
Elective	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 4	12

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Standalone Unit Standard(s)

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Elective	377993	Allocate transactions using all segments of the Standard chart of Accounts (SCOA)	Level 5	5
Elective	377973	Classify, analyse and report on the economic classification using all segments of the standard chart of acounts (SCOA)	Level 6	3
Elective	377953	Determine whether a payment is of a current or capital nature	Level 6	4
Elective	377934	Classify receipts and payments in accordance with the economic reporting format (ERF)	Level 5	3
Elective	377893	Use standard chart of accountants (SCOA) to interpret financial transactions for economic classification	Level 5	4
Core	114215	Mentor a colleague to enhance the individual`s knowledge, skills, values and attitudes in a selected career path	Level 4	3

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