



PSETA Company Accreditation Number *P21/0215/GP574*

LGSETA Constituent Assessor Number *LGRS-A1404-834*

Appendix 1

Table 1: Unit Standards accredited to Bono Skills Development by the PSETA

No.	SAQA ID Number	Unit Standard Title	NQF Level	Credits
Risk Management				
1	120303	Apply principles of risk management	Level 5	8
Strategic Planning				
2	114585	Plan strategically to improve business performance	Level 4	4
Performance Management				
3	11473	Manage individual and team performance	Level 4	8
4	114879	Promote a productivity improvement strategy	Level 5	10
5	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 4	12
6	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14
7	119336	Manage the development and performance of human capital in the public sector	Level 5	12
8	15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	Level 5	4
9	337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or	Level 5	5

No.	SAQA ID Number	Unit Standard Title	NQF Level	Credits
		programme performance in a specific context		
10	242811	Prioritise time and work for self and team	Level 4	5
Supply Chain Management				
11	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 5	15
12	115196	Establish, implement and control procurement processes	Level 6	12
13	10142	Fulfill procurement activities and supervise procurement administration Level	Level 4	8
Customer Service Delivery				
14	10079	Measure and analyse customer service levels	Level 6	12
15	10080	Formulate, design and implement customer service delivery systems and processes	Level 6	8
16	120306	Manage service delivery improvement	Level 6	8
17	120310	Apply client service techniques to improve service delivery	Level 5	6
18	242901	Apply the principles of good customer service to achieve public sector objectives	Level 4	6
19	113955	Apply the Batho Pele principles to own work role and context	Level 3	4
Communication Management				
20	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	Level 5	10
21	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
22	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
23	119466	Interpret a variety of literary texts	Level 3	5
24	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
25	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
26	120304	Analyse, interpret and communicate information	Level 5	9
27	119457	Interpret and use information from texts	Level 3	5
28	119459	Write/present/sign for a wide range of contexts	Level 4	5
29	12153	Use the writing process to compose texts required in the business environment	Level 4	5
Diversity Management				
30	116928	Manage diversity in the workplace	Level 5	14
31	15233	Harness diversity and build on strengths of a diverse working	Level 5	3

No.	SAQA ID Number	Unit Standard Title	NQF Level	Credits
		environment		
Conflict Management and Problem Solving				
32	114226	Interpret and manage conflicts within the workplace	Level 5	8
33	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 4	6
34	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Decision-Making				
35	115823	Gather and manage information for decision-making	Level 5	5
Change Management and Transformation				
36	115405	Apply principles of knowledge management to organisational transformation	Level 5	10
37	115407	Apply the principles of change management in the workplace	Level 5	10
Labour Legislation				
38	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 5	20
39	119954	Apply Public Service labour legislation in mediation	Level 5	6
Ethics				
40	113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 4	4
41	119342	Apply knowledge of ethical principles, standards and professional conduct in public	Level 5	8
42	242903	Define overall public sector culture and values and apply to own work context	Level 4	6
43	243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	Level 4	5
44	243264	Customise an anti-corruption strategy at operational level for a Public Sector Department	Level 5	5
Financial Management				
45	119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Level 5	12
46	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	15

No.	SAQA ID Number	Unit Standard Title	NQF Level	Credits
47	120302	Prepare budgets for a specific sector	Level 6	15
48	120360	Demonstrate understanding of financial and accounting principles for public entities	Level 5	12
49	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
50	242861	Participate in budget and general financial management processes within own public sector work context	Level 4	6
Leadership				
51	120300	Analyse leadership and related theories in a work context	Level 5	8
52	120305	Analyse the role that emotional intelligence plays in leadership	Level 5	8
53	120311	120311 Apply visionary leadership to develop strategy	Level 5	10
54	15237	Build teams to meet set goals and objectives	Level 5	3
55	242819	Motivate and Build a Team	Level 4	10
56	15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4
57	15222	Promote a learning culture in an organisation	Level 5	3
58	119332	Manage and develop oneself in the public sector work environment	Level 5	10
Public Sector Policies and Legislation				
59	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 5	12
60	120301	Formulate and evaluate public sector policies and regulations	Level 5	8
61	120307	Apply South African legislation and policy affecting public administration	Level 5	10
62	242880	Demonstrate an understanding and apply the framework and overall mechanics government in public sector policy	Level 4	6
63	242900	Apply administrative principles in the implementation of public sector procedures	Level 4	6
64	15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 5	4
Use of ICT				
65	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10
66	119352	Apply principles of information systems to public finance and administration	Level 5	12

Table 2: Qualifications accredited to Bono Skills Development by the PSETA

No.	SAQA ID Number	Qualification Title	NQF Level	Credits
1	50060	National Certificate: Public Administration	Level 5	141
2	57824	Further Education and Training Certificate: Public Administration	Level 4	146