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SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Life Skills

Registered by NSB 07, Human and Social Studies, publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The unit standards can be accessed via the SAQA web-site at <u>www.saqa.org.za</u>. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1069 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address **below and no later than** 26 March 2004. All correspondence should be marked Standards Setting – SGB for Life Skills and addressed to

> The Director: Standards Setting and Development SAQA Attention: Mr. D Mphuthing Postnet Suite 248 Private Bag X06 Waterkloof 0145 or faxed to 012 – 431-5144 e-mail <u>dmphuthing@saqa.co.za</u>

JOE SAMUELS DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY



Life Skills

Life Skills Unit Standards

Field: Human and Social Studies

Sub-field: Human/people-centred development

Purpose

A learner who has completed the Unit Standards in Life Skills can use these in any field and for any qualification for which they are suitable.

The Unit Standards are intended for people who are members of teams, are engaged in community development, often have to make decisions and solve problems, and help to create a caring environment.

Unit Standards at NQF Level 2

- 1. Title: Explore ways of participating effectively in a team or group.
- 2. Title: Explore ways of leading in different situations.
- 3. Title: Identify ways to manage anxiety and depression in own life situation.
- 4. Title: Identify oneself in a situation of abuse and develop coping mechanisms.
- 5. Title: Identify risks associated with substance abuse and dependency in own life.
- 6. Title: Identify the risks associated with disability in own life.
- 7. Title: Identify ways of managing relationships in own life.
- 8. Title: Identify causes of stress in own life and techniques to manage it.

Unit Standards at NQF Level 3

- 1. Title: Describe ways of creating a caring environment for people who are vulnerable.
- 2. Title: Explore ways in which the individual can contribute towards community development.
- 3. Title: Apply problem-solving techniques to make a decision or solve a problem in a real life context.
- 4. Title: Describe how to manage risks and reactions associated with abuse in the workplace.
- 5. Title: Describe how to manage anxiety and depression in the workplace.
- 6. Title: Apply knowledge of self and own situation to manage risks resulting from change in the workplace.
- 7. Title: Describe how to manage substance abuse and addiction in the workplace.
- 8. Title: Explain the concept of disability and the associated challenges for an organization.
- 9. Title: Explain how to manage diversity in the workplace.

- 10. Title: Describe how to support employees who are affected by a dread disease.
- 11. Title: Identify causes of stress and techniques to manage it I the workplace.
- 12. Title: Apply knowledge of HIV/AIDS to a specific business sector and a workplace.
- 13. Title: Describe how to manage reactions arising from a traumatic event.
- 14. Title: Describe how to manage workplace relationships.

Unit Standards at NQF Level 4

1. Title: Explain the impact of organizational wellness on a business environment and indicate a strategy for a business unit.

Unit Standards Titles and Specific Outcomes at NQF Level 2

- 1. Title: Explore ways of participating effectively in a team or group
- Specific outcome 1. Investigate the advantages and disadvantages of working in a team or group.
- **Specific outcome 2.** Identify the characteristics of an effective team or group.
- **Specific outcome 3.** Identify the roles and responsibilities of individuals in a tam or group.
- **Specific outcome 4.** Explore techniques to manage group dynamics.

2. Title: Explore ways of leading in different situations

- Specific outcome 1. Identify the qualities of an effective leader.
- Specific outcome 2. Identify the leadership style most appropriate in own situation.
- Specific outcome 3. Identify basic leadership skills.

Specific outcome 4. Apply leadership techniques to a specific group or team.

3. Title: Identify ways to manage anxiety and depression in own life situation

- Specific outcome 1. Indicate causes of anxiety and depression in daily life.
- Specific outcome 2. Identify behaviour associated with anxiety and depression.

Specific outcome 3. Indicate how to manage anxiety and depression in own life.

Specific outcome 4. Indicate how an individual can support others who are suffering from anxiety or depression.

4. Title: Identify oneself in a situation of abuse and develop coping mechanisms.

- Specific outcome 1. Describe different forms of abuse.
- Specific outcome 2. Identify indicators of abuse.
- **Specific outcome 3.** Identify legislation applicable in situations of abuse.
- **Specific outcome 4.** Investigate available support structures.
- Specific outcome 5. Indicate techniques for avoiding abuse.

5. Title: Identify risks associated with substance abuse and dependency in own life.

Specific outcome 1. Describe substance abuse and process towards addiction.

Specific outcome 2. Identify the most frequently abused substances and their short-term effects.

Specific outcome 3. Describe the long-term effects of substance abuse on the individual and others.

Specific outcome 4. Explain how to access support structures in the community.

6. Title: Identify the risks associated with disability in own life.

Specific outcome 1. Describe own disability and the effect of the natural limitations on own life.

Specific outcome 2. Identify risks and challenges in own life.

Specific outcome 3. Investigate possibilities for personal empowerment.

Specific outcome 4. Investigate ways of dealing with own disability.

7. Title: Identify ways of managing relationships in own life.

- Specific outcome 1. Identify different types of relationships.
- Specific outcome 2. Demonstrate knowledge of self in relationships.
- Specific outcome 3. Explain the importance of communication in building relationships.
- Specific outcome 4. Explore ways of moving interpersonal relationships.
 - 8. Identify causes of stress in own life and techniques to manage it.
- Specific outcome 1. Describe stress and its effect on daily life.

Specific outcome 2. Identify the causes of stress in own life.

Specific outcome 3. Identify reactions to stress I own life.

Specific outcome 4. Indicate techniques to help manage stress in own life.

Unit Standards Titles and Specific Outcomes at NQF Level 3

- 1. Title: Explore ways in which the individual can contribute towards community development
- **Specific outcome1.** Explain community development and the importance of individual participation in developing a community.
- **Specific outcome 2.** Conduct a situational analysis in a specific community.
- Specific outcome 3. Reflect on own expertise to inform a personal contribution plan.
- Specific outcome 4. Design a plan for personal involvement in a specific community project.
 - 2. Title: Describe ways of creating a caring environment for people who are vulnerable.
- Specific outcome 1. Identify the needs of vulnerable individuals in a community.
- Specific outcome 2. Investigate ways in which individuals in a community can help to create a caring environment.
- Specific outcome 3. Investigate existing resources for assisting the vulnerable in the community.
- Specific outcome 4. Suggest ways in which a community, as a group, could help to create a caring environment.
 - 3. Title: Apply problem-solving techniques to make a decision or solve a problem in a real life context.
- Specific outcome 1. Distinguish between problems, challenges and matters requiring a decision.
- Specific outcome 2. Investigate techniques for solving problems and making decisions.
- **Specific outcome 3.** Identify a problem in a real life context.
- Specific outcome 4. Apply a problem-solving process or technique to propose.

4. Title: Describe how to manage risks and reactions associated with abuse in the workplace.

- Specific outcome 1. Recognise indicators of abuse in the workplace.
- Specific outcome 2. Explain the potential impact of abuse on a business.
- Specific outcome 3. Explain how to deal with abuse in the workplace.
- Specific outcome 4. Investigate a case of employee abuse in order to propose a business strategy.

5. Title: Describe how to manage anxiety and depression in the workplace.		
Specific outcome 1.	Describe anxiety and its impact on the workplace.	
Specific outcome 2.	Describe depression and its impact on the workplace.	
Specific outcome 3.	Distinguish between anxiety, depression and stress.	
Specific outcome 4.	Investigate ways of supporting and accommodating anxiety and depression in the workplace.	
6. Title: Apply knowledge of self and own situation to manage risks resulting from change in the workplace.		
Specific outcome 1.	Investigate types of change that occur in an organization and the implications of each for the employee.	
Specific outcome 2.	Research employment trends in a specific sector or industry.	
Specific outcome 3.	Identify potential risks to the individual as a result of change in the workplace.	
Specific outcome 4.	Investigate techniques for dealing with change in the workplace.	
7. Title: Describe how to manage substance abuse and addiction in the workplace.		
Specific outcome 1.	Recognise the signs and symptoms of substance abuse and addiction.	
Specific outcome 2.	Describe the implications and consequences of substance abuse and addiction for the individual and the organization.	
Specific outcome 3.	Explain the manager's role in dealing with intoxicated and addicted employees.	
Specific outcome 4.	Explain the recovery process and the implications for managers.	
8. Title: Explain the concept of disability and the associated challenges for an organization.		
Specific outcome 1.	Identify different kinds of disability.	
Specific outcome 2.	Explain the responsibility of organizations to the disabled.	
Specific outcome 3.	Investigate ways of facilitating access for people with disabilities.	
Specific outcome 4.	Identify practices required when employing disabled people.	

9. Title: Explain how to manage diversity in the workplace.		
Specific outcome 1.	Explain diversity.	
Specific outcome 2.	Describe the role and responsibilities of an organization in managing diversity.	
Specific outcome 3.	Describe the role and responsibilities of the individual in creating a harmonious work environment.	
Specific outcome 4.	Explore issues in a specific workplace in order to suggest ways of managing diversity.	
10. Title: Describe how to support employees who are affected by a dread disease.		
Specific outcome 1.	Identify dread diseases that compromise performance and productivity.	
Specific outcome 2.	Indicate the minimum legal requirements related to dread disease in a workplace.	
Specific outcome 3.	Identify ways of providing an environment that is conducive to disclosure.	
Specific outcome 4.	Investigate ways of accessing internal and external resources to minimise the effect of dread disease in a workplace.	
11. Title: Identify causes of stress and techniques to manage it in the workplace.		
Specific outcome 1.	Explain stress and its role in daily living.	
Specific outcome 2.	Explain different ways in which people react to stress.	
Specific outcome 3.	Identify stressors in the workplace.	
Specific outcome 4.	Identify stressors related to home and the greater environment.	
12. Title: Apply knowledge of HIV/AIDS to a specific business sector and a workplace.		
Specific outcome 1.	Explain HIV and Aids.	
Specific outcome 2.	Describe what behaviour is safe and what behaviour carries the risk of HIV transmission.	
Specific outcome 3.	Interpret data and trends in HIV/AIDS in order to explain the potential impact on an organization or business sector.	

Specific outcome 4. Investigate the guidelines and assistance that are available to support workers affected by HIV/AIDS.

Specific outcome 5. Explain the implications of the HIV/AIDS pandemic for the community, the economy, an organization and a specific workplace.

13. Title: Describe how to manage reactions arising from a traumatic event.

- Specific outcome 1. Recognise reactions to post trauma stress.
- Specific outcome 2. Explain trauma debriefing and the referral process.
- Specific outcome 3. Explain possible support strategies.

14. Title: Describe how to manage workplace relationships.

- Specific outcome 1. Explain the need for clear structure in workplace relationships.
- **Specific outcome 2.** Explain the interrelationship between personal and professional relationships.
- Specific outcome 3. Identify techniques for self-management.
- Specific outcome 4. Explain how stereotyping affects relationships.

Unit Standards Title and Specific Outcomes at NQF Level 4

- 1. Title: Explain the impact of organizational wellness on a business environment and indicate a strategy for a business unit.
- Specific outcome 1. Explain the factors that impact on wellness in a business environment.
- **Specific outcome 2.** Research the corporate culture in a specific business unit or small organization.
- Specific outcome 3. Explain the benefits of wellness on an organization.
- **Specific outcome 4.** Develop a strategy to improve organizational wellness in a business unit or small organization.