No. 610   **13 July 2007**

SAQA

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

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

Life Skills

registered by Organising Field 07 – Human and Social Studies, publishes the following Unit Standards for public comment.

This notice contains the title, field, sub-field, NQF level, credits, and purpose of the Unit Standards. The full Unit Standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Unit Standards should reach SAQA at the address below and *no later than 13 August 2007.* All correspondence should be marked **Standards Setting – Life Skills** and addressed to

> The Director: Standards Setting and Development
> SAQA
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DR. S. BHIKHA
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Identify causes of stress in own life and indicate techniques to manage it

SAQA US ID	UNIT STANDARD TITLE		
244564	Identify causes of stress in own life and indicate techniques to manage it		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

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 in own life.

SPECIFIC OUTCOME 4
Indicate techniques to help manage stress in own life.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Identify the risks associated with disability in own life.

SAQA US ID	UNIT STANDARD TITLE		
244567	Identify the risks associated with disability in own life.		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

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 situation.

SPECIFIC OUTCOME 3
Investigate possibilities for personal empowerment.

SPECIFIC OUTCOME 4
Investigate ways of dealing with own disability.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate knowledge and understanding of effective study methods and techniques

SAQA US ID	UNIT STANDARD TITLE			
244568	Demonstrate knowledge and understanding of effective study methods and techniques			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		3

SPECIFIC OUTCOME 1
Assess own abilities and weaknesses in order to optimise learning.

SPECIFIC OUTCOME 2
Demonstrate a variety of study techniques.

SPECIFIC OUTCOME 3
Process information for a specific purpose.

SPECIFIC OUTCOME 4
Prepare for an assessment.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Use information for learning and study purposes

SAQA US ID	UNIT STANDARD TITLE			
244569	Use information for learning and study purposes			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
ABET Level 4	Regular	Level 1		3

SPECIFIC OUTCOME 1
Demonstrate knowledge of self in a learning situation.

SPECIFIC OUTCOME 2
Demonstrate techniques to enhance memory and concentration.

SPECIFIC OUTCOME 3
Select key information for a specific purpose.

SPECIFIC OUTCOME 4
Identify learning resources in own environment.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate knowledge and application of efficient study skills

SAQA US ID	UNIT STANDARD TITLE		
244570	Demonstrate knowledge and application of efficient study skills		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 5	5

SPECIFIC OUTCOME 1
Analyse own abilities and lifestyle.

SPECIFIC OUTCOME 2
Demonstrate different methods of thinking.

SPECIFIC OUTCOME 3
Apply knowledge of learning theory and study techniques to develop a personal study methodology.

SPECIFIC OUTCOME 4
Synthesise information from a variety of sources.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Describe how to manage anxiety and depression in the workplace

SAQA US ID	UNIT STANDARD TITLE			
244571	Describe how to manage anxiety and depression in the workplace			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		2

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 and depression.

SPECIFIC OUTCOME 4
Investigate ways of supporting and accommodating anxiety and depression in the workplace.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Describe how to manage workplace relationships

SAQA US ID	UNIT STANDARD TITLE		
244572	Describe how to manage workplace relationships		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	2

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

SAQA

Apply knowledge of HIV/AIDS to a specific business sector and a workplace

SAQA US ID	UNIT STANDARD TITLE		
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	4

SPECIFIC OUTCOME 1
Explain HIV and Aids.

SPECIFIC OUTCOME 2
Interpret current trends in the HIV/AIDS pandemic in order to explain the potential impact on an organisation or business sector.

SPECIFIC OUTCOME 3
Investigate the guidelines and assistance that are available to support workers affected by HIV/AIDS.

SPECIFIC OUTCOME 4
Explain the implications of the HIV/AIDS pandemic for the community, the economy an organisation and a specific workplace.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Describe how to manage risks associated with abuse in the workplace

SAQA US ID	*UNIT STANDARD TITLE*		
244575	Describe how to manage risks associated with abuse in the workplace		
ORIGINATOR		*PROVIDER*	
SGB Life Skills			
FIELD		*SUBFIELD*	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
Undefined	Regular	Level 3	3

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Describe how to support employees who are affected by a dread disease

SAQA US ID	UNIT STANDARD TITLE			
244577	Describe how to support employees who are affected by a dread disease			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		2

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Describe how to manage reactions arising from a traumatic event

SAQA US ID	UNIT STANDARD TITLE			
244578	Describe how to manage reactions arising from a traumatic event			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		2

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Explain how to manage diversity in the workplace

SAQA US ID	UNIT STANDARD TITLE		
244579	Explain how to manage diversity in the workplace		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	2

SPECIFIC OUTCOME 1
Explain diversity.

SPECIFIC OUTCOME 2
Describe the role and responsibilities of an organisation 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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Describe how to manage substance abuse and addiction in the workplace

SAQA US ID	UNIT STANDARD TITLE		
244581	Describe how to manage substance abuse and addiction in the workplace		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	2

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 organisation.

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Investigate the challenges associated with the reasonable accommodation of people with disability in the workplace

SAQA US ID	UNIT STANDARD TITLE		
244582	Investigate the challenges associated with the reasonable accommodation of people with disability in the workplace		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	3

SPECIFIC OUTCOME 1
Identify different kinds of disability.

SPECIFIC OUTCOME 2
Explain the responsibility of organisations 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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Investigate ways of contributing towards community development

SAQA US ID	UNIT STANDARD TITLE			
244584	Investigate ways of contributing towards community development			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		5

SPECIFIC OUTCOME 1
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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Identify causes of stress and techniques to manage it in the workplace

SAQA US ID	UNIT STANDARD TITLE			
244589	Identify causes of stress and techniques to manage it in the workplace			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		2

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 and their relationship to work performance.

SPECIFIC OUTCOME 4
Identify stressors related to home and the greater environment.

SPECIFIC OUTCOME 5
Investigate techniques to manage stress in the workplace.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Design ways in which individuals in a community can contribute towards creating a caring environment for people who are vulnerable

SAQA US ID	UNIT STANDARD TITLE			
244591	Design ways in which individuals in a community can contribute towards creating a caring environment for people who are vulnerable			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 3		3

SPECIFIC OUTCOME 1
Identify the needs of vulnerable individuals in a community.

SPECIFIC OUTCOME 2
Discuss ways in which individuals in a community can help to create a caring environment.

SPECIFIC OUTCOME 3
Describe existing resources for assisting the vulnerable in the community.

SPECIFIC OUTCOME 4
Design ways in which a community, as a group, could help to create a caring environment.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Identify ways to manage anxiety and depression in own life situation

SAQA US ID	UNIT STANDARD TITLE		
244603	Identify ways to manage anxiety and depression in own life situation		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate understanding of abuse and possible coping mechanisms

SAQA US ID	UNIT STANDARD TITLE		
244604	Demonstrate understanding of abuse and possible coping mechanisms		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

SPECIFIC OUTCOME 1
Describe different forms of abuse.

SPECIFIC OUTCOME 2
Identify indicators of abuse.

SPECIFIC OUTCOME 3
Explain available support structures.

SPECIFIC OUTCOME 4
Indicate techniques for avoiding abuse.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate ability to participate effectively in a team or group

SAQA US ID	UNIT STANDARD TITLE			
244605	Demonstrate ability to participate effectively in a team or group			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 2		2

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 team or group.

SPECIFIC OUTCOME 4
Explore techniques to manage group dynamics.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Identify ways of managing relationships in own life

SAQA US ID	UNIT STANDARD TITLE		
244606	Identify ways of managing relationships in own life		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

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 managing interpersonal relationships.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Demonstrate ability to lead a team or group

SAQA US ID	UNIT STANDARD TITLE			
244608	Demonstrate ability to lead a team or group			
ORIGINATOR		PROVIDER		
SGB Life Skills				
FIELD		SUBFIELD		
7 - Human and Social Studies		People/Human-Centred Development		
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
Undefined	Regular	Level 2		3

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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Identify risks associated with substance abuse and dependency in own life

SAQA US ID	UNIT STANDARD TITLE		
244609	Identify risks associated with substance abuse and dependency in own life		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 2	2

SPECIFIC OUTCOME 1
Describe substance abuse and the 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.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD:

Apply problem-solving techniques to make a decision or solve a problem in a real life context

SAQA US ID	UNIT STANDARD TITLE		
244611	Apply problem-solving techniques to make a decision or solve a problem in a real life context		
ORIGINATOR		PROVIDER	
SGB Life Skills			
FIELD		SUBFIELD	
7 - Human and Social Studies		People/Human-Centred Development	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 3	2

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 a possible solution or make a decision.