



## **CURRICULUM VITAE**

# **MONICA ANN MAROUN**

### **PERSONAL PARTICULARS**

#### **CONTACT DETAILS**

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#### **EMAIL**

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#### **IDENTITY NUMBER**

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#### **ADDRESS**

##### **Physical Address:**

21 Frontier Road

Kei Mouth

Eastern Cape

South Africa

5260

## COMPUTER SKILLS

- Proficient in Microsoft Word, Excel and Power point
- Basic knowledge of Microsoft Access and Microsoft Front Page
- Working Knowledge of Microsoft Project
- Basic Website design and management
- Learning Management System (Moodle) installation and management

### **Other IT skills:**

Self-taught skills:

- Developed online Learning Management website [www.efunda.chrysalistraining.co.za](http://www.efunda.chrysalistraining.co.za)
- Creating a website [www.kei.eventsel.co.za](http://www.kei.eventsel.co.za)
- Manage my own website [www.chrysalistraining.co.za](http://www.chrysalistraining.co.za)

## EMPLOYMENT / EXPERIENCE:

### **Current projects and achievements:**

Volunteered to assist the Kei Mouth Revival Fund Project complete all requirements for the WESSA Green Coast Award.

Kei Mouth was awarded this accolade in September 2020.

Key responsibilities:

To complete the annual application and ensure all requirements are met.

These include, among others, conducting on-going data collection, collation and reporting on the species diversity of the Kei Mouth rocky shores and monitoring recruitment and growth of the mangroves on the Great Kei River.

More information on this initiative is available at: <https://wessa.org.za/our-work/sustainable-tourism/green-coast/>

Appointed Vice Chairperson of the Kei Mouth Ratepayers and Residents Association (KMRRRA). This is a volunteer position.

Currently creating a dedicated website and membership management database for the KMRRRA.

### **Work completed as independent consultant:**

#### **2018 to 2020:**

Freelance facilitation and Programme Manager of Field Guide Association of Southern Africa (FGASA) Level 1 Nature Guide Skills programme for Wilderness Leadership School. A 12-week programme with between 6 and 20 students, requiring all aspects of student hospitality, logistics and programme management.

Facilitated introduction to Project Management NQF Level 4 and started facilitating and assessing Business Administration NQF 4 for i-Fundi.

Completed the full requirements of the Quality Management System and all requirements for a Skills Programme to be accredited with CATHSSETA, for Chrysalis Training and Skills Development.

Ran a combined online and onsite Marine Conservation and Ecology course with a Terrestrial and Marine Field Research and Monitoring course as part of the programme.

- Worked in conjunction with Dr Deborah Robertson-Andersson to create all course material
- Created the online platform for all the course material and tasks to be completed

## **2015 to 2019**

Contracted annually by University of KwaZulu-Natal to run a 3-day introduction to Honours for over 100 honours students annually as well as marine biology undergraduate students (170 to 380 students) and other postgraduate programs:

The Honours Programme entailed:

- Arranging all resources for camping, cooking and staff
- Logistics of the camp
- Creating a programme that includes soft skills such as Setting career goals, time management, team development, how to write a proposal, and surviving out of your comfort zone
- The entire programme was run by myself with 10-12 staff assisting
- Other parts of the programme include training staff on the venues- a private reserve in Northern Zululand and Mtunzini Nature reserve and assisting them in creating a guided nature experience in the various venues
  - The guided experience includes introducing students to the history and culture of the venue
  - Animals, birds, plants, trees and other interesting natural phenomena
  - A guided mangrove walk; a guided sandy shores walk, a guided forest walk, a guide bird walk, a guided raffia palm forest walk

## **2018: Academic and Intern Programme Manager for African Insight operating on Somkhanda Game Reserve**

In context of **African Insight Academy's** (AIA) vision to Inspire, Educate and Empower and mission to provide Somkhanda Game Reserve (SGR) with a comprehensive ecological monitoring and research service based on an economically self-sustaining business model, my roles and responsibilities were as follows:

- Developed meaningful academic and internship programmes and activities that:
  - Enhanced African Insight's product offerings across the spectrum of markets that AI serviced.
  - Provided benefits to SGR and/or the surrounding community.
- Provided oversight and co-ordination for all Academic Field Trips offered by AIA, which also included other trips in Zululand and Maputaland.

This included but was not limited to:

- developing practical activities and field programmes on SGR.
- sourcing/developing appropriate educational aids.
- developing appropriate academic presentations, workshops, debates and discussions.

- developing appropriate individual or small group study/research projects for academic teaching purposes.
- Co-ordination, recruitment, development and training of permanent and freelance guides/facilitators
- Identification of additional resources, partnerships within the region and wildlife/conservation industry
- Scheduling of guides for all academic field trips in co-operation with the Groups Consultant.
- Development of a comprehensive range of monitoring programmes for key species on the reserve.
- Development, maintenance and oversight of data collection of baseline data for SGR across all ecosystems and biota. This included documentation in terms of standard protocols, fieldwork methodology, data documentation and storage as well as management and mentoring of all staff, interns and volunteers associated with the above and management of all tools, equipment, hardware, software associated with the above.

## **2017:**

Contracted by the Operation Phakisa Aquaculture Skills Working Group to conduct a Skills Inventory and Needs Analysis for the Aquaculture industry of South Africa. Culminating in a comprehensive report with recommendations on Skills and Training required in the Aquaculture Industry of South Africa. Which was presented at the SAIMI conference in Durban in 2018.

Conducted various assessment remediation sessions for i-Fundi, for learners completing a NQF 4 Management Qualification.

Freelance Facilitator for Alusani Skills & Training Network; Optimum Learning Technologies and i-Fundi Training

Facilitating and developing the following training programmes:

- Effective Human Resources Records Management
- Business communication skills
- Effective Training Management
- Effective Presentation Skills
- Entrepreneurship skills

Facilitating the following programmes for i-Fundi:

- Supervisory Development Skills (Generic Management @ NQF 4) for ADT Security – assessing and facilitating
- Contact Centre Supervisory Development @ NQF 4

Facilitating the following programmes for Optimum Learning Technologies:

- Bridging skills – Maths and Communication
- Generic Management NQF 4

## **2013 to 2016**

Contracted to run a 3-day introduction to guiding field trip for Durban University of Technology, 3<sup>rd</sup> year Ecotourism students (70 students).

The programme entails:

- Arranging all resources for camping, cooking and staff
- Logistics of the camp
- Creating a programme that includes skills guiding, animal identification skills, taking students on guided walks.
- The entire programme was run by myself with 10 - 12 staff assisting

## **September 2012 – March 2015: Bhejane Nature Training, Senior Programmes Manager:**

- Overseeing day to day logistics of running of 4-6 Nature training courses comprising of up to 60 students and 5 staff members at a time
- Overseeing of all academic aspects of the courses including:
  - Weekly and daily scheduling
  - Managing instructors
  - Managing Training assistants
  - Ensuring deadlines are met
  - Making all travel arrangements for groups (Booking accommodation and overseeing transport arrangements)
  - Support, coaching and mentoring of students on academic and personal matters
  - Developing training and assessment tools for a variety of course modules
- Dealing with staff issues including:
  - Staff training and development
  - HR Administration
  - Counselling
  - Taking disciplinary action when necessary

### **Other:**

- Designing and facilitating Marine and terrestrial guiding modules (Linked to and a more in-depth extension of the Field Guide Association of Southern Africa (FGASA) Nature and Marine guide modules) for Bhejane Nature Training students
- Designing of assessments for Bhejane Nature Training.
  - Course designed, facilitated and assessments created
  - FGASA Level 1 course for marine and terrestrial guides
  - Modules for 3-year Advanced Nature Guiding and Wildlife Conservation course (see [bhejanenaturetraining.com](http://bhejanenaturetraining.com))

## **Advanced Nature Guiding and Wildlife Conservation Contents:**

- Terrestrial guiding
- Marine and Coastal Guiding & Advanced Marine and Coastal Guiding
- Trails Guiding
- Communication and Guest Etiquette
- Leadership Skills and Tourism Entrepreneurship

- Conservation Principles and Ethics
  - Geography for guides
  - Conservation Guardianship and Wildlife Monitoring I & II
  - Animal Studies I & II
  - Plant Studies I & II
  - Ecology I & II
  - Reserve Management Practise
- Assisting in designing and rephrasing the FGASA Level 2 and 3 workbooks (Now called Advanced Field Guide) and assessment tasks for Bhejane Nature Training Students, to make the assessment tasks relevant to the students, and to ensure that students are guided in providing enough and relevant information to ensure competence.
  - Guiding students on what evidence is outstanding or further required for the tasks before submission to FGASA for assessment.
  - These assessment tasks included preparation for the following FGASA certificates: - All of which contribute to the qualification 71549: Further Education and Training Certificate: Tourist Guiding NQF Level 4

<b>Certificate</b>	<b>Unit Standard</b>	<b>NQF Level</b>
Minimise and Manage Safety and Emergency Incidents	255914	4
Biome Certificate	335815	4
Nature Site Guide Skills Programme – Research Elective	335803	4
Guiding tourism management	8490; 8553; 8479; 8551;	
Guiding Conservation management		
South African General Knowledge Specialist Certificate	8535; 8550	4
Care for customers	8600	2
Conduct a tourist guiding activity	8531	4
Conduct a guided nature experience in a limited geographical area	8459	2

- Designing and facilitating various individual and team building workshops these include: Getting to know each other; dealing with diversity within a group; getting to know myself; goal setting; dealing with conflict; planning and organising;
- Designing and facilitating a course on terrestrial and Marine monitoring techniques in alignment with Unit Standard: Identify and Monitor Local Wildlife, no 252462
- Assisting University of KwaZulu-Natal School of Life Sciences with data and sample collection for Operation Limpet a research project conducted on the Kosi Bay Fish Traps.

#### **2009 – 2010:**

- Development of Quality Management Systems for clients seeking accreditation as training providers with Local Government Sector Education Training Authority.
- Development of Ward Committee Learning Programme Analyses

## **Numeracy and Literacy (corporate) facilitation experience:**

### **2006 to 2017:**

- Facilitating Level 2 Numeracy Literacy, and Business Fundamentals
- Facilitation of Personal Mastery Programmes – Including Personal development, Inducting employees into an organisation, records managers need to keep for employees
- Facilitating Level 3 Numeracy Literacy, and Business Fundamentals
- Facilitating Level 4 Numeracy and Literacy
- Designing of level 2 Numeracy training and assessment materials
- Designing of level 3 Generic Management Fundamentals assessment tool for the purpose of Recognition of Prior Learning
- Designing of level 4 Numeracy and literacy training and assessment materials

### **2007 to present:**

- Self-employed, working as a consultant and facilitator for various organizations

### **Anglo American Platinum (2010-2012):**

- **Personal change Programme facilitator:**
- Facilitating a Personal change programme and the vision, mission and Values of Anglo-American Platinum requiring the following skills:
  - Co-facilitation
  - Life coaching
  - Coaching people to change attitudes, beliefs and behaviours
  - Submitting workshop reports
  - Ability to adapt to an ever-changing environment, while travelling and working in numerous locations
- **Optimum Learning Technologies:**
  - Principal facilitator of Numeracy level 3 and 4 on the Pretoria Portland Cement (PPC) Academy
  - Principal facilitator of Literacy level 3 and 4 on the PPC Academy
  - Principal facilitator of Business Fundamentals level 3 and 4 on the PPC Academy
  - Facilitating Management principles, Quality Management; Quality Audits; Risk Management and Risk Assessments, HR administration
  - Facilitating of Business Finance – Finance for non-financial managers; Budgeting; Micro economic principles; Business Management Principles; Income Statements; Balance Sheets; Financial Calculations
  - Design of training and assessment material for Literacy and Numeracy level 3 and 4
  - Consulting on the development of facilitation programmes and the assessment process. (From facilitation to preparation for moderation.).
- **Siyakhula Trust:**
  - Conducting of Project Audits and Monitoring and Evaluation visits for community projects that have been funded by Standard Bank
- This entails:

- Meeting with the project managers to discuss the project
  - Writing a comprehensive report on the following topics: Organisation Information, Project Information, Project Financials, Community Involvement, HR capacity and Project Challenges
  - Establishing the viability of the project and making recommendations to Standard Bank based on the information acquired.
  - Compiling audit reports and making recommendations based on the audit report and the monitoring and evaluation report.
- Assisting Early Childhood Development Centres in meeting the requirements as set out by the Department of Social Development.
  - This entails:
    - Designing of the audit tool
    - Conducting an audit in terms of the guidelines set out by the Department of Social Development.
    - Training of School Governing Bodies
    - Creating template policies and procedures for the Early Childhood Centres, ensuring that they meet the requirements of the Department of Social Development.
    - Advising Early Childhood Development Centres on the requirements set out by the Department of Social Development.
    - Assisting Early Childhood Development Centres in registering with the Department of Social Development as a Non-profit organization and as a recognized Early Childhood Development Centre.
    - Assessment of coaching and mentoring Portfolios of Evidence (PoE's), Corporate Social Investment PoE's, Community Facilitation Programme PoE's.
    - Consulting on the design of pre- and post- assessment documentation.
    - Development of Local Government Councillor Learning Programme Plans.
  - **I-Fundi**
    - Development of Level 2 and Level 4 Numeracy training and assessment tools.
    - Facilitation of Numeracy level 2 and level 4 to Contact Centre Agents.
  - **Maccauvlei Training and Conference Centre:**
    - Development of Recognition of Prior Learning assessment tool for Fundamentals at level 3
  - **Prior learning Centre:**
    - Revising Prior Learning Centre's assessment tool for Generic Management Level 5.
    - Conducting mentoring facilitation sessions
    - Designing of Coaching and Mentoring programme
    - Conducting Financial Intelligence Centre Act workshops
  - **Positive Behaviour Management:**
    - Consulting on the development of an Assertive Discipline Programme for teachers
    - Facilitating an Assertive Discipline programme for school teachers



## **2006**

### **January to December**

- Prior Learning Centre coach - coaching learners towards gaining a qualification by means of Recognition of Prior Learning.
- Registered as an assessor with Services SETA and ETDP SETA
- Project Manager, overseeing the running of Recognition of Prior Learning (RPL) projects:

#### **Projects responsible for:**

- 570 learners completing a Contact Centre Level 2 qualification through RPL.
- 350 learners completing either a Business Administration Level 2, Business Administration Level 3, Contact Centre Level 2 or Contact Centre Level 4 qualification through RPL.
- 33 learners completing a Contact Centre Level 2 qualification through RPL and intensive coaching.
- 52 Learners completing a full learnership in Business Administration Services Level 2.
- Recognition of Prior Learning for Skills Development Facilitators registered with Services SETA.

#### **Responsibilities as project manager:**

- Booking of coaching sessions with the client
- Booking of coaches for coaching sessions
- Coordinating coaching sessions
- Solving any problems that may arise with regard to coaching sessions
- Ensuring coaches submit reports timorously and reporting on coaching sessions to the client
- Ensuring that the learner data base is up to date
- Ensuring that portfolios received for assessment are booked onto the learner management system and sent for assessment
- Ensuring that learners receive results for their assessments, following up where learners have not received results.
- Liaising with clients to ensure that the relationship remains a good one
- Solving problems that the client may have, regarding the Recognition of Prior Learning process.

#### **Other:**

- Training coaches to be Recognition of Prior Learning coaches for Prior Learning Centre.
- Designed an assessment tool for Numeracy fundamentals at level 2 and 4.
- Facilitation of Numeracy Fundamentals at Level 4.
- Designed an assessment tool for Unit Standard 117877 NQF Level 3- Perform-One-on-One training on the job and Unit Standard 117865 NQF Level 4- Assist and Support learners to manage their learning experiences
- Designed a training programme and conducted 19 days of facilitation for learners on a Business Administration Services Level 2 learnership.
- Studying Bachelor of Commerce, Human Resources Management part time.

## **2005:**

### **November – December**

- Employed as a Recognition of Prior Learning Coach at Prior Learning Centre
- Coaching learners towards gaining a Contact Centre Level 2 qualification, by means of Recognition of Prior Learning.

### **August – October**

- Worked as an assistant to two estate agents at Pam Golding Properties

### **January to August:**

#### **Teaching experience:**

- Grade 4 - 7

#### **Non-teaching responsibilities:**

##### **Elected staff member of the School Governing Body:**

- Advising the Management Team and Governing Body regarding fund raising activities planned for the year.
- Planning, organizing and coordinating fund raising activities.

##### **Member of the School Management Team:**

- Assisting with putting the School Development Plan in place.
- Advising on procedures and policies in dealing with educator discipline, motivation and performance appraisal.
- Advising level controllers who may be experiencing problems with educators within their level.
- Listening to problems that educators may be experiencing and giving advice on possible solutions to their problems.
- Listening to problems related to the administration staff and advising on possible solutions to solving these problems.
- Investigating and advising on ways to assist with motivation of staff and boosting staff morale.
- Marketing Consultant for Buccleuch Primary School:

##### **Facilitation:**

- Facilitated a Human Movement Workshop, in conjunction with the Gauteng Department of Education, for Educators teaching Learners with Special Education Needs in Gauteng.
- Responsible for compiling the workshop report.
- Management of School uniform shop

##### **Achievements:**

- Certificate of Excellence for achieving an overall average of at least 75% in the course Bachelor of Commerce in Human Resources Management.

## **2004:**

### **Teaching:**

- Grade 4 - 7

### **Non-teaching responsibilities:**

- Member of the School Management Team:
- Involved with staff development.
- Assisting with putting the School Development Plan in place.
- Planning, organizing and coordinating fund raising activities.
- Advising on procedures and policies in dealing with educator discipline, motivation and performance appraisal.
- Performance appraisal for educators in the classroom.
- Advising level controllers who may be experiencing problems with educators within their level.
- Investigating and advising on ways to assist with motivation of staff and boosting staff morale.
- Development of the school's Life Orientation (with the emphasis on Physical Education) Curriculum for Grade 4, 5, 6, 7.
- Elected staff member of the School Governing Body.
- Marketing consultant at Buccleuch Primary School.
- Management of school uniform shop

### **Facilitation:**

- Identified as a candidate to facilitate Human Movement Workshops in Gauteng.
- Facilitated Human Movement Workshops in Pretoria and Gauteng.
- Facilitated Human Movement workshop at a National Level for the provincial Departments of Education and Departments of sport.
- Responsible for compiling the report for the workshop.
- Advisor on the development of an "Assertive Discipline" course for teachers.

### **General:**

#### **Courses Attended:**

- Human Movement Workshop, focusing on the development and implementation of Physical Education in schools.
- AusAid-South African Vocational Education and Training Program
- Business Times courses completed: My business Course and My Project Manager course.
- Assertive Discipline for teachers.

## **2003:**

### **Employment:**

- Temporary Gauteng Department of Education Post held at Buccleuch Primary School

### **Teaching:**

- Grade 7 Natural Sciences
- Taal, Geletterdheid en Kommunikasie – Graad 7
- Physical Education Grade 4,5&6

### **Other:**

- Head of Department Extra Murals at Buccleuch Primary School.
- Implemented a revised extracurricular programme for the school:
  - Planning, organizing, promoting and implementing a revised extra mural programme
  - Planned, organised and coordinated a fun “cricket day” whereby all educators were delegated responsibilities to ensure that all learners were involved, having fun and learning.
  - Planned, organized and coordinated the annual Athletics day.
  - Leader of a task team of educators and learners involved in Africa Day.
  - Motivate educators to be a part of the team responsible for the decorating of a stall, choreographing a presentation involving story-telling and dancing, and making costumes for the learners involved in Africa Day celebrations.
  - Ensured that deadlines were met for the planning and implementation of the preparations for Africa Day celebrations.

### **Member of the School Management Team**

- Advising on issues related to staff and the general running of the school.
- Advising on staff appraisal.
- Organised various competitions, fun days and events for Buccleuch Primary School
- Planned, organized and implemented a Golf Day for Buccleuch Primary School.
- Teacher in charge of trophies.
- Learning Area Head for Natural Sciences and Technology.
- Wrote a learning area policy for Natural Sciences and Technology.
- Involved with staff development.
  - ▷ Presented workshop on how to write a learning area policy.
  - ▷ Assisted educators in writing learning area policies.
  - ▷ Conducted staff appraisals for Natural Science and Technology educators
- Elected member of the School Governing Body

### **Courses Attended:**

- Seminar on management.
- Workshop on Management Skills for School Heads of Department.

### **Achievements:**

- Sports administrator of the Year for the Johannesburg East District.

## **2002:**

### **Employment:**

#### **Teaching experience:**

- Governing Body post held at Buccleuch Primary School.

### **Teaching:**

- Grade 4, 5,6 &7

## **2001**

### **January to December**

- Governing Body post held at Buccleuch Primary School.

### **Teaching:**

- Grade 4 - 7

## **1999 – 2000**

### **April 1999 – December 2000**

- Worked as a Supply Teacher in the West London area, for LHR Education.

### **August-November 1999**

- Worked on a part-time basis in 2 different pubs.

### **April 2000-October 2000**

- Worked as a part-time steward/usher at Wembley Stadium, Lord's and The Oval cricket grounds.

## **1998:**

Permanent post held at Buccleuch primary School.

### **Teaching:**

Grade 4; 5 & 7

## **1997 & 1996**

Temporary teaching post at Buccleuch Primary School

## **1997:**

Grade 4-7

## **1996:**

Grade 4&5

## **1995 & 1994**

Temporary teaching post at Nobel Primary School

- Grade 2 class teacher.

## **1990-1993**

Waitress at Seven Eagles Spur, Midrand.

## **EDUCATION**

### **Tertiary**

#### **2017:**

Re-qualified as a Level 3 Wilderness First Aider

#### **2014:**

Level 3 First Aid

#### **2012:**

Advanced Rifle Handling (Field Guide Association of Southern Africa)

Back-up Trails Guide (Field Guide Association of Southern Africa)

#### **2011:**

1-year part time Nature Enthusiast course with Africa Nature Training, comprising content for Field Guide Association of Southern Africa Level 1,2 and 3

Attained Field Guide Association of Southern Africa (FGASA) Level 1 Field Guide skills programme

#### **2003-2007:**

Attending Midrand Graduate Institute, Studying a BCOM Degree in Human Resources Management part time.

#### **1990-1993:**

Attended Johannesburg College of Education

#### **1993**

Graduated with Higher Diploma in education.

#### **1985 – 1989**

Attended Waverley Girls' High School

#### **1978 – 1984**

Attended Laerskool Halfway House Primary School.

## PREVIOUS and current REGISTRATIONS AS CONSTITUENT ASSESSOR:

**CATHSSETA:**

**Assessor Registration No: 755/A/000016/2018**

NQF Level	US Code	Unit Standard Title
Level 02	11313	Conduct a guided birding experience in a limited geographical area
Level 02	8440	Conduct a guided nature experience in a limited geographical area
Level 02	8478	Create a guided experience for customers
Level 02	8460	Track animals and identify spoor using easily recognisable spoor
Level 03	11314	Conduct a limited guided birding experience
Level 03	8456	Conduct a limited guided nature experience
Level 04	246740	Care for Customers
Level 04	335815	Conduct a guided biome experience
Level 04	335814	Conduct a guided birding experience
Level 04	11315	Conduct a guided birding experience within a South African Province
Level 04	335799	Conduct a guided nature experience
Level 04	8514	Conduct a guided nature experience
Level 04	335801	Conduct a tourist guiding activity
Level 04	255914	Minimise and manage safety and emergency incidents
Level 04	335803	Research and design a guided experience at a prominent tourism site
Level 04	8518	Track animals and identify spoor using moderately difficult spoor
Level 06	11316	Conduct an advanced guided birding experience
Level 06	8458	Conduct an advanced guided nature experience
Level 06	8530	Track animals and identify spoor using difficult spoor

### Skills Programmes:

NQF Level	Skills Programme Code	Skills Programme Title
Level 02	TGD/NatSGd/2/0029	Nature Site Guide
Level 04	TG/NATSITEGD/4/0032	Nature Site Guide Level 4

**Moderator with CATHSSETA – Application being processed**

### Services SETA:

Name of unit standard / qualification	NLRD number	NQF level	Credits
National Certificate: Business Administration Services	23833	2	130
National Certificate: Business Administration Services	23655	3	120
National Certificate: Business Administration Services	35928	4	140
National Certificate: Management	23654	3	120
National Certificate: Management	23656	4	140

National Certificate: New Venture Creation (SMME)	49648	2	138
National Certificate: New Venture Creation (SMME)	23953	4	162
Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organization	15220	5	4
Empower team members through recognizing strengths, encouraging participation in decision making and delegating tasks	15224	5	4
Build teams to meet and set goals and objectives	15237	5	3
Seek appropriate sponsorships for an organization	115207	4	8
Design and send letters of appeal	115211	4	4
Devise effective follow-up strategies for fundraising	115213	4	5

#### Local Government SETA:

Name of unit standard / qualification	NLRD number	NQF level	Credits
Identify and explain the purpose of integrated development planning	110497	4	4
Identify and explain the application of a range of concepts and tools for local economic development	110501	4	8
Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organization	15220	5	4
Explain fundamentals of a project	120372	5	5
Plan, organize and support project meetings and workshops	120382	4	4
Build teams to achieve goals and objectives	252037	5	6
Empower team members through recognizing strength, encouraging participation in decision making and delegating tasks	15224	5	4
Demonstrate knowledge of the goals and responsibilities of a community committee	12352	2	4
Plan and conduct community meetings	14043	4	4
Apply a range of project management tools and techniques	120385	4	7
Facilitate participatory community development processes	12353	4	12
Coordinate the development and implementation of organizational social responsibility strategies	11903	5	5

#### Education Training Development Practitioners SETA:

Name of unit standard / qualification	NLRD number	NQF level	Credits
Conduct outcomes-based assessment	115753	5	15
Guide learners about their learning, assessment and recognition opportunities	117874	5	6
Perform one-to-one training on the job	117877	3	4



**Mining Qualifications Authority**

<b>Name of unit standard / qualification</b>	<b>Qualification code</b>	<b>NQF level</b>	<b>Credits</b>
National certificate in rock breaking	57121	3	167
Further Education and Training Certificate: Carbonate Materials Manufacturing Processes	57692	4	158

ADDITIONAL REFERENCES AND SUPPORTING DOCUMENTATION AVAILABLE ON REQUEST.