



62% Black Owned

B-BBEE Level 2

# Vital College

## SKILLS PROGRAMME: BA3 - PRODUCTIVE TEAMWORK

### Outcomes

#### Abilities and Skills Developed:

Understanding the work role in a specific position and the dynamics within a specific group.

Enhancing the team's performance and using a variety of strategies to deal with potential conflict in a team or group.

Working autonomously and collaborating with other team members.

Building relationships between team members and stakeholders and making a positive contribution to the work environment.

## About

Business Administration Skills Programmes are based on the qualification Further Education and Training Certificate: Business Administration Services (SAQA 61595) at NQF level 4 and are intended for any individual who is interested in the administration function of any business/workplace. Several skills programmes may lead to attaining the full qualification.

They are designed to add value to work performance and is intended to enhance service delivery and standards within the field of management and administration with all sectors of the economy.

These Skills Programmes enable learners to acquire knowledge and the necessary skills and values needed to excel in administration within the business/workplace. This will include effective communication, ethics, service provider administration, effective teamwork and financial administration.

## Unit Standards

Unit Std ID	Unit Standard Title	NQF Level	Credits
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
10135	Work as a project team member	4	8
7791	Display cultural awareness with customers and colleagues	4	4
			<b>17</b>

## Requirements for these Skills Programmes

- LAPTOP OR SMARTPHONE
- ACCESS TO DATA OR WIFI

### **LEARNERS ACCESSING THIS SKILLS PROGRAMME SHOULD BE COMPETENT IN:**

- COMMUNICATION AT NQF LEVEL 1 / STD 7 / GR 9
- MATHEMATICAL LITERACY AT NQF LEVEL 1 / STD 7 / GR 9

## ENROLMENT

To enrol onto this course, you will need to create a student account by clicking on the link below.

[WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN](http://WWW.VITALONLINE.CO.ZA/MOODLE/LOGIN)

ONCE YOU HAVE CREATED AN ACCOUNT CLICK ON THE LINK BELOW TO TAKE YOU TO THE PAYMENT AND ENROLMENT PAGE FOR THIS COURSE.

[CLICK HERE](#)

## Contact Us

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