



# INFORMATION TECHNOLOGY: END USER COMPUTING LEVEL 3 SAQA ID - 61591



ADDING VALUE  
CHANGING LIVES

WE SOLVE  
BEE RELATED  
SKILLS DEVELOPMENT CHALLENGES  
IN A MEANINGFUL WAY



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# NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING

SAQA ID - 61591 LP - 49077  
CREDITS - 130  
NQF LEVEL - 3

## ENTRY REQUIREMENTS:

Learners accessing this qualification are assumed to be competent in:

- Skills gained at the further education and training band up to NQF level 2.

Further learning assumed is that learners are competent in End User Computing at NQF level 1.

The National Certificate in IT: End User Computing at NQF Level 3, is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills.

## OBJECTIVE:

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

This qualification is designed to meet the needs of learners who require End User Computing skills in all sectors of the economy, as End User Computing is an essential skill in any business today. The qualification is designed to accommodate both learners in formal education and learners already employed. It aims to develop informed and skilled learners that can apply the acquired skills in any industry and should contribute towards improved productivity and efficiency in the workplace.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better informed workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, life long learning and to productive employment.



## QUALIFICATION OUTCOME:

*On achieving this Qualification, the learner will be able to:*

- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Word Processing Application skills in the Workplace
- Demonstrate an understanding of applying Graphical User Interface (GUI)-based Presentation Application skills in the Workplace
- Demonstrate an understanding of applying GUI-based Spreadsheet Application skills in the Workplace
- Demonstrate an understanding of applying GUI-based Electronic Mail Application skills in the Workplace.
- Demonstrate an understanding of applying GUI-based Web Browser Application skills in the Workplace.
- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace, by better utilising End User Computing Applications.
- Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.

Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed and may carry them over to other qualifications to which they are applicable.

Learners may also retain the credits until a later stage should studies be recommended, provided the Unit Standards are still relevant to the qualification.



## **RESPONSIBILITIES:**

### *Edge Training will provide:*

- Full project management of learnership
- Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership
- Course material, pens, and workbooks
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements
- Certificates of completion and competence
- SETA certificate of competence
- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

### *Combined responsibilities of Edge Training and Client:*

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting



## QUALIFICATION STRUCTURE AND OUTLINE:

### Skills Programme 1:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	5
Core	116942	Use a GUI-based word processor to create merged documents	Level 3	3
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	Level 3	5
Total Credits			13	

### Skills Programme 2:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	Level 2	5
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	5
Total Credits			10	

### Skills Programme 3:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	116937	Use a Graphical User Interface (GUI) based spreadsheet application to create and edit spreadsheets	Level 2	4
Core	116943	Using a Graphical User Interface (GUI) based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	Level 4	3
Elective	258876	Work with spreadsheets	Level 4	3
Total Credits			10	

## QUALIFICATION STRUCTURE AND OUTLINE:

### Skills Programme 4:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	116945	Use electronic mail to send and receive messages	Level 2	2
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	Level 2	2
Total Credits				4

### Skills Programme 5:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	Level 2	4
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wideweb	Level 4	3
Total Credits				7

### Skills Programme 6:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	114076	Use computer technology to research a computer topic	Level 4	3
Fundamental	8968	Accommodate audience and context needs oral communication	Level 3	5
Fundamental	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	4
Fundamental	11241	Perform Basic Business Calculations	Level 3	6
Fundamental	8973	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	5
Fundamental	110023	Present information in report format	Level 4	6
Total Credits				34

## QUALIFICATION STRUCTURE AND OUTLINE:

### Skills Programme 7:

US Type	NLRD	Unit Standard Type	Level	Credits
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	5
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5
Total Credits				16

### Skills programme 8:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	116936	Use a Graphical User Interface (GUI) based database application to work with simple databases	Level 3	3
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	Level 2	3
Elective	258883	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	4
Elective	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	Level 3	6
Total Credits				16

*In addition to the above, unit standards will be utilised to provide depth of specification of the outcomes ranges and the assessment criteria and processes:*

- Elective 14913
- Elective 7785
- Elective 13931
- Elective 10140
- Elective 117156
- Elective 117927
- Elective 10135





## NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

Skills Programmes	Credits	Notional Hours	Contact Session 30% (Hours)	Experiential Learning 70%(Hours)	TOTAL Notional Hours
1	13	130	39	91	90
2	10	100	30	70	150
3	10	100	30	70	160
4	4	40	12	28	110
5	7	70	21	49	200
6	34	340	102	238	230
7	16	160	48	112	190
8	16	160	48	112	40
<b>TOTALS</b>	<b>110</b>	<b>1100</b>	<b>330</b>	<b>770</b>	<b>1100</b>

\* In addition, chosen Electives will be utilised for the qualification making the TOTAL CREDITS: 130

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BEE Level 1

SSETA Accreditation #1135

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