


STADIO





ONLINE SHORT LEARNING PROGRAMME PROFESSIONAL SKILLS AND WORK READINESS IN SOUTH AFRICA

powered by 

COURSE INFORMATION:

 **Minimum duration:** Self-study within 8 weeks. Minimum focused learning time required: approximately 96 hours.

 **Minimum credits:** Certificate of Completion

 **Complexity level:** STADIO's Online Short Learning Programmes (SLPs) are non-credit-bearing short courses, designed to provide you with high level knowledge in a particular field of study to assist you in the workplace if you don't have the time to enrol for a full-length programme. Successful completion of the Online SLP, however, can be included in your portfolio of evidence for Recognition of Prior Learning (RPL) for consideration when accessing a full qualification.

 **Mode:** Unassisted Online Learning

 **Fees:** R1 800

 **Language:** English

COURSE OVERVIEW:

How will the fourth industrial revolution affect your chances of career progression? What are the South African realities you need to consider? How does one best prepare for the workplace of the 21st century? How do you land that dream job? This Online SLP will help you answer some of these questions and assist you in becoming a better professional. Improve your interview preparedness, technological skills, communication skills, cultural and social sensitivity, problem-solving, and business etiquette. Acquire the necessary practical skills to compile and maintain a professional curriculum vitae (CV) and resumé, and learn about cloud technology, remote working, and the role of artificial intelligence in modern workspaces. The Online SLP is ideal for trainees, apprentices, graduates and school leavers looking to enter the workforce. Also suitable for job seekers and employees in the broader community looking to increase their confidence and success rate when applying for work or promotions in the context of the fourth industrial revolution and in the era of virtual workspaces.

There are no entry requirements for this Online SLP. However, it is recommended that the applicant has achieved English language competence at a level that is equivalent to Grade 12.

Earn your Certificate of Completion and add the following to your CV:

"Successfully completed the STADIO Online Short Learning Programme: Professional Skills and Work Readiness in South Africa"

SYSTEM RECOMMENDATIONS:

- Optimised for Chrome, but works on all browsers
- Use any mobile or desktop device with a minimum of 128MB of RAM
- A reliable internet connection with continuous access and a minimum speed of 4MB (this product is not available offline)

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COURSE CURRICULUM:

This Short Learning Programme consists of the following four units of learning:

- Unit 1: The fourth industrial revolution: Global realities
- Unit 2: The fourth industrial revolution: Southern African realities
- Unit 3: Navigating the 21st-century workplace
- Unit 4: Getting the job*

*If you have completed the micro course "Getting the job", you only need to complete Units 1-3 in this Prelude. You will receive 25% discount on the price of this short course.

At the end of this Short Learning Programme, you should be able to:

- Describe how one can secure a job in the 21st century
- Create a successful curriculum vitae (CV) that takes into account the realities of the Fourth Industrial Revolution
- Navigate the 21st century office in terms of design, people, projects and technology
- Discuss the nature of workplace diversity, virtual workspaces and flexible work environments
- Apply your knowledge gained on professional skills, work readiness and the realities of the Fourth Industrial Revolution to South African case studies



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