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1. SKILLS PROGRAMME IN WELLNESS CHAMPIONS

NQF Level 4

5 Credits

Duration

2 days Theory

4 days Practical

113907 Explain the impact of personal wellness on work performance

114208 Develop a strategy to manage compromised employee wellbeing

Specific Outcomes

- ❖ Explaining wellness and why it is important
- ❖ Identifying factors that influence wellness and the effects on wellness over time
- ❖ Investigating the effect of wellness on people in a group or team
- ❖ Discussing ways to improve the wellness of a group or team
- ❖ Analysing events that could result in compromised employee wellbeing
- ❖ Analysing the need for a wellbeing intervention
- ❖ Proposing an intervention for a specific situation
- ❖ Monitoring, evaluating and reviewing an existing wellbeing intervention

2. SKILLS PROGRAMME IN WORK PLACE STRESS MANAGEMENT

NQF Level 4

7 Credits

Duration

3 days Theory

6 days Practical

244589 Identify causes of stress and techniques to manage it in the workplace

254222 Demonstrate stress management techniques as a self-help tool

260378 Manage the effects of fatigue in the workplace

SPECIFIC OUTCOMES

- ❖ Explain the concept stress and its role in daily living.
- ❖ Explain different ways in which people react to stress.
- ❖ Identify stressors in the workplace and their relationship to work performance.
- ❖ Identify stressors related to home and the greater environment.



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- ❖ Investigate techniques to manage stress in the workplace.
- ❖ Demonstrate and explain simple calming, relaxing and energising movements.
- ❖ Recognise and discuss the factors contributing to and the signs and symptoms of fatigue/impairment.
- ❖ Demonstrate and understand the relevant current legislation, organisational policies, procedures and human resource programmes.
- ❖ Facilitate relations between the supervisor/manager and the fatigued employee.
- ❖ Discuss the responsibilities of the supervisor in promoting a culture of trust within the company structure relating to fatigue/impairment management.

3. SKILLS PROGRAMME IN MANAGING ORGANISATIONAL CHANGE RISKS

NQF Level 3

3 Credits

Duration

1 day Theory

3 days Practical

116966	Apply knowledge of self and own situation to manage risks resulting from change in the workplace
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244571	Describe how to manage anxiety and depression in the workplace
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SPECIFIC OUTCOMES

- ❖ Investigating different types of change that can occur in an organisation and the implications of each for the employee
- ❖ Researching employment trends in a specific sector or industry
- ❖ Identifying potential risks to the individual as a result of changes in the workplace
- ❖ Investigating techniques for dealing with change in the workplace
- ❖ Describing anxiety and its impact on the workplace
- ❖ Describing depression and its impact on the workplace
- ❖ Distinguishing between anxiety and depression.
- ❖ Investigating ways of supporting and accommodating anxiety and depression in the workplace



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4. SKILLS PROGRAMME IN MANAGING ORGANISATIONAL CHANGE RISKS

NQF Level 3

3 Credits

Duration

1 day Theory

3 days Practical

116966 Apply knowledge of self and own situation to manage risks resulting from change in the workplace

244571 Describe how to manage anxiety and depression in the workplace

SPECIFIC OUTCOMES

- ❖ Investigating different types of change that can occur in an organisation and the implications of each for the employee
- ❖ Researching employment trends in a specific sector or industry
- ❖ Identifying potential risks to the individual as a result of changes in the workplace
- ❖ Investigating techniques for dealing with change in the workplace
- ❖ Describing anxiety and its impact on the workplace
- ❖ Describing depression and its impact on the workplace
- ❖ Distinguishing between anxiety and depression.
- ❖ Investigating ways of supporting and accommodating anxiety and depression in the workplace

5. SKILLS PROGRAMME IN HIV/AIDS WORKPLACE MANAGEMENT

NQF Level 4

7 Credits

Duration

3 days Theory

6 days Practical

244574 Apply knowledge of HIV/AIDS to a specific business sector and a workplace

SPECIFIC OUTCOMES

- ❖ Explaining HIV/AIDS
- ❖ Interpreting current trends in the HIV/AIDS pandemic in order to explain the potential impact on an organisation or business sector
- ❖ Investigating the guidelines and assistance that are available to support workers affected by HIV/AIDS
- ❖ Explaining the implications of the HIV/AIDS pandemic for the community, the economy, an organisation and a specific workplace



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6. SKILLS PROGRAMME IN DIVERSITY IN THE WORKPLACE

NQF Level 4

7 Credits

Duration

3 days Theory

6 days Practical

244575 Explain how to manage diversity in the workplace

SPECIFIC OUTCOMES

- ❖ Explain diversity
- ❖ Describe the role and responsibility of an organisation in managing diversity.
- ❖ Describe the role and responsibility of an individual in a work environment.
- ❖ Explore specific workplace issues in managing diversity.

7. SKILLS PROGRAMME IN COMPREHENSIVE PEER EDUCATION

NQF Level 4

10 Credits

Duration

4 days Theory

9 days Practical

264260 Facilitate a peer education intervention

SPECIFIC OUTCOMES

- ❖ Explore peer group education within various contexts.
- ❖ Identify & explain the roles and responsibilities of a peer educator in various contexts.
- ❖ Plan a peer education intervention in a group setting.
- ❖ Demonstrate skills required for implementation of a peer education intervention.
- ❖ Review the implementation of a peer education intervention.

8. SKILLS PROGRAMME IN BASIC HIV AND AIDS EDUCATION

NQF Level 4

10 Credits

Duration

4 days Theory

9 days Practical

114491 Educate and work closely with the community with regard to sexually transmitted infections (STIs) including Human Immune Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)

SPECIFIC OUTCOMES

- ❖ Community awareness and knowledge of STIs and HIV/



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- ❖ Increase community awareness, knowledge and support of all possible means of prevention
- ❖ Demonstrate an understanding of counselling and testing procedure and techniques for STIs and HIV/AIDS
- ❖ Understand the impact of STIs and HIV/AIDS on vulnerable groups
- ❖ Demonstrate an understanding of treatment, Care and Support of HIV-positive people
- ❖ Promote community discussion of the rights of HIV-positive people and people living with AIDS.

9. SKILLS PROGRAMME IN HIV/AIDS MANAGEMENT

NQF Level 4

7 Credits

Duration

3 days Theory

6 days Practical

252532	Provide on-going counselling and support to individuals infected or affected by HIV and AIDS
117849	Facilitate a group counselling process
260383	Plan and promote nutritional programmes to improve health
117507	Develop and implement a client ARV treatment plan

Specific Outcomes

- ❖ Describe the emotional and spiritual needs of individuals infected or affected by HIV and AIDS.
- ❖ Describe the physical and practical needs of individuals affected by HIV and AIDS.
- ❖ Explain issues on the death of a spouse, parent or caregiver.
- ❖ Explain basic rights and how to access services.
- ❖ Explain how relationships are affected by HIV and AIDS.
- ❖ Describe the elements of successful group counselling.
- ❖ Explain a group counselling process.
- ❖ Apply group counselling processes in a selected context.
- ❖ Reflect on the group counselling interactions.
- ❖ Identify nutritional needs and resources.
- ❖ Identify values of different foods and food groups.
- ❖ Establish, developing and maintaining local nutritional resources.



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- ❖ Develop a client treatment plan.
- ❖ Explain the importance of the treatment plan to the client.
- ❖ Provide guidance and support to the client in relation to the treatment plan.
- ❖ Support the client in adhering to the treatment plan.

10. SKILLS PROGRAMME IN HIV AND AIDS COUNSELLING

NQF Level 4

11 Credits

Duration

4 days Theory

10 days Practical

252510	Demonstrate knowledge and understanding of HIV and AIDS, other Sexually Transmitted Infections (STIs) and Tuberculosis (TB) for counselling purposes
252533	Provide pre and post HIV test counselling
252532	Provide on-going counselling and support to individuals infected or affected by HIV and AIDS

SPECIFIC OUTCOMES

- ❖ Explaining Human Immunodeficiency Virus (HIV) and the progression of the disease.
- ❖ Explaining mother to child transmission.
- ❖ Explaining Sexually Transmitted Infections (STIs) and their relationship to HIV and AIDS.
- ❖ Explaining the relationship of Tuberculosis (TB) to Acquired Immunodeficiency Syndrome (AIDS).
- ❖ Investigating possible treatment options and programmes
- ❖ Counselling an individual prior to an HIV test
- ❖ Counselling an individual after an HIV test
- ❖ Demonstrating skills and techniques required of an HIV counsellor
- ❖ Responding to queries about HIV and AIDS
- ❖ Describe the emotional and spiritual needs of individuals infected or affected by HIV and AIDS.
- ❖ Describe the physical and practical needs of individuals affected by HIV and AIDS.
- ❖ Explain issues on the death of a spouse, parent or caregiver.
- ❖ Explain basic rights and how to access services.
- ❖ Explain how relationships are affected by HIV and AIDS.



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11. SKILLS PROGRAMME IN LAY COUNSELLING

NQF Level 4

12 Credits

Duration

5 days Theory

11 days Practical

252512 Counsel an individual in a structured environment

SPECIFIC OUTCOMES

- ❖ Explain the functions and scope of practice of a counsellor.
- ❖ Set up an enabling counselling environment.
- ❖ Explain the principles and processes of counselling.
- ❖ Explain the role of values in human behaviour and counselling.
- ❖ Apply a counselling process in a specific context.
- ❖ Reflect on the counselling process.



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