TRAINING FORCE
Linking Training to Industry

# OCCUPATIONAL CERTIFICATE: TRADE UNIONIST
## (SAQA ID: 118790)

**Qualification Title: Occupational Certificate**
Trade Unionist

**SAQA Qualification ID**
118790

**NQF Level**
Level 4

**Total Credits**
190

**Duration**
12 Months

**Training Days**
20 Days spread over 12 Months

**Blended**
Online with Face to Face/Remote Contact Sessions

**Assessment Quality Partner**
Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA))

## Purpose of the qualification

The purpose of this qualification is to prepare a learner to function as a Trade Unionist. A Trade Unionist develops, formulates, and directs the implementation of the trade union and industry policies as well as represent members' rights and interests.

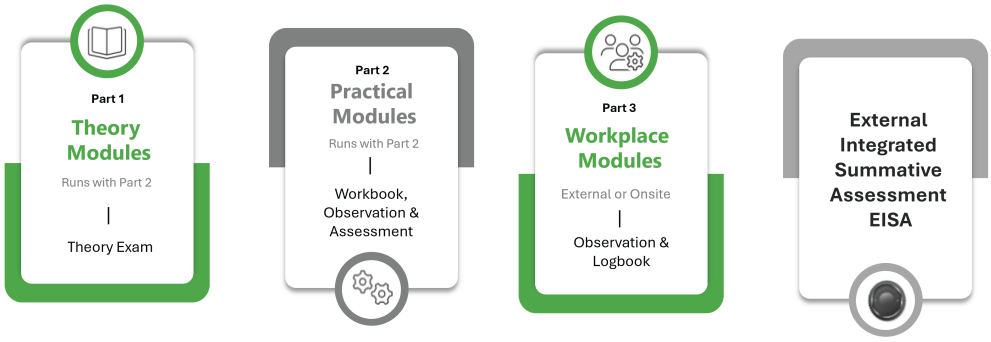
## Target Audience

This qualification targets people who wish pursue or advance their a career in Trade Unionism.

## Entry Requirements

- NQF Level 3 with three years' membership experience of a trade union.

## Course Structure




**1. Knowledge Modules (55 Credits).**

| MODULE ID | Title | NQF Level | Credits |
|---|---|---|---|
| KM-01 | History and Theories of Trade Unionism. | 4 | 10 |
| KM-02 | Trade Union Organisation. | 4 | 8 |
| KM-03 | Fundamentals of Labour Law for Trade Unions. | 5 | 15 |
| KM-04 | Fundamentals of Economics for Trade Unions. | 5 | 13 |
| KM-05 | Basic Principles of Financial Management. | 4 | 6 |
| KM-06 | Information Technology for Trade Unions. | 4 | 3 |

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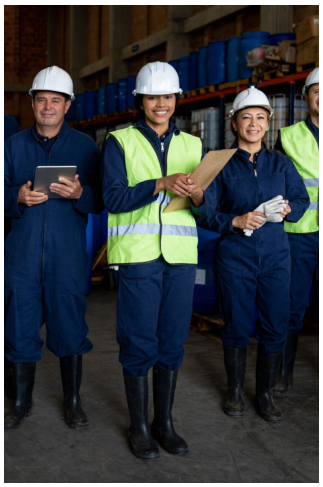
**2. Practical Skill Modules (90 Credits).**

| MODULE ID | Title | NQF Level | Credits |
|---|---|---|---|
| PM-01 | Develop a Policy Position for the Union. | 4 | 10 |
| PM-02 | Build the Capacity for a Strong Trade Union. | 3 | 25 |
| PM-03 | Participate in Societal Policy Initiatives on Behalf of the Trade Union. | 4 | 25 |
| PM-04 | Participate in Different Legislated Structures to Advance the Interest of the Trade Unions' Members. | 4 | 30 |



**3. Work Experience Modules (45 Credits).**

| MODULE ID | Title | NQF Level | Credits |
|---|---|---|---|
| WM-01 | Participate in Union Meetings. | 4 | 10 |
| WM-02 | Participate in Statutory Workplace Committees. | 4 | 9 |
| WM-03 | Participate in Membership Recruitment and S ervicing Processes. | 3 | 8 |
| WM-04 | Participate in Bargaining Processes. | 5 | 10 |
| WM-05 | Participate in Disciplinary Processes. | 5 | 8 |

## Course Outcome

- Participate in the development, formulation, and implementation of documentation to establish formal policy positions and operational procedures for the trade union.
- Build and strengthen structures and membership for organised and sustainable trade union.
- Act on behalf of members and the union to maximise member security, strong organisation, and member representation.

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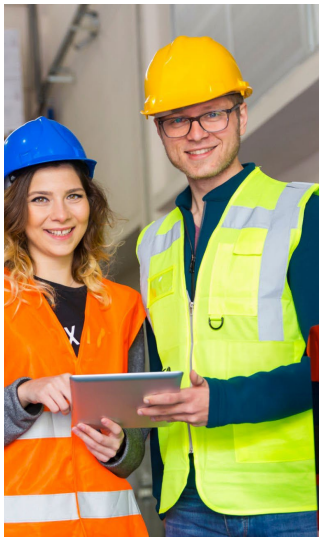

## Assessment Criteria

- **Internal Assessments:** Learners will be assessed through practical demonstrations, role-playing scenarios, and written tests covering all knowledge and practical skill modules.
- **Workplace Evidence:** Learners must provide documentary evidence of their practical work, signed off by supervisors, to demonstrate competence in real-world settings.
- **Final Integrated Summative Assessment:** A final assessment to evaluate the learner's comprehensive understanding and application of the course material.

## Certification

- **Occupational Certificate:** Trade Unionist awarded by the QCTO upon successful completion of the EISA.

## Articulation Options

### Horizontal Articulation

- **Further Education and Training Certificate:** Community Development: Community Development Management, NQF Level 4.

### Vertical articulation

- **National Certificate:** Labour Relations Practice: Industrial Relation Support, NQF Level 5.
- **National Diploma:** Labour Relations Practice: Dispute Resolution, NQF Level 5.