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| **Legal Name of Skills Development Provider(SDP)** |  | | | | |
| **Qualification information:** | **Qualification / Curriculum Title** | **SAQA ID** | **NQF Level** | **Credits** | **Curriculum Code** |
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**Although the QCTO is not prescriptive in the form or manner of learning material that will be used to implement the curriculum, it is nevertheless still important to indicate how the content will be covered. Bear in mind that learning material for this qualification should be aimed at the implementation of all three components that would best benefit the achievement of all competencies, in order for learners to achieve a Statement of Results.**

**The three components (Knowledge, Practical and Workplace) should not be presented in isolation, but should rather be integrated, and any exercises or applied practicals should be occupationally directed (work tasks).**

**Guidelines on the completion of the below matrix:**

* **The name(s) of the learning material or text books to be used should be inserted vertically in the yellow blocks:**
* **Complete the table by indicating on what pages the content will be covered for each item in all modules in the curriculum (extend the table as required to include ALL MODULES)**

**For example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Learning Material:*** | ***Module***  ***CODE:*** | ***Manual(Page/s Number):*** | ***Learning Guide Page/s Number):*** | ***Educational Teaching Aids:*** |
| ***KNOWLEDGE COMPONENT*** |  |  |  |  |
| ***Module 4: Public Service Communication & Administration*** | ***334102001-KM-04*** | ***Pp 68-94*** | ***Pp 59-72*** |  |
| * ***Organisational structure and functions of Departments*** | ***KM-04-KT01*** | ***Pp 68-75*** | ***Pp 59-61*** |  |
| * ***Functions and types of policies*** | ***KM-04-KT02*** | ***Pp 76 - 94*** | ***Pp 62 – 64*** |  |
| * ***Policy roles and responsibilities*** | ***KM-04-KT03*** |  | ***Pp 65 - 67*** |  |
| * ***Monitoring & Evaluating Service Delivery*** | ***KM-04-KT04*** |  | ***Pp 68 - 72*** |  |

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| **Learning Material:** | ***Module***  ***CODE:*** | ***Manual(Page/s Number):*** | ***Learning Guide Page/s Number):*** | ***Educational Teaching Aids:*** |
| **KNOWLEDGE COMPONENT** |  |  |  |  |
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| **PRACTICAL COMPONENT** |  |  |  |  |
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| **WORKPLACE COMPONENT (may also be in the form of a logbook, covering the competencies required in the workplace)** |  |  |  |  |
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