

No. 1277

5 December 2008

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with Regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Education Management and Leadership**

registered by Organising Field 05, Education, Training and Development, publishes the following Unit Standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the Unit Standards. The full Unit Standards can be accessed via the SAQA web-site at [www.saga.org.za](http://www.saga.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, SAQA House, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the Units Standards should reach SAQA at the address below and ***no later than 5 January 2009*** All correspondence should be marked **Standards Setting – Education Management and Leadership** addressed to

The Director: Standards Setting and Development  
SAQA

*Attention: Mr. E Brown*

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D MPHUTHING**ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:*****Recruit and select a candidate to fill a post in a school***

<b>SAQA US ID</b>		<b>UNIT STANDARD TITLE</b>	
260197		Recruit and select a candidate to fill a post in a school	
<b>ORIGINATOR</b>		<b>PROVIDER</b>	
SGB Education Management and Leadership			
<b>FIELD</b>		<b>SUBFIELD</b>	
5 - Education, Training and Development		Schooling	
<b>ABET BAND</b>	<b>UNIT STANDARD TYPE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Undefined	Regular	Level 4	7

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate understanding of human resource issues related to school governance.

**SPECIFIC OUTCOME 2**

Plan and prepare for recruitment.

**SPECIFIC OUTCOME 3**

Plan and prepare the selection process.

**SPECIFIC OUTCOME 4**

Interview and recommend short-listed applicants.

**SPECIFIC OUTCOME 5**

Conclude the contractual process with school (SGB) appointees.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

**None**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

***Demonstrate understanding of legal aspects pertaining to human resources in a school***

SAQA US ID		UNIT STANDARD TITLE	
260217		Demonstrate understanding of legal aspects pertaining to human resources in a school	
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	12

***This unit standard does not replace any other unit standard and is not replaced by another unit standard.***

**SPECIFIC OUTCOME 1**

Demonstrate understanding of the regulatory framework pertaining to human resources within a school.

**SPECIFIC OUTCOME 2**

Describe the school's (SGB) role as an employer.

**SPECIFIC OUTCOME 3**

Describe the duties of employees and the processes to deal with breach of contract.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:***Use communication skills to enhance the functions of the School Governing Body*

SAQA US ID	UNIT STANDARD TITLE		
260218	Use communication skills to enhance the functions of the School Governing Body		
ORIGINATOR		PROVIDER	
SGB Education Management and Leadership			
FIELD		SUBFIELD	
5 - Education, Training and Development		Schooling	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 4	9

*This unit standard does not replace any other unit standard and is not replaced by another unit standard.*

**SPECIFIC OUTCOME 1**

Use verbal/oral language skills to perform SGB functions.

**SPECIFIC OUTCOME 2**

Use written communication techniques to perform SGB functions.

**SPECIFIC OUTCOME 3**

Communicate the intended message to a range of stakeholders to achieve SGB objectives.

**QUALIFICATIONS UTILISING THIS UNIT STANDARD**

None