



(NCV) NATIONAL CERTIFICATE VOCATIONAL

DATE	SUBJECT	ACTIVITY
LEVEL 3		
20 JULY 2020	BUSINESS PRACTICE	TOPIC 5 MODULE 25: WORK ROUTINES AND ORGANISATIONAL PROCEDURES Making new staff aware of relevant site facilities -Different facilities Complete activity – 25.1 p228
21 JULY 2020		Introduction and socialisation of new staff Complete activity – in the workplace p229
22 JULY 2020		Questions and clarifications Complete activity - 25.2 p230
23 JULY 2020		Explaining routines and procedures - Characteristics of a job Complete activity – 25.3 p235
24 JULY 2020		Discussing basic work routines and procedures Complete activity -25.4 p237