



SCI-BONO DISCOVERY CENTRE NPC

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**YOUTH SKILLS PROGRAMME
2025/26**

**Partnership between the Department of Social Development (DSD) and the
Sci-Bono Discovery Centre**

FOUNDATIONAL EMPLOYABILITY SKILLS PROGRAMME			
Target Audience	Out of School Youth minimum Grade 10 with English		
Targeted Total	134		
Modules	Topics	Certification	Outcomes
Foundational Learning & Numeracy and Literacy Skills	Literacy Numeracy Design Thinking Study Skills	N/A	Strengthen literacy, comprehension, numeracy, and problem-solving aligned to Grade 11–12 outcomes. Develop study discipline and learning confidence.
Business Communication Skills	Professional Communication & Office Etiquette	Business Communication Skills	Verbal and written communication, report and email writing, workplace behaviour, presentation skills, teamwork, and conflict resolution.
Fundamentals Microsoft	Microsoft Digital Literacy	ICT Fundamentals Microsoft	Microsoft Track: Word, Excel, PowerPoint proficiency and digital productivity.
ICT Fundamentals Cisco	Computer Basics: Cisco Introductory Programs	ICT Fundamentals Cisco	Cisco Track: Computer hardware, software, networking, and cybersecurity basics.

MICROSOFT OFFICE SPECIALIST & DATA ANALYSIS ADMINISTRATOR			
Target Audience	Unemployed Youth Grade 12 English (pass)		
Targeted Total	134		
Microsoft Office Specialist & Data Analysis Specialist			
Modules	Topics	Certification	Outcomes
Digital Literacy	Introduction to Microsoft Office Suite & research on Jobs and learning opportunities	Digital Skills Competency	Gaining Required skills to be competent to perform duties effectively in the Office Administrative Job
Explore Ai tools in Administration	Ai in administration : Callender & Meetings , Minutes , Notes taking , tracking of action items.	Microsoft Skills competency	
Microsoft Office Specialist – Excel 2019	Data entry , Formulars & Functions	Microsoft Office Specialist International Competency Skills Certificate	
Data Analytics Essentials	Data entry Cleaning Data Manage & Format Data Dashboards and Visual Data Presentation	Cisco Competency Skills Certificate	
Microsoft Office Specialist – Power-Point 2019	Professional Presentation	Microsoft Office Specialist International Competency Skills Certificate	

NETWORKING SPECIALIST			
Target Audience		Unemployed Youth Grade 12 English (pass) Mathematics / Literacy Minimum (40%)	
Targeted Total		134	
Cisco Certified Support Technician (CCST)			
Module	Module Overview	Certification	Outcomes
Computer Hardware Basics	s course prepares learners to diagnose, repair, and upgrade computer hardware. Students will progress from fundamental safety procedures and component identification to advanced troubleshooting techniques and performing upgrades like installing RAM and storage devices.	Cisco Certification of Completion	<ul style="list-style-type: none">• Network Support Technician• Network Help Desk Technician• Technical Support Representative• IT Support Technician• Junior Network Administrator• Field Service Technician (basic networking)• Desktop Support (with networking tasks)• Entry-Level Network Engineer Assistant Remote Support Technician
Operating Systems Basic	Operating Systems Basic foundational knowledge and practical skills for individuals seeking to start or enhance their careers in IT support. This course equips learners with the essential skills to troubleshoot and resolve issues for Windows, macOS, and mobile operating systems. Learners will learn how to assist users in diagnosing and fixing common system errors, connectivity problems, and performance issues. The course provides content and real-world troubleshooting scenarios to develop problem-solving expertise	Cisco Certification of Completion	
Networking Basics	Networking Basics provides an engaging, exploratory view of networks, including the internet.	Cisco Certification of Completion	
Networking Devices and Initial Configuration	Networking Devices and Initial Configuration provides an intermediate overview of network design, structure, and operations. The course assists learners communicate their knowledge and can develop their desire to specialize in networking-related professions.	Cisco Certification of Completion	
Network Addressing and Basic Troubleshooting	Professional Presentation	Cisco Certification of Completion	
CCST International Exams	Learners will be accessed in benchmark exams before attempting to take their international exam.	International Certification	

LIFE SKILLS PROGRAM – CAREER CENTRE			
Target Audience	UNEMPLOYED YOUTH		
Targeted Total	400		
Sub Total	R6 000 000 Life Skills Program - Requirements include Psychometric Assessment Tools Assessment Administration (3 X Psychometrists) Report Generation per Beneficiary Feedback (3 X Psychometrists) - Mentorships Stationery & printing		
Modules	Topics	Certification	Outcomes
Personal and psychosocial skills:	1. Self-awareness, self-organization, and resilience 2. Decision-making, problem-solving, and critical thinking	N/A	Increased confidence and self-efficacy: Participants often report higher self-esteem and a greater sense of control over their future
Communication and interpersonal skills:	1. <u>Effective communication</u> and <u>teamwork</u> 2. <u>Conflict management</u> and building healthy relationships 3. Emotional intelligence and stress management	N/A	Enhanced personal skills: They develop skills in emotional intelligence, communication, conflict resolution, and work ethic.
Practical and professional skills:	1. <u>Time management</u> and <u>goal-setting</u> 2. <u>Career information</u> and exploration, including <u>job searching</u> , <u>networking</u> , and <u>resume building</u>	N/A	Greater self-reliance: Programs can enhance the ability to navigate challenges and build a more independent future. Improved job-seeking resilience: Youth become less discouraged when job hunting, are more likely to use diverse job-search strategies, and feel more confident in their ability to find work.