



**Pro-Active College™**  
FREEDOMTHROUGHKNOWLEDGE

## MEETING AND MINUTE TAKING SKILLS

This skills programme provides the learner with the knowledge, skills, attitudes and values needed to obtain a working knowledge on meeting and minute taking skills.



Unit Standard  
Aligned



SETA  
Accredited



Outcomes

Designed and developed by Pro-Active College, this skills programme is endorsed by SACE and is aligned to the unit standard:

CO-ORDINATE MEETINGS, MINOR EVENTS AND TRAVEL ARRANGEMENTS  
(US: 13929)

NQF Level 3  
3 Credits

### BENEFITS

The benefits of this skills programme include:

- improved ability to identify a date, venue and time for a meeting or event;
- improved competence in selecting and arranging a suitable venue, taking into account special needs i.t.o. logistics, equipment, etc;
- improved ability to arrange catering, taking into consideration the process of selecting a suitable caterer and menu, e.g. special dietary needs;
- improved competency to make travel, car hire and accommodation arrangements;
- improved competency to assemble and distribute documentation for meetings;
- a working knowledge on chairing and facilitating meetings; and
- improved competency to take minutes effectively.

### ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.



**SACE**

South African Council for Educators

*Towards Excellence in Education*

**SACE APPROVED PROVIDER**

## Contact Us

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## TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- all individuals who need to develop skills to co-ordinate meetings, minor events and travel arrangements; and
  - individuals who want to improve on their meeting and minute taking skills.
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## PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- identify a date, venue and time for a meeting or event.;
  - arrange venue and catering;
  - make travel, car hire and accommodation arrangements; and
  - assemble and distribute documentation for meetings or events in good/sufficient time to attendees.
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## ENTRY REQUIREMENTS

The credit calculation in the relevant unit standard are based on the assumption that learners are competent in:

- numeracy (NQF level 2); and
  - literacy (NQF level 2).
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## DURATION

Three day contact session combined with practical workplace experience.

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## PORTFOLIO OF EVIDENCE

To be declared competent in this unit standard the learner must be assessed by a registered assessor and be found competent in the following:

### Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

### Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

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## PD POINTS

This is a SACE endorsed CPTD activity and the competent learner will be awarded 15 professional development points.

# Programme Outline

## Learning Unit One

### Coordinate Meetings, Minor Events and Travel Arrangements

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- The need for a meeting
- Types of meetings
- Planning a meeting
- Date, time, duration and facilities
- Who should attend?
- Notice of a meeting
- Arranging meeting logistics
- The budget
- The agenda
- Inputs from attendees

## Learning Unit Two

### Chair and Facilitate a Meeting

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- Organisational procedures and meeting protocols
- Sequence of meeting procedures
- Reaching agreement and decisions
- Encouraging participation

## Learning Unit Three

### Check Correctness of Minutes and Address Urgent Issues

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- The minutes
- Accurately record items that need to be actioned
- Checking and formatting minutes according to organisational procedure
- Circulating and filing of minutes
- Processing of decisions or information and identifying and addressing urgent issues