

VISION

To be the heart of developing a skilled, capable, and innovative public sector workforce.

MISSION

To facilitate the delivery of a capable, ethical, and developmental public service sector workforce through:

- researching skills demand and supply in the sector.
- effective delivery of skills development interventions based on occupationally directed qualifications.
- monitoring, evaluation, and reporting of the implementation of education, training and skills development in the sector; and
- a capable institution

VALUES

- Honesty and Integrity
- Accountability
- Service excellence
- Fairness and transparency



DIGITAL SKILLS COURSES



Basic
Digital
Skills



Microsoft
101



Microsoft
Office 365



Microsoft
Office 365:
Teams



Microsoft
Office 365:
Outlook



Microsoft
Office 365:
Word



Microsoft
Office 365:
Excel



Microsoft
Office 365:
PowerPoint



Microsoft
Office 365:
Sharepoint



Microsoft
Planner



OneDrive



OneNote



Soft Skills



Advanced
Digital Skills



Business
Skills



BATHO PELE
DIGITAL SKILLS



**BATHO PELE DIGITAL SKILLS
PLATFORM: OFFERING DIGITAL
SKILLS PROGRAMMES FOR PUBLIC
SECTOR EMPLOYEES**



Public Service Sector Education & Training Authority

The Public Service Sector Education and Training Authority (PSETA) has partnered with Microsoft South Africa to provide digital skills programmes to public sector employees.

Courses available will ensure government employees are upskilled to increase digital and technical literacy.



INTRODUCTION

The online platform, Batho Pele Digital Skills enabled by Microsoft Community Training, gives public servants free access to learning content ranging from entry-level digital literacy skills to advanced skills for technical roles.

The programmes on the platform are available to the entire public sector, from local, provincial, and national government to the legislative sector, public entities and state-owned entities.

The courses offered are basic digital skills and digital literacy, Microsoft office programmes most used in the workplace such as Teams, Outlook, Word, Excel, Powerpoint, etc. as well as advanced digital skills for more technical individuals.

The platform will be continually updated with new courses, ensuring workforces are skilled, competitive, and tech-savvy; and upskilling government employees to increase digital and technical literacy.



THE PLATFORM

- A cloud-based solution that enables delivery of large-scale, far-spread training programmes with high quality and efficiency.
- Clean and visual interfaces provide an intuitive and engaging learning experience for individuals of all backgrounds.
- Supports learning in low bandwidth networks and even offline.
- Content is accessible via a website and a mobile app anytime, anywhere.



HOW TO ACCESS

Access the PSETA Batho Pele Digital Skills Programmes available to all public sector employees.

Sign up and develop your skills for free for both technical and non-technical learning, and enable ongoing learning to be successful in the digital economy.

Follow this link to access the free learning opportunities:

<https://psetadigitalskills.azurewebsites.net/>



www.pseta.org.za