



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

This is to certify that

*Nkateko Maluleke*

successfully completed the

**University of Pretoria Course**

**Online Ready for Work Programme 2023  
Package 1 – The Starting Line: Career  
Planning**

Introduction to Career Planning, Your First CV, Your Digital Profile, Researching  
Careers, Presentation Skills, Conversational Intelligence

  
*Manager: Career Services*

PRINT DATE: January 29, 2024



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

This is to certify that

*Nkateko Maluleke*

successfully completed the

**University of Pretoria Course**

**Online Ready for Work Programme 2023  
Package 2 – Power Skills**

Emotional Intelligence, Stress Management, Assertiveness, Critical Thinking,  
Creative Problem Solving, Ethical Reasoning Skills, Time Management: Time Logs,  
Time Management: Goals

  
Manager: Career Services

PRINT DATE: February 6, 2024



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

This is to certify that

*Nkateko Maluleke*

successfully completed the

**University of Pretoria Course**

**Online Ready for Work Programme 2023  
Package 3 – Job Preparation**

Researching Employers, Job Searches, Job Applications, Writing a CV and Cover Letter, Job Interview Skills, The Gig Economy, Basic Financial Literacy

  
*Manager: Career Services*

PRINT DATE: February 8, 2024



UNIVERSITEIT VAN PRETORIA  
UNIVERSITY OF PRETORIA  
YUNIBESITHI YA PRETORIA

This is to certify that

*Nkateko Maluleke*

successfully completed the

**University of Pretoria Course**

**Online Ready for Work Programme 2023  
Package 4 – The Finish Line: Your Career**

Learn Unlearn Relearn for 4IR, Workplace Ethics, Organisational Structures,  
Report Writing, Email Etiquette, Office Protocol, Basic Conditions of  
Employment, Global Citizenship

  
*Manager: Career Services*

PRINT DATE: February 9, 2024