



Transport Education Training Authority

*Driven by Vision*



**Learn • Advance • Achieve**



## Company Information

Department of Labour Number	CI 283/3/12/1
Company Registration Number	2012/073912/07
SETA Accreditation	TETA Accreditation No.TETA 16-678 ( <b>Full Accreditation</b> ) FP&M SETA Accreditation No. FPM-2023-000037529
Strategic Partnerships	JCV Consulting (Pty) Ltd.
Company Tax Status	Tax Clearance Certificate (Compliant)
SDL No.	L940815188
Corporate Head Office	Units AU7, Gallagher Corner Business Park, cnr of Gallagher & Richards Drive, Midrand, 1685
Satellite Office	8 Corridor Crescent, Route N4 Business Park, Ben Fleur, Emalahleni
Contacts	Phone: +27 10 312 5361 Cell: +27 68 162 6957 / +27 76 220 1797 Email: <a href="mailto:info@imtct.co.za">info@imtct.co.za</a> Website: <a href="http://www.imtct.co.za">www.imtct.co.za</a>
Banking Details	<b>Bank: First National Bank</b> <b>Account Name:</b> Intellect Management & Training Consultancy <b>Branch Code:</b> 230146 <b>Account Number:</b> 62906523833 <b>Type:</b> Business Current Account
Pricing	All prices include VAT. Prices quoted are per learner per course unless otherwise stated. Pricing reviewed and effective – January 2025
Lunch and Refreshments (should training be conducted at our venue)	Tea and Coffee are available during all breaks .
Certificates	Learner names are printed on the certificates according to the Identification document. Please have certified copies of all students' ID Documents available on the first day of training. Certificates are issued within 21 working days (after the last day of training).
Specific Requirements	For all our training interventions, learners will be advised of specific requirements, for example: Lifting Equipment: Forklifts – grade 9 school certificate, previous certificate of training (for recertification), Medical certificate, Eye Test. Cranes: Same as above & grade 10 school certificate. All Learners: Identity Document.



South African Institute of  
Occupational Safety and Health  
**Corporate Member**



**labour**

Department:  
Labour  
**REPUBLIC OF SOUTH AFRICA**

# Who we are ...

Intellect Management and Training consultancy (IMTC), is a Training and Legal Compliance Services provider, accredited by the Department of Labour and the Transport Education and Training Authority (TETA). Extension of scope for various unit qualifications with QCTO is underway. Our goal is to be “your one-stop risk management and training solution”.

We have been providing accredited training, public workshops, in-house training and Occupational Health and Safety (OHS) Management Systems development and implementation to the public as well as the private sector since 2012.

We only make use of qualified industry experts who are employed on a full-time basis as facilitators, assessors, auditors, moderators and consultants. This ensures quality delivery and guaranteed client satisfaction.

With operations strategically positioned in Gauteng and Mpumalanga, IMTC is ideally positioned to respond to our clients' training needs anywhere in South Africa.

Our directors possess the necessary Assessor, Moderator, Skills Development Facilitation and Occupational Health and Safety qualifications and have more than 20 years combined experience in training and development.

## Director qualifications:

### **George Xaba**

- Masters in Business Management (MBA) (Regenesys Business School)
- Degree in Training and Development BTD (HRD) (North West University)
- Secondary Teachers Diploma STD (Mgwenya College of Education)
- Qualified Assessor & Moderator
- Skills Development Facilitator

### **Rose Busdeo**

- Bachelor of Business Administration (Cum Laude) (Regenesys Business School)
- National Higher Diploma in Administration
- Qualified Assessor and Moderator

# Professionalism...

At Intellect Management & Training Consultancy, you can always expect:

- Expert knowledge in mining, construction and general industry training.
- Professional training and compliance services that delivers on your investment (RoI) guaranteed.
- Higher productivity and efficiency.
- In depth understanding of your training system and legislative needs.
- Exceptional, in-depth and practical understanding of legislation, standards and Codes of Practice.
- Assistance with Discretionary Funding and annual submission of Workplace Skills Plans.

# Our Values...

At Intellect Management & Training Consultancy we always prioritise safety, respect and care. We also encourage an atmosphere of ownership where individuals can realize their personal goals and aspirations by teaming up with like-minded people.

## We value:

- Customer satisfaction
- Integrity
- Honesty
- Quality
- Mutual respect
- Commitment

## ACCREDITATION

Our primary accreditation is with the Transport Education and Training Authority (TETA) – Accreditation No. TETA16-678; and we are registered with the Department of Employment and Labour – Registration No. CI 283/3/12/1.

As per legal requirements, all accreditations issued by SETAs are valid for a specific period of time, after which a provider should renew the accreditation. IMTC has full accreditation with TETA which is valid for a period of 5 years.

We are audited by our primary SETA on a quarterly basis, it is as per these audit findings that we continue to be accredited as we remain above board in terms of the Quality Management System.

We have secondary accreditation with FP&M SETA – Accreditation No. FPM-2023-000037529.




## PRODUCT AND SERVICE OFFERING

Our business is structured around three main offerings in terms of products and services:


- Skills development and Training
- Consultancy Services
- Medicals


### SKILLS DEVELOPMENT AND TRAINING


#### Transport Education and Training Authority (TETA) Accredited Courses


<b>Course Title:</b>	<b>Perform basic life support and first aid procedures</b>						
<b>Course Description:</b>	This unit standard is for persons required to assess emergency situations and provide basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services.						
<b>SAQA / Unit Standard ID.:</b>	119567	<b>NQF Level:</b>	1	<b>No. of Credits:</b>	5	<b>Duration:</b>	2 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Demonstrate an understanding of emergency scene management.</li> <li>• Demonstrate an understanding of elementary anatomy and physiology.</li> <li>• Assess an emergency situation.</li> <li>• Apply First Aid procedures in a life-threatening situation.</li> <li>• Treat common injuries.</li> </ul>						

<b>Course Title:</b>	<b>Provide First Aid as an Advanced First Responder</b>						
<b>Course Description:</b>	This unit standard will enable the first responder to react to emergencies at an advanced first aid level, until the arrival of more professional emergency personnel.						
<b>SAQA / Unit Standard ID.:</b>	376480	<b>NQF Level:</b>	3	<b>No. of Credits:</b>	8	<b>Duration:</b>	3 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Explain the principles of advanced first aid in emergencies.</li> </ul>						

	<ul style="list-style-type: none"> <li>• Demonstrate an advanced level of preparedness to deal with sudden illness or emergency.</li> <li>• Assess and manage an emergency scene/disaster.</li> <li>• Describe the anatomy and explain the physiology of the human body systems in terms of injury or sudden illness.</li> <li>• Apply primary first aid for all age groups according to accepted current first aid protocols.</li> <li>• Explain and manage shock.</li> </ul>	
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<b>Course Title:</b> Perform basic fire fighting							
<b>Course Description:</b>		This unit standard enables learners to select and use the appropriate fire-fighting equipment to extinguish or control fires in the workplace.					
<b>SAQA / Unit Standard ID.:</b>		12484	<b>NQF Level:</b>	2	<b>No. of Credits:</b>	4	<b>Duration:</b> 1 day
<b>Specific Outcomes:</b>		Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Discuss and explain procedures for dealing with fires in the workplace.</li> <li>• Identify the type of fire, its context and select the appropriate fire fighting procedure.</li> <li>• Identify, select and check appropriate fire fighting and safety equipment.</li> <li>• Fight containable/extinguishable fires.</li> <li>• Retreat from fire site and hand over to appropriate personnel.</li> <li>• Report/record status of fire and equipment.</li> </ul>					


<b>Course Title:</b> Conduct Workplace Occupational Health and Safety (OHS) inspections							
<b>Course Description:</b>		A learner accredited with this unit standard will be able to understand the legislation that applies to occupational health and safety; the impact that non-compliance would have in the workplace and understand the inspection protocols applicable to the workplace. Learners will also be able to carry out physical inspections and record, report and deal with the results of the inspection in order to implement corrective and preventative actions.					
<b>SAQA / Unit Standard ID.:</b>		259619	<b>NQF Level:</b>	2	<b>No. of Credits:</b>	3	<b>Duration:</b> 1 day
<b>Specific Outcomes:</b>		Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Explain the relevant legal requirements to conduct Occupational Health and Safety (OHS) inspections.</li> <li>• Plan Occupational Health and Safety (OHS) inspections.</li> <li>• Conduct inspections to identify non-compliance in the workplace.</li> <li>• Report on Occupational Health and Safety (OHS) inspections.</li> </ul>					

<b>Course Title:</b> Maintaining occupational health, safety and general housekeeping							
<b>Course Description:</b>		A learner accredited with this standard will be able to demonstrate applied competence in occupational health, safety awareness of environmental issues and general housekeeping based on statutory and industry requirements.					
<b>SAQA / Unit Standard ID.:</b>		8016	<b>NQF Level:</b>	3	<b>No. of Credits:</b>	8	<b>Duration:</b> 3 days
<b>Specific Outcomes:</b>		Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Use the correct protective clothing and equipment.</li> <li>• Implement and comply with relevant procedures.</li> <li>• Implement selected mechanisms for the minimising of risk.</li> </ul>					

<b>Course Title:</b> Apply occupational health, safety and environmental principles							
<b>Course Description:</b>		Learners acquiring this standard will be learning towards obtaining a national qualification or are working within a health and safety environment, where acquisition of competence against this standard will add value to the learner's job, or chances of finding employment.					


SAQA / Unit Standard ID.:	113852	NQF Level:	3	No. of Credits:	10	Duration:	5 days
Specific Outcomes:	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>Identify hazards.</li> <li>Evaluate hazards.</li> <li>Control hazards.</li> <li>Explain and use relevant legislation and regulations.</li> <li>Gather and organise occupational health, safety and environmental information from the workplace.</li> <li>Carry out occupational health and safety training.</li> </ul>						


<b>Course Title:</b>	<b>Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.</b>						
Course Description:	This unit standard provides a broad introduction to HIV/AIDS in the workplace. It introduces a broad case of knowledge about HIV/AIDS that will enable learners to be informed and caring workers in an industry. The focus is knowledge, skills, values and attitudes in relation to the learner's own context and experience of the world of work.						
SAQA / Unit Standard ID.:	13915	NQF Level:	3	No. of Credits:	4	Duration:	1 day
Specific Outcomes:	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>Understand the effects of HIV/AIDS on the immune system.</li> <li>Know how HIV/AIDS is transmitted.</li> <li>Know what behaviour is safe and what behaviour carries the risk of HIV/AIDS transmission.</li> <li>Know what guidelines and assistance are available to support workers with HIV/AIDS and recognise their own role in creating a caring work environment.</li> <li>Understand the implications of the HIV/AIDS pandemic for society, the economy, a business sub-sector, an organisation and a specific workplace.</li> </ul>						


<b>Course Title:</b>	<b>Lift and move a load using mechanical lifting equipment</b>						
Course Description:	This unit standard will be useful to people who are required to lift and move loads not exceeding five tons.						
SAQA / Unit Standard ID.:	244407	NQF Level:	3	No. of Credits:	7	Duration:	5 days
Specific Outcomes:	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>Explain the factors critical to lifting and moving loads.</li> <li>Prepare to lift and move a load.</li> <li>Lift and move a load.</li> <li>Make the load available for production purposes.</li> </ul>						


<b>Course Title:</b>	<b>Operate counter-balanced lift truck (LMO Codes F1-F4)</b>						
Course Description:	A learner credited with this Unit Standard is able to operate a counter-balanced lift truck in a safe manner. They will also be able to conduct pre and post inspections to ensure the performance of the lift truck. The person will be able to handle the loading and storage of freight by using the equipment and its accessories in the required manner. They will also be able to access emergency systems and services in the event of an incident or accident.						
SAQA / Unit Standard ID.:	242974	NQF Level:	3	No. of Credits:	7	Duration:	5 days
Specific Outcomes:	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>Apply the recognised methods for inspecting and recording the operational fitness of all components of the lift truck with reference to safety procedures in the workplace.</li> <li>Identify and classify freight/loads taking into account documentation, packaging and labelling associated with the specific freight.</li> </ul>						


	<ul style="list-style-type: none"> <li>• Handle, load and store freight in accordance with industry standards environmental requirements, and with due consideration to inter alia the commodities and their properties, storage area and placement of load.</li> <li>• Achieve maximum work performance of lifting equipment and attachments, by applying knowledge of equipment dimensions, controls, principles of operation and capacities, manufacturing specifications and circumstances in the working environment.</li> <li>• Operate equipment in accordance with laid down organisational and legislative standards and procedures as well as manufacturer's guidelines.</li> <li>• Access available emergency support systems and services in case of incidents and accidents.</li> </ul>
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<b>Course Title:</b>	<b>Load general freight</b>						
<b>Course Description:</b>	The purpose of the learning credited in this unit standard is to ensure that learners are able to safely load, secure and off-load freight carried on vehicles. Credited learners can adhere to given time frames and specified requirements for specific types of freight. Improved general freight loading prevents accidents where vehicles lose loads, and ensures that loads and persons are not damaged or injured. If the condition of loads is preserved, customer service and profitability are improved, and the professional image of the transport sector will be maintained. This set of competence is transferable to all other fields where loading of general freight is required, and thus improves the employability of credited learners.						
<b>SAQA / Unit Standard ID.:</b>	123262	<b>NQF Level:</b>	2	<b>No. of Credits:</b>	6	<b>Duration:</b>	3 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Prepare for loading/off-loading processes according to specified procedures.</li> <li>• Load general freight according to context requirements.</li> <li>• Secure general freight according to product requirements.</li> <li>• Off-load general freight according to specified procedures.</li> </ul>						


<b>Course Title:</b>	<b>Meet the requirements in order to obtain a provisional licence.</b>						
<b>Course Description:</b>	Applicants who are preparing to obtain their learner driving licence require the skills, values and knowledge reflected in this unit standard. Learners who achieve this unit standard will demonstrate knowledge, relevance and meaning of road signs, markings and signals, rules of the road, controls of the motor vehicle and driver related issues.						
<b>SAQA / Unit Standard ID.:</b>	243665	<b>NQF Level:</b>	2	<b>No. of Credits:</b>	15	<b>Duration :</b>	5 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Identify, categorise and qualify road signs, markings and signals.</li> <li>• Explain specific rules of the road.</li> <li>• Identify different controls of the vehicle and explain its uses.</li> <li>• Explain driver responsibilities and duties in operating a vehicle.</li> <li>• Obtain a provisional driving licence.</li> </ul>						


<b>Course Title:</b>	<b>Meet the requirements of being a safe driver to obtain a valid driving licence for a motor vehicle</b>						
<b>Course Description:</b>	Learners will be ensured of driving competence with the required skills, values and knowledge reflected in this unit standard and obtain their driver's licence. Learners who achieve this unit standard will demonstrate attitudes related to road users to reduce driving risks and maintain safety on the roads, drive a light motor vehicle in accordance with defensive driving and legal requirements, and demonstrate techniques and procedures to improve driving skills.						
<b>SAQA / Unit Standard ID.:</b>	243666	<b>NQF Level:</b>	2	<b>No. of Credits:</b>	22	<b>Duration:</b>	10 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Demonstrate attitudes related to drivers to reduce driving risks and maintain safety on the roads.</li> <li>• Demonstrate techniques to improve driving skills and apply the system of vehicle control.</li> <li>• Drive a motor vehicle in accordance with the system of vehicle control requirements with specific reference to the applicable K53 tests.</li> </ul>						


<b>Course Title:</b>	<b>Operate a rigid light vehicle</b>						
<b>Course Description:</b>	The purpose of learning is to ensure safe, professional operation of rigid (no articulation points) light vehicles with a gross vehicle mass below 3.5 tons. Credited learners can drive a specific type of rigid light vehicle in accordance with legal, safety, manufacturer and other relevant requirements and reflect on the manner in which the vehicle is operated. Competent drivers are able to preserve vehicles as assets, drive safely and defensively, and contribute significantly to the economy by transporting goods and/or passengers.						
<b>SAQA / Unit Standard ID.:</b>	123257	<b>NQF Level:</b>	2	<b>No. of Credits:</b>	10	<b>Duration:</b>	5 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Prepare a rigid light vehicle for road transport trips according to specification.</li> <li>• Drive a rigid light vehicle in accordance with specified requirements.</li> <li>• Ensure the maintenance of road transport service quality.</li> <li>• Handle unexpected situations according to specified procedures.</li> <li>• Reflect on vehicle performance and own operation of vehicle against requirements.</li> <li>• Park rigid light vehicle in accordance with specified requirements.</li> </ul>						


<b>Course Title:</b>	<b>Foster and maintain customer relations</b>						
<b>Course Description:</b>	The purpose of the learning credited in this unit standard is to ensure that learners are able to interact professionally with customers. Improved customer relations leads to improved customer service, which, in turn, results in business growth and profitability. This set of competence is transferable to all fields where services are provided to customers, and thus improves the employability of credited learners, by enhancing their understanding of the processes and the context of customer service.						
<b>SAQA / Unit Standard ID.:</b>	123258	<b>NQF Level:</b>	3	<b>No. of Credits:</b>	10	<b>Duration:</b>	3 days
<b>Specific Outcomes:</b>	Learners credited with this unit standard are able to: <ul style="list-style-type: none"> <li>• Describe organisational structures and products/services for specific contexts.</li> <li>• Operate within a customer service system according to context requirements.</li> <li>• Identify customer needs and expectations within specific contexts.</li> <li>• Deal with customer complaints according to specified procedures.</li> <li>• Choose interpersonal behaviours appropriate for occupational situations.</li> </ul>						

<b>Course Title:</b>	<b>Operating computer systems</b>						
<b>Course Description:</b>	A learner accredited with this unit standard will be able to demonstrate the ability to apply an understanding of basic computer operations to a range of computer packages for the successful completion and presentation of work-place documentation. Computer systems envisaged by this standard include hardware and software designed to be used in the workplace, encompassing the appropriate operating system (e.g. MS Windows), computer package (e.g. MS Office) and electronic communication tools (e.g. MS Outlook).						
<b>SAQA / Unit Standard ID.:</b>	7996	<b>NQF Level:</b>	3	<b>No. of Credits:</b>	8	<b>Duration:</b>	4 days

Specific Outcomes:	<p>Learners credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>• Successfully identify, initiate and perform the appropriate steps in order to access information.</li> <li>• Identify and select the appropriate computer system process.</li> <li>• Access data and integrate the data across compatible computer programs.</li> <li>• Take appropriate action to ensure the security and integrity of data.</li> </ul>	
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<b>Course Title:</b>	<b>Apply basic business principles</b>						
Course Description:	A learner accredited with this standard will be able to understand and effectively apply basic business principles in order to improve productivity and efficiency of practice within the business environment.						
SAQA / Unit Standard ID.:	8000	NQF Level:	3	No. of Credits:	9	Duration:	5 days
Specific Outcomes:	<p>Learners credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>• Utilise allocated machinery, equipment, materials and time cost effectively and productively.</li> <li>• Identify and apply goals aligned to the work situation which reflect the organisational goals.</li> <li>• Maintain and enhance organisational image and customer service (both internal and external).</li> <li>• Identify and anticipate customer's requirements.</li> <li>• Select and implement the most effective business solution.</li> </ul>						

<b>Course Title:</b>	<b>Budgeting Skills</b>						
Course Description:	This unit standard will be useful to people who aim to achieve recognition at some level in Further Education and Training or to meet the fundamental requirement of a wide range of qualifications registered on the National Qualifications Framework.						
SAQA / Unit Standard ID.:	7456	NQF Level:	3	No. of Credits:	5	Duration:	2 days
Specific Outcomes:	<p>Learners credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>• Use mathematics to plan and control personal and/or household budgets and income and expenditure.</li> <li>• Use simple and compound interest to make sense of and define a variety of situations including investments, stokvels, inflation, appreciation and depreciation.</li> <li>• Investigate various aspects of financial transactions including costs, prices, revenue, cost price, selling price, loss and profit.</li> </ul>						

<b>Course Title:</b>	<b>Report Writing and Communication Skills</b>						
Course Description:	A learner credited with a combination of these unit standards will be able to:						
	<ul style="list-style-type: none"> <li>• Interpret and use information from texts</li> <li>• Write/present/sign texts for a range of communicative contexts</li> <li>• Accommodate audience and context needs in oral/signed communication</li> </ul>						
SAQA / Unit Standard ID.:	119457 119465 119472	NQF Level:	3	No. of Credits:	15	Duration:	5 days
Specific Outcomes:	<p>Learners credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>• Use a range of reading and viewing strategies to understand the literal meaning of specific texts.</li> <li>• Use strategies for extracting implicit messages in texts.</li> <li>• Respond to selected texts in a manner appropriate to the context.</li> <li>• Explore and explain how language structures and features may influence a reader/viewer.</li> <li>• Write/sign for a specified audience and purpose.</li> </ul>						

	<ul style="list-style-type: none"> <li>• Use language structures and features to produce coherent and cohesive texts for a wide range of contexts.</li> <li>• Draft own writing/signing and edit to improve clarity and correctness.</li> <li>• Interact successfully in oral/signed communication.</li> <li>• Use strategies that capture and retain the interest of an audience.</li> <li>• Identify and respond to manipulative use of language.</li> </ul>
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## Fibre Processing and Manufacturing Sector Education and Training Authority (FP&M SETA) Accredited Courses

<b>Course Title:</b>	<b>Perform basic life support and first aid procedures</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Demonstrate an understanding of emergency scene management</li> <li>• Demonstrate an understanding of elementary anatomy and physiology</li> <li>• Assess an emergency situation</li> <li>• Apply First Aid procedures to the life-threatening situation</li> <li>• Treat common injuries</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	119567	NQF Level:	1	No. of Credits:	5	Duration:	2 days

<b>Course Title:</b>	<b>Provide risk-based primary emergency care / first aid in the workplace.</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Demonstrate the principles of primary emergency care.</li> <li>• Assess and control a single injury emergency scene in the workplace.</li> <li>• Demonstrate primary emergency life support for adults, children and infants.</li> <li>• Explain and manage shock.</li> <li>• Carry out secondary assessment of the sick or injured person and provide appropriate primary emergency care at the scene.</li> <li>• Keep records of the incident/accident.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	120496	NQF Level:	2	No. of Credits:	5	Duration:	3 days

<b>Course Title:</b>	<b>Apply fire fighting techniques</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Identify different types of fires.</li> <li>• Explain and practice fire prevention.</li> <li>• Operate basic fire fighting equipment.</li> <li>• Perform basic fire fighting procedures.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	252250	NQF Level:	2	No. of Credits:	5	Duration:	3 days

<b>Course Title:</b>	<b>Apply health and safety to a work area</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Identify potential hazards in the work area.</li> <li>• Limit damage to persons or property in the case of an emergency.</li> <li>• Follow procedures that apply to illness or injury in the work area.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	9964	NQF Level:	2	No. of Credits:	3	Duration:	1 day

<b>Course Title:</b>	<b>Apply safety, health and environmental protection procedures</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Explain and discuss statutory rights, responsibilities and liability regarding safety.</li> <li>• Explain and discuss safety, health and environmental objectives, standards and regulations.</li> <li>• Perform safety and environmental inspections in the work area.</li> <li>• Identify unsafe conditions and take corrective action.</li> <li>• Report of safety conditions in work area.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	13223	NQF Level:	3	No. of Credits:	6	Duration:	2 days

<b>Course Title:</b>	<b>Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Explain the basic principles of the Act and accompanying Regulations.</li> <li>• Explain the requirements for minimum compliance stipulated in the Act.</li> <li>• Interpret the management controls required to achieve compliance.</li> <li>• Explain the obligations of managers in terms of communication and training.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	242668	NQF Level:	4	No. of Credits:	4	Duration:	2 days

<b>Course Title:</b>	<b>Apply safety, housekeeping, environment practices and legal requirements when working on machines and equipment</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Explain the legal, safety, environmental and specified procedures in health, safety and environment practices.</li> <li>• Use relevant safety and protective equipment, clothing and machine guards.</li> <li>• Explain and apply housekeeping practices and measures.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	116455	NQF Level:	3	No. of Credits:	3	Duration:	1 day

<b>Course Title:</b>	<b>Receive, handle and store hazardous chemicals safely.</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Prepare to receive hazardous chemicals.</li> <li>• Receive and check chemicals.</li> <li>• Handle chemicals safely.</li> <li>• Conduct post-handling processes.</li> <li>• Store hazardous chemicals for production requirements.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	244073	NQF Level:	2	No. of Credits:	5	Duration:	2 days

<b>Course Title:</b>	<b>Conduct a continuous risk assessment in a workplace.</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Explain the legal and specified requirements for conducting continuous risk assessments.</li> <li>• Prepare to conduct a continuous risk assessment.</li> <li>• Conduct a continuous risk assessment.</li> <li>• Initiate remedial action and follow up on continuous risk assessment.</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	120330	NQF Level:	3	No. of Credits:	4	Duration:	2 days

<b>Course Title:</b>	<b>Conduct an investigation into workplace incidents.</b>						
<b>Course Description:</b>	A learner credited with this unit standard will be able to: <ul style="list-style-type: none"> <li>• Explain the specified requirements pertaining to conducting an investigation into workplace incidents.</li> <li>• Prepare to gather data for the investigation.</li> <li>• Gather and evaluate data.</li> <li>• Perform post-investigation functions.</li> <li>•</li> </ul>						
<b>SAQA / Unit Standard ID.:</b>	120335	NQF Level:	3	No. of Credits:	5	Duration:	2 days

## STRATEGIC PARTNERSHIPS

In collaboration with our strategic partners, we are able to offer our clients the following accredited training interventions:

LIFTING MACHINES				
SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
242972	Operate advanced defined purpose lift trucks (LMO Codes F5, F8, F9, F13, F14, F15, F16) <ul style="list-style-type: none"> <li>• Reach Truck</li> <li>• Order Picker (NA/WA) – First and second-level racking.</li> <li>• Order Picker (NA/WA) – All levels including high-rise.</li> <li>• VNA Lift Truck, non-elevating, all levels.</li> <li>• VNA Lift Truck, elevating, all levels.</li> </ul>	3	7	5 days(Novice) 1 day (Refresher)
242981	Operate defined purpose lift trucks (LMO Codes F6, F7, F12) <ul style="list-style-type: none"> <li>• Pedestrian-controlled Lift Truck</li> <li>• Pallet Lift Truck</li> </ul>	2	4	5 days (Novice) 1 day (Refresher)
260762	Operate rough terrain/earthmoving/agricultural equipment (Rough terrain forklift) (F11)	3	11	5 days (Novice) 1 day (Refresher)
242976	Operate overhead/grantry cranes (Overhead Crane, Pendant, Radio and Cab-controlled) (C30, C31)	2	5	5 days (Novice) 1 day (Refresher)
242978	Operate truck-mounted cranes (C32)	3	8	5 days (Novice) 1 day (Refresher)
242982	Operate a mobile crane (C35, C36, C39, C40)	3	14	5 days (Novice) 1 day (Refresher)
260781	Operate a telescopic boom handler	3	10	5 days (Novice) 1 day (Refresher)
243272	Operate a mobile elevating work platform (MEWP) (Cherry Picker) (C53)	2	10	5 days (Novice) 1 day (Refresher)

PLANT MACHINERY				
SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
262727	Operate a backhoe/loader (TLB)	2	15	5 days(Novice) 1 day (Refresher)
262747	Operate a front-end loader	2	12	5 days (Novice) 1 day (Refresher)
262735	Operate a grader	2	15	5 days (Novice) 1 day (Refresher)
262731	Operate a rigid body dump truck	2	10	5 days (Novice) 1 day (Refresher)
262805	Operate a roller	2	5	5 days (Novice) 1 day (Refresher)
262712	Operate a skid steer loader (Bobcat)	2	8	5 days (Novice) 1 day (Refresher)
262734	Operate a tip truck	2	8	5 days (Novice) 1 day (Refresher)
262729	Operate a tracked dozer	2	15	5 days (Novice) 1 day (Refresher)
262804	Operate a tractor	2	8	5 days (Novice) 1 day (Refresher)

262764	Operate a water cart	2	8	5 days (Novice) 1 day (Refresher)
262745	Operate an articulated dump truck	2	10	5 days (Novice) 1 day (Refresher)
262744	Operate an excavator	2	15	5 days (Novice) 1 day (Refresher)
14565	Mini-dumper / Concrete dumper	2	2	5 days (Novice) 1 day (Refresher)

#### STACK AND STORAGE, SAFE LOADING PRACTICES

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
252264	Prepare freight for storage (Stacking and Storage)	1	2	1 day (Novice) 1 day (Refresher)

#### BASIC RIGGING

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
12481	Sling loads	2	4	2 days (Novice) 1 day (Refresher)
253582	Lift and move a load using manual lifting equipment and tackle (Basic Rigging Level 3)	2	8	5 days (Novice) 2 days (Refresher)
253595	Direct the operation of an overhead crane (Signal Man / Banksman)	2	3	1 day (Novice) 1 day (Refresher)
253638	Sling and communicate during crane operations	2	4	2 days (Novice) 1 day (Refresher)

#### SCAFFOLDING AND WORKING AT HEIGHTS

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
229998	Working at heights	1	2	2 days (Novice) 1 day (Refresher)
229995	Rescue at heights	2	3	3 days (Novice) 1 day (Refresher)
229994	Assess a worksite for height and prepare for a fall protection plan (Fall Protection Plan Developer)	4	3	1 day (Novice) 1 day (Refresher)
263247	Assist to erect, use and dismantle access scaffolding (Assistant Scaffolding Erector)	3	4	1 day (Novice) 1 day (Refresher)
263245	Erect, use and dismantle access scaffolding (Scaffold Erectors)	3	5	2 days (Novice) 1 day (Refresher)
263205	Inspect access scaffolding (Scaffold Inspectors)	4	6	1 day (Novice) 1 day (Refresher)
263224	Supervise the erection and dismantling of access scaffolding (Scaffold Supervisor)	4	12	1 day (Novice) 1 day (Refresher)
120362	Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights	3	4	1 day

#### CONCRETE AND RE-INFORCING PRACTICES

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
12916	Batch and mix concrete by volume (Concrete Hand)	1	5	2 days (Novice) 1 day (Refresher)
116573	Assemble, tie and fix reinforcing cages (Steel Fixer)	2	3	2 days (Novice) 1 day (Refresher)
119045	Fabricate, erect and strip timber formwork for straight walls, columns and bases (Shutter Hand)	2	8	2 days (Novice) 1 day (Refresher)

119065	Apply plaster and screeds to surfaces (Basic Plastering)	2	11	10 days
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### BASIC CONSTRUCTION OPERATIONS PROGRAMME

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
12512	Practice environmental awareness	1	4	1 day
12877	Use and maintain hand tools on a construction site	1	4	1 day
12878	Use and maintain power tools on a construction site	1	5	1 day
12916	Batch and mix concrete by volume (Concrete Hand)	1	5	2 days (Novice) 1 day (Refresher)
119065	Apply plaster and screeds to surfaces (Basic Plastering)	2	11	10 days
116573	Assemble, tie and fix reinforcing cages (Steel Fixer)	2	3	2 days (Novice) 1 day (Refresher)
119045	Fabricate, erect and strip timber formwork for straightwalls, columns and bases (Shutter Hand)	2	8	2 days (Novice) 1 day (Refresher)
12875	Use and maintain small plant and equipment on a construction site	2	10	5 days

### HEALTH AND SAFETY

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
120329	Respond to, implement and manage emergencies according to an emergency action plan in a workplace (Emergency Preparedness)	3	2	1 day
242668	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	4	4	1 day (Novice) 1 day (Refresher)
15034	Work in confined spaces	2	2	1 day (Novice) 1 day (Refresher)
12877	Use and maintain hand tools on a construction site	1	4	1 day (Novice) 1 day (Refresher)
12878	Use and maintain power hand tools on a construction site	1	5	1 day (Novice) 1 day (Refresher)
13165	Describe the properties of materials found in the workplace and describe their impact on the environment	1	6	1 day (Novice) 1 day (Refresher)
120344	Mines Health and Safety Act, MHS Legal Liability	4	4	2 days
120337	Plan Task Observation (PTO)	3	2	1 day
365183	Implement safety procedures for open hole or deep excavations	3	4	2 days
120341	Conduct a task analysis and take appropriate action to address identified risks.	4	4	2 days
120359	Permit to work (lock-out – tag out, hot work, confined space entry, etc.)	4	4	2 days
114218	Demonstrate an understanding and implement environmental initiatives on a construction project.	4	6	2 days
113860	Demonstrate an understanding of the uses and safety aspects associated with flammable energy sources	2	3	1 day
259601	Participate in the implementation and evaluation of a safety and health management programme in the workplace	2	2	1 day

### PERSONAL PROFESSIONAL DEVELOPMENT

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
12461	Communicate at work	2	5	1 day
12537	Identify personal value	1	4	1 day

13174	Identify and discuss inappropriate behaviours in the workplace	1	2	1 day
14609	Participate in management of conflict	5	4	1 day
9530	Manage work time effectively	3	3	1 day
9322	Work in a team	2	3	2 days
8420	Operate in a team	2	4	1 day
117171	Manage time effectively to enhance productivity and enable a balanced lifestyle	3	2	1 day
7997	Managing self-development	4	12	1 day
14445	Frame and implement an individual action plan to improve productivity within an organisational unit	1	3	1 day
13971	Describe and interpret the composition, role-players, processes and role of the construction industry	1	3	1 day

#### SUPERVISORY SKILLS

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
10981	Supervise work unit to achieve work unit objectives (individuals and teams)	4	12	2 days
11473	Manage individual and team performance	4	8	1 day
120377	Identify, suggest and implement corrective actions to improve quality of project work	4	7	1 day
13220	Keep the work area safe and productive	2	8	1 day
14683	Apply work site practices	2	5	1 day
15225	Identify and interpret related legislation and its impact on the team, department or division and ensure compliance	5	4	2 days
242819	Motivate and build a team	4	10	2 days
116380	Supervise workers at levels 2 and 3	4	6	2 days

#### ENTREPRENEUR DEVELOPMENT PROGRAMME

SAQA / Unit Standard ID.:	Unit Std Description	NQF Level	No. of Credits	Duration
11286	Institute disciplinary action	5	8	2 days
13995	Demonstrate an understanding of contracts and their sources	1	2	1 day
243189	Manage personal finances	1	8	1 day
9526	Manage basic business finance	3	6	2 days
114738	Perform financial planning and control functions for a small business	4	6	2 days
14353	Conduct basic financial transactions	2	3	1 day
117171	Manage time effectively to enhance productivity and enable a balanced lifestyle	3	2	1 day
117241	Develop a business plan for a small business	4	5	2 days
117244	Investigate the possibilities of establishing and running a small business enterprise (SMME)	4	3	2 days
117500	Manage finance in a small business	4	8	3 days
8000	Apply basic business principles	3	9	3 days
14609	Participate in management of conflict	5	4	1 day

#### QCTO QUALIFICATIONS / PROGRAMMES

ID or OFO Code:	Qualification / Programme Title:	NQF Level	No. of Credits
SP-191202	Occupational Skills Programme: General Residential Repairer	3	31
SP-191217	Occupational Skills Programme: Bricklayer's Assistant	1	45
SP-191201	Occupational Skills Programme: Domestic Water and Drainage Pipe Repairer	2	49
SP-210403	Occupational Skills Programme: Plumbing Hand	3	49

SP-211004	Occupational Skills Programme: Hot- and Cold-Water Systems Installer	4	93
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## MEDICALS

### Baseline Medicals:

Annexure 3

Physical Examination

Vital Signs

Urinalysis

Spirometry (Lung Function) Test

Audiometry Test

Vision Testing (Snellen)

Glucose Testing – as per need

Fitness certificate signed by a qualified Health Nurse Practitioner and Occupational Medical Practitioner (if needed is issued)

## CONTACT DETAILS

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