Training Prospectus

NOSA®
### Table of Contents

**SECTION 1: GENERAL AND INTRODUCTORY COURSES**

1. APPLYING SHE PRINCIPLES AND PROCEDURES (ASHEPP) ................................................................. 1  
2. CONSTRUCTION REGULATIONS ........................................................................................................ 2  
3. INTRODUCTION TO OCCUPATIONAL SHE ....................................................................................... 2  
4. SHE INDUCTION .................................................................................................................................... 3  
5. INTRODUCTION TO THE OHS ACT ...................................................................................................... 4  
6. PRELIMINARY INCIDENT INVESTIGATION .......................................................................................... 5  
7. SAFETY FOR SUPERVISORS ................................................................................................................ 6  
8. OHS LEGISLATION ................................................................................................................................ 7  
9. SHE REPRESENTATIVE .......................................................................................................................... 8  
10. SHE REPRESENTATIVE FUNCTIONS ................................................................................................ 8  
11. GMR 2(1) SUPERVISOR OF MACHINERY ....................................................................................... 10  

**SECTION 2: SPECIALISED COURSES**

1. AUDITOR’S COURSE ................................................................................................................................. 12  
2. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) ............................................................. 13  
3. INCIDENT INVESTIGATION LEVEL 3 ...................................................................................................... 14  
4. ROOT CAUSE ANALYSIS (RCA) TRAINING ......................................................................................... 15  
5. ITIS: TRAIN-THE-TRAINER .................................................................................................................. 16  
6. NOSA INTEGRATED FIVE STAR SYSTEM NAVIGATOR ....................................................................... 17  
7. INTRODUCTION TO SAMTRAC .......................................................................................................... 18  
8. SAMTRAC FOR GENERAL INDUSTRY: SOUTH AFRICA ................................................................. 19  
9. ADVANCED SAMTRAC ....................................................................................................................... 20  
10. SAMTRAC CONSTRUCTION ................................................................................................................ 22  
11. STRATEGIC RISK PLANNING ........................................................................................................... 24  

**SECTION 3: INTERNATIONAL COURSES**

1. NEBOSH INTERNATIONAL GENERAL CERTIFICATE (IGC) .................................................................. 26  
2. NEBOSH INTERNATIONAL CONSTRUCTION CERTIFICATE (ICC) .................................................. 27  
3. NEBOSH CERTIFICATE IN ENVIRONMENTAL MANAGEMENT (EC) .................................................. 28  
4. SAMTRAC INTERNATIONAL E-LEARNING ...................................................................................... 29  

**SECTION 4: EMERGENCY MANAGEMENT SERVICES (EMS)**

1. BASIC FIRE AWARENESS ....................................................................................................................... 31  
2. EMERGENCY EVACUATION PROCEDURES ..................................................................................... 31  
3. BASIC FIREFIGHTER ............................................................................................................................ 32  
4. FIRE MARSHAL ..................................................................................................................................... 33  
5. FIRST AID LEVEL 1 ............................................................................................................................... 34  
6. FIRST AID LEVEL 2 ............................................................................................................................... 35  
7. FIRST AID LEVEL 3 ............................................................................................................................... 36  
8. PORTABLE EXTINGUISHER HANDLING ............................................................................................. 37  
9. BASIC WILDLAND FIREFIGHTING ...................................................................................................... 38  
10. BREATHING APPARATUS .................................................................................................................... 39  

**SECTION 5: SHE LEGISLATION COURSES**

1. ADVANCED OHS ACT ............................................................................................................................. 40  
2. CLIMATE CHANGE MANAGEMENT .................................................................................................. 40  
3. CORPORATE GOVERNANCE ............................................................................................................. 41  
4. SAFETY FOR SENIOR EXECUTIVES .................................................................................................. 42  
5. LEGAL LIABILITY (TWO DAY) ............................................................................................................ 42  
6. LEGAL LIABILITY (ONE DAY) ............................................................................................................ 43  

**SECTION 6: OHSAS AND ISO CERTIFICATION COURSES**

1. ISO 9001 BRIDGING COURSE FROM 2008 TO 2015 ..................................................................... 45  
2. ISO 9001: 2015 INTRODUCTION ....................................................................................................... 45  
3. ISO 9001: 2015 IMPLEMENTATION .................................................................................................. 46  
4. ISO 9001: 2015 INTERNAL AUDITOR ............................................................................................... 47  
5. ISO 14001: 2015 BRIDGING COURSE FROM 2008 TO 2015 ......................................................... 47  
6. ISO 14001: 2015 INTRODUCTION ................................................................................................... 48  
7. ISO 14001: 2015 IMPLEMENTATION ............................................................................................... 49
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic Working at Height</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>Fall Protection Plan Development</td>
<td>60</td>
</tr>
<tr>
<td>3</td>
<td>Fall Protection Plan Development Refresher</td>
<td>61</td>
</tr>
<tr>
<td>4</td>
<td>Fall Arrest and Rescue</td>
<td>62</td>
</tr>
<tr>
<td>5</td>
<td>Advanced Fall Arrest Rescue</td>
<td>63</td>
</tr>
<tr>
<td>6</td>
<td>Basic Rigging Procedures</td>
<td>64</td>
</tr>
<tr>
<td>7</td>
<td>Confined Space Entry</td>
<td>65</td>
</tr>
<tr>
<td>8</td>
<td>Confined Space Rescue</td>
<td>65</td>
</tr>
<tr>
<td>9</td>
<td>Fas Rescue Kit Product Training</td>
<td>66</td>
</tr>
<tr>
<td>10</td>
<td>Gotcha Rescue Kit Product Training</td>
<td>66</td>
</tr>
</tbody>
</table>

**SECTION 7: WORKING AT HEIGHT**

- Basic Working at Height
- Fall Protection Plan Development
- Fall Protection Plan Development Refresher
- Fall Arrest and Rescue
- Advanced Fall Arrest Rescue
- Basic Rigging Procedures
- Confined Space Entry
- Confined Space Rescue
- Fas Rescue Kit Product Training
- Gotcha Rescue Kit Product Training

**SECTION 8: SKILLS PROGRAMMES**

**HWSETA SKILLS PROGRAMME**

- Safety Representative (HW/SP/15045)
- She Supervisor (HW/SP/150144)
- She Incident Investigator (HW/SP/150247)

**MQA SKILLS PROGRAMME**

- Ashepp for Mining with On-Site Practical
- Hazard Identification and Risk Assessment (HIRA) for Mining with Practical
- She Representative for Mining with Practical

**SECTION 9: WELLNESS**

- Fatigue Risk Management
- Psychosocial Wellness Course

**SECTION 10: PETROLEUM TRAINING**

- Safety Pass Alliance (SPA) Health Club
- Safety Pass Alliance (SPA) Petrol Retail
- Safety Pass Alliance (SPA) Petrol Forecourt Operator
- Safety Pass Alliance (SPA) Fuel Depot

**SECTION 11: MINING**

- Applying SHE Principles and Procedures (ASHEPP) for Mining
- Hazard Identification and Risk Assessment (HIRA) for Mining
- Mine Health and Safety (MHS) Act
- Introduction to Samtrac for Mining
- Samtrac for Mining: South Africa
- Samtrac for Mining Bridging Course
- She Representative for Mining
- Safety for Supervisors: Mining
- Safety for Supervisors: Mining with Practical
- Mining Incident Investigation Level 3
- HSE in Mechanised Mining
- Legal Liability for Mining
- A-Z Mine Health and Safety Act (MHSA)

**SECTION 12: DRIVER TRAINING: WAREHOUSE AND LOGISTICS TRAINING AND LEARNERSHIPS**

**LEARNERSHIPS**

- General Education and Training Certificate: Transport
- National Certificate: Professional Driving
- National Certificate: Freight Handling
- National Certificate: Road Transport
- National Certificate: Occupational, Health, Safety and Environment
WAREHOUSING AND LOGISTICS TRAINING

26. PREPARE FOR FREIGHT STORAGE .......................................................................................................................... 110
27. PREPARE FOR FREIGHT TRANSPORTATION ............................................................................................................. 110
28. APPLY BASIC CONCEPTS OF CARGO CARE ............................................................................................................. 111
29. COUNT STOCK FOR STOCK TAKE .......................................................................................................................... 112
30. CONTROLLING AND LOCATING STOCK ................................................................................................................... 112
31. RECEIVE STOCK IN A DISTRIBUTION CENTRE/WAREHOUSE ................................................................................ 113
32. PICK STOCK IN A DISTRIBUTION CENTRE/WAREHOUSE....................................................................................... 114
33. DESPATCH STOCK FROM A DISTRIBUTION CENTRE/WAREHOUSE ...................................................................... 115
34. AARTO WORKSHOP ............................................................................................................................................ 102
35. TAKING BASIC CARE OF FREIGHT HANDLING MACHINERY ................................................................................ 116
36. PLAN ROAD TRANSPORT SERVICE DELIVERY .................................................................................................. 117
37. RECEIVING AND DISPATCHING FREIGHT AND HANDLING FREIGHT RETURNS ................................................... 118
38. PACKING, HANDLING AND SECURING FREIGHT .................................................................................................... 119
39. MOVE, PACK AND MAINTAIN STOCK IN A DISTRIBUTION CENTRE/WAREHOUSE .................................................. 120
40. VAN ASSISTANT SKILLS PROGRAMME ................................................................................................................... 121
41. WAREHOUSE SKILLS PROGRAMME ......................................................................................................................... 123
42. MANUFACTURING BUSINESS SKILLS PROGRAMME .................................................................................................. 124
43. COLD STORAGE WORKSHOP ........................................................................................................................................ 125
44. PACKING, HANDLING AND SECURING FREIGHT .................................................................................................... 119
45. ARRANGING FREIGHT FOR TRANSPORTATION ...................................................................................................... 118
46. CONTROLLING HAZARDOUS AND DANGEROUS GOODS ........................................................................................ 126
47. RESPOND TO AND CLEAN UP A SPILL ....................................................................................................................... 126
48. SPILL TRAINING WORKSHOP ..................................................................................................................................... 127
49. CHEMICAL HANDLING WORKSHOP .......................................................................................................................... 128
50. LIQUID PETROLEUM GAS TRAINING .......................................................................................................................... 129
SECTION 1: GENERAL AND INTRODUCTORY COURSES
1. APPLYING SHE PRINCIPLES AND PROCEDURES (ASHEPP)

Unit standard title: Verify compliance to safety, health and environmental requirements in the workplace

Duration: 2 days
Licenced: Yes
Credits: 4
SAQA ID: Z59604
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NFQ Level 1

FORMATIVE ASSESSMENT

- Various activities will be completed during class and as homework

SUMMATIVE ASSESSMENT

- Written assessment to be done at the end of the course
- Learners must achieve a minimum of 65%

COURSE OUTLINE

By the end of the course, the successful learner will be able to:

- understand the importance of compliance to the requirements – both legal HSE requirements and others – in a workplace
- integrate HSE considerations into all routine activities in a workplace
- identify HSE-related deviations in the workplace, as well as deviations related to HSE performance in the workplace
- recommend corrective actions where HSE-related deviations are not in accordance with specified requirements
- explain the safety, health and environmental requirements applicable in a specific workplace
- monitor workplace compliance to safety, health and environmental requirements, against specified requirements
- evaluate performance of workplace safety activities required by safety, health and environmental management programmes
- remedy workplace non-compliance to, and non-performance of, safety, health and environmental requirements and programmes.
TARGET GROUPS

• Supervisory personnel/artisans
• General workers
• Office workers

2. CONSTRUCTION REGULATIONS

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

COURSE OUTLINE

By the end of the course, the successful learner will:

• be familiar with the recent changes to the Construction Regulations
• be able to apply legal referencing, in terms of the Construction Regulations
• understand the role and function of various legal construction appointments
• understand the importance of compliance to the requirements of the Construction Regulations
• identify and understand safety and health hazards, and the risks associated with construction activities
• be familiar with the processes and procedures with regards to professional registration.

TARGET GROUPS

• Managers
• Supervisors
• Contractors
• All employees working in the construction sector

3. INTRODUCTION TO OCCUPATIONAL SHE

Duration: 2 days
Licenced: Yes
Professional body: Saiosh
CPD points: 2
Prerequisites: None
FORMATIVE ASSESSMENT

• Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT

• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE

By the end of the course, the successful learner will:

• have a basic understanding of hazards and risks at the point of action
• understand the scope and objectives of HSE legislation
• conduct a basic preliminary risk assessment of a specific work area
• be able to take immediate and appropriate action to rectify deviations, according to his/her scope and authority in the workplace
• be able to notify the correct person in an appropriate method to ensure further action is taken.

TARGET GROUPS

• Employees new to the industry, or those with no formal HSE training
• Employees who are small-group team leaders, shop stewards, or those who are newly elected HSE representatives, with no previous exposure to HSE legislation or the fundamentals of organisational system management

4. SHE INDUCTION

| Duration: | 2 days |
| Licenced: | Yes |
| Professional body: | Saiosh |
| CPD points: | 5 |
| Prerequisites: | None |

FORMATIVE ASSESSMENT

• Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT

• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%
COURSE OUTLINE

By the end of the course, the successful learner will:

- understand the requirements:
  - that apply to persons entering the workplace and performing any duties therein
  - for the use of personal protective equipment (PPE), housekeeping and emergency procedures that apply to the workplace
- be able to explain:
  - both employer and employee duties, with regard to occupational health and safety in the workplace
  - the general safety rules in a workplace
  - the use and application of PPE in a workplace
  - the need for good housekeeping in the workplace
  - and apply emergency procedures in the workplace.

TARGET GROUPS

- All employees requiring HSE induction

5. INTRODUCTION TO THE OHS ACT

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: None

This course provides the learner with a basic knowledge of the responsibilities pertaining to the Occupational Health and Safety Act (OHS Act).

COURSE OUTLINE

By the end of the course, the learner will be able to demonstrate knowledge of:

- the legal liabilities of employers and contractors
- the difference between common law and legislation
- the attributes that need to be addressed
- how to
  - use and read the OHS Act (including the intention and meaning of the sections)
  - do citation of legal requirements
- who can assist in making the OHS Act work
- the responsibilities and rights of various role players (in terms of the OHS Act)
- when a health and safety policy is effective
- the basic understanding of how to manage health and safety.

TARGET GROUPS
- All employees, but especially management and supervisory personnel

6. PRELIMINARY INCIDENT INVESTIGATION

Duration: 2 days
Licenced: Yes
Professional body: Saiosh
CPD points: 5
Prerequisites: Communication and Mathematical Literacy at NFQ Level 1

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

On completion of the course, the successful learner will be able to explain the requirements for conducting a preliminary investigation, gather information for the preliminary investigation, as well as perform post-investigation activities.

COURSE OUTLINE

By the end of the course, the learner will be able to:
- explain the specific requirements pertaining to conducting a preliminary investigation into workplace incidents
- gather information for a preliminary investigation
- identify incident causes
- conduct post investigation activities.

TARGET GROUPS
- HSE representatives
- Members of investigation teams
7. SAFETY FOR SUPERVISORS

Duration: 2 days without practical
Licenced: Yes
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NFQ Level 1

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
By the end of the course, the successful learner will understand:
- the role and function of a supervisor
- the basic principles of effective communication
- the theories underlying the NOSA Five Star System
- the main components of the NOSA Five Star System
- common causes of incidents and basic prevention techniques
- the legal requirements concerning the employer’s basic duties and responsibilities
- hazards and risks associated with a workplace
- general principles of occupational health in the workplace, including the functions of OHS personnel
- environmental awareness and waste management
- basic understanding of fire management in the workplace
- an overview of management responsibility.

TARGET GROUP
- Supervisors
8. OHS LEGISLATION

Unit standard title: Demonstrate knowledge and understanding of relevant current occupational health and safety legislation
Duration: 4 days
Licenced: No
Credits: 4
SAQA ID: 120344
Professional body: Saiosh
CPD points: 5
NQF Level: 4
Prerequisites: Communication and Mathematical Literacy at NFQ Level 2

FORMATIVE ASSESSMENT

• Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT

• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE

By the end of this course, the successful learner will understand all the legislative requirements required for compliance to HSE risk management principles and best practice, including:

• application and enforcement of legal requirements
• employer and employee legal duties
• documentation and record-keeping (including compilation and gap analysis)
• risk assessment requirements
• implementation and review of required control measures.

TARGET GROUPS

• HSE supervisors
• HSE officers
• HSE representatives
• All workers exposed to HSE hazards
9. SHE REPRESENTATIVE

Duration: 1 day
Licenced: Yes
Professional body: Saiosh
CPD points: 2
Prerequisites: None

COURSE OUTLINE

By the end of the course, the learner will be able to:

- explain:
  - the general purpose and broad content of the OHS Act
  - the election/nomination process
  - the functions and responsibilities of HSE representatives
  - the purpose, structure and responsibilities of an HSE committee
  - the common causes of incidents in the workplace
  - the basic principles of incident prevention
- participate effectively in HSE committee procedures
- carry out a basic inspection of their work area
- identify areas where information is required from the employer to support specific workplace inspection needs
- identify additional training needs.

TARGET GROUPS

- HSE unions, employee representatives, practitioners and committee members
- Management, supervisors, employees involved with HSE representatives or their functions

10. SHE REPRESENTATIVE FUNCTIONS

Duration: 3 days
Licenced: Yes
Professional body: Saiosh
CPD points: 5
Prerequisites: Communication and Mathematical Literacy at NQF Level 1
On completion of the course, the successful learner will be able to identify, evaluate and record safety, health and environmental hazards in their designated work areas, and be able to evaluate the risks attached to operational tasks and processes.

**FORMATIVE ASSESSMENT**
- Various activities will be completed during class as well as for homework

**SUMMATIVE ASSESSMENT**
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

**COURSE OUTLINE**
By the end of the course, the learner will be able to:
- explain the objectives and benefits of a structured workplace and operational process inspections
- determine the NOSA elements that need to be included in regular HSE and supervisory inspections, checks and/or planned maintenance schedules
- prepare for and carry out practical workplace inspections and equipment checks, as well as identify deviations and record findings
- present summary reports on inspection findings for action by the HSE committee
- comply with legislative requirements and codes of practice
- reduce both occupational incident frequency and severity rates
- prepare a summary report on findings, together with recommendations for submission to the HSE committee or other appropriate management.

**TARGET GROUPS**
- Employees and supervisors responsible for the implementation and maintenance of HSE standards and management control procedures, in daily operational processes and procedures
- HSE representatives, HSE committee members, shop stewards and staff involved in or responsible for the evaluation of inspection reports
- HSE practitioners on all levels
11. GMR 2(1) SUPERVISOR OF MACHINERY

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Communication and Mathematical Literacy at NQF Level 1

SUMMATIVE ASSESSMENT

• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE

Learners will receive an overview of the key requirements of the OHS Act, pertaining to safe use of plant and machinery, and how to implement and manage these. The following aspects will be addressed:

• What the law consists of in respect of occupational health and safety
• How to read legislation in general but specifically in respect of the OHS Act
• Terminology and legal liabilities in respect of occupational health and safety
• The reasons for appointing a competent person to oversee the use of machinery
• What determines competency in respect of this particular appointment
• The appointment of assistants to the supervisor of machinery
• Duties of manufacturers, designers, erectors and installers
• The necessity for and the role of the competent person in respect of:
  o risk assessments;
  o audits;
  o safe operating procedures;
  o permit systems;
  o lock-outs, etc.
• The legal requirements and practical approach to the General Machinery Regulations (GMRs)
• Process to be followed during the appointment of a competent person
• Relationship between different role players in occupational health and safety
TARGET GROUPS

- Chief executive officers (CEOs)/Managing directors
- Managers assigned (in terms of section 16(2)) to assist the abovementioned
- Competent persons and their assistants (as per the General Machinery Regulations)
- HSE Managers, officers and practitioners
- Supervisors and foremen
- All employees whose work activities involve use of plant, machinery and equipment
SECTION 2: SPECIALISED COURSES
1. AUDITOR’S COURSE

Unit standard title: Perform auditing activities
Duration: 5 days
Licenced: No
Credits: 12
SAQA ID: 12674
NQF Level: 5
Prerequisites: SAMTRAC or Navigator

FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as for homework
- Learner needs to complete a POE

SUMMATIVE ASSESSMENT
- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE
This course will take the learners through a detailed and proven procedure for effective internal audits. Whilst the course is directed towards the NOSA HSE Management System, the principles can be applied to audit any HSE system/process.

By the end of the course, the learner will be able to:
- plan and prepare for the audit process
- produce an audit plan
- inform affected stakeholders of audit plan
- collect and record audit data
- evaluate findings for conformance/non-conformance to legislation, company policy and procedures
- compile, process and circulate the audit findings report to affected parties
- discuss audit findings and make suitable recommendations with affected parties
- evaluate, record and process the corrective action(s)/improvements made
- communicate the audit plan to affected parties
- conduct the audit process
• collect on-site data of compliance and non-compliance
• interpret and evaluate findings
• determine conformance and non-conformance
• follow up and evaluate corrective action(s)/improvements made
• discuss and explain auditing process and the purpose of auditing.

TARGET GROUPS
• Members of internal audit teams
• HSE representatives, practitioners and committee members
• Supervisors/departmental managers and quality practitioners

2. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

Duration: 2 days
Licenced: Yes
Prerequisites: Communication and Mathematical Literacy at NQF Level 3

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE
This practical course will provide the successful learner with the necessary tools and skills to enable them to carry out hazard and risk assessments in their workplace. The aim of the course is to enable these people to make responsible and informed contributions to the health and safety effort in their workplace.

By the end of the course, the learner will be able to:
• explain the:
  o hazard identification and risk assessment processes
  o different types of hazard identification and risk assessments in the workplace.
• select the appropriate hazard identification and risk assessment methods for different circumstances
• describe and apply the techniques used in hazard identification and risk assessment in the workplace
• conduct a risk assessment using the HIRA methodology
• identify applicable control measures.

TARGET GROUPS
• Management and supervisors
• HSE representatives and other HSE practitioners
• Any person who is expected to carry out formal hazard identification and risk assessments

3. INCIDENT INVESTIGATION LEVEL 3

Duration: 3 days
Licensed: Yes
Prerequisites: None

FORMATIVE ASSESSMENT
• Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT
• Written assessment to be done at the end of the course
• Learner needs to achieve a minimum of 65%

COURSE OUTLINE

Upon completion of the course, the successful learner will understand how to adopt a detailed but simple approach to incident investigation procedures and techniques.

By the end of the course, the learner will be able to:

• explain the:
  o specified requirements pertaining to conducting an investigation into workplace incidents
  o relevant standards for an investigation into workplace incidents
  o extent of the investigation
  o relevant hazard and risk control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements, in preparing for data gathering
• importance of identifying the causes of the incident being investigated and the consequences of non-compliance with any of the required steps.

• describe the:
  o relevant hazards and risks likely to be encountered during the investigation
  o purpose of conducting investigations into workplace incidents.

• prepare to gather data for the investigation

• verify the:
  o purpose and extent of the investigation
  o persons, tools, equipment and material as fit for purpose and available.

• gather and evaluate data, according to the requirements for the intended type of investigation

• determine the prevailing conditions at the scene of the incident by using accepted data-gathering methods

• identify the causes of an incident through the interpretation of variances

• perform post-investigation functions

• report the findings, recommendations and remedial action

• deal with the identified sub-standard acts and conditions reported appropriately

• evaluate and record remedial action accordingly

• explain the consequences of non-compliance with any of the above.

TARGET GROUPS

• Department managers, supervisors and investigators

• Team members, HSE representatives, committee members and HSE practitioners

4. ROOT CAUSE ANALYSIS (RCA) TRAINING

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FORMATIVE ASSESSMENT

• Various activities will be completed during class as well as for homework
SUMMATIVE ASSESSMENT

- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE

By the end of the course, the successful learner will be able to:

- explain the background and specified requirements pertaining to conducting an RCA investigation
- gather the correct type of information needed for conducting an RCA, as well as understanding the importance of the analysis of such information
- implement and use an RCA methodology, as well as the corrective and preventative actions aligned with the NOSA Five Star SHEQ Management System
- enable their organisation to minimise incidents through applying RCA techniques
- identify the underlying reasons for incidents occurring and ensure the prevention of possible recurrences
- ensure higher productivity, fewer incidents and a more effective SHEQ management system.

TARGET GROUPS

The course is applicable to delegates from all industries, but will be especially beneficial for the following groups:

- HSE practitioners
- Middle/senior management
- Supervisors

5. ITIS: TRAIN-THE-TRAINER

<table>
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FORMATIVE ASSESSMENT

- Various activities will be completed during class as well as for homework
- Formative presentation
SUMMATIVE ASSESSMENT

- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%
- Summative presentation
- Workplace assignment to be completed 20 working days after course conclusion

COURSE OUTLINE

The course deals with training and facilitation techniques, focused on outcomes-based learning principles. Learners are guided to facilitate adult learning. This course is a prerequisite for licensee registration to current selected NOSA courses.

By the end of the course, the successful learner will be able to:

- plan and prepare for training and development that involves group training, group facilitation and presentations
- identify learning needs in relation to intended learning outcomes and stakeholder objectives
- deliver presentations for training and development purposes
- facilitate group learning activities
- review training and development.

TARGET GROUPS

- HSE practitioners
- Training personnel
- Supervisors and/or others who present formal or informal training

6. NOSA INTEGRATED FIVE STAR SYSTEM NAVIGATOR

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

This course will provide the successful learner with an overview of the NOSA Integrated Five Star System, and guidelines that will enhance effective implementation and maintenance of system standards.
COURSE OUTLINE

- Overview of the requirements of the NOSA Integrated Five Star System
- Overview of the requirements of the CMB001

TARGET GROUPS

- HSE practitioners

7. INTRODUCTION TO SAMTRAC

Duration: 5 days
Licenced: No
Prerequisites: Grade 12 or equivalent

FORMATIVE ASSESSMENT

- Various activities will be completed during class as well as for homework
- Client needs to provide information for the practical on-site assessment

SUMMATIVE ASSESSMENT

- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%

COURSE OUTLINE

On successful completion of this course, learners will have the ability to apply the techniques for hazard identification and risk assessment, as well as understand basic HSE management-system requirements and procedures.

By the end of the course, you should have a better understanding of the following:

- Fundamentals of:
  - HSE-related legislation and legal compliance
  - management system theory and practice.
- What occupational health, safety, and environment (HSE) is
- Some key health, safety and environment related definitions and issues
- Key aspects of:
  - the OHS Act
  - NEMA.
- Important definitions in environmental management
The role of management within HSE
The benefit of a management system
The important role of controls in risk management
The function of the hierarchy of controls

TARGET GROUPS
HSE practitioners
Risk managers

8. SAMTRAC FOR GENERAL INDUSTRY: SOUTH AFRICA

Unit standard title: Facilitate the development, implementation and maintenance of a safety, health and environment management system
Duration: 10 days
Licensed: No
Credits: 10
SAQA ID: 244283
NQF Level: 5
Prerequisites: Introduction to SAMTRAC

FORMATIVE ASSESSMENT
Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT
Written assessment to be done at the end of the course
Individual assessment
Group assessment
Learner’s overall achievement will be based on an aggregated final percentage

COURSE OUTLINE
Upon the successful completion of this course the learner to be able to apply safety, health and environment principles, which will enable them to design, implement and maintain quality management programmes related to health, safety, and environment. This includes the following:

Discussing fundamental issues pertaining to occupational safety, health and environment.
  Fundamental issues pertaining to occupational safety in the workplace are explained.
Fundamental issues pertaining to occupational health in the workplace are explained, in terms of specified requirements.

Fundamental issues pertaining to the environment are explained according to specified requirements.

- Demonstrating an understanding of safety theories and principles.
  - Fundamental theories of occupational safety are applied in a proposed occupational safety management programme.

- Apply the fundamentals of risk management.
  - The fundamental principles of risk management are explained.
  - The fundamental principles of risk management are applied during the implementation of risk management strategies in the workplace.

- Apply SHEQ Management systems.
  - The various elements and general requirements of SHEQ Management systems are explained and demonstrated.
  - The process of planning, implementing and maintaining SHEQ Management systems is explained and demonstrated.

**TARGET GROUPS**
- HSE and occupational health practitioners
- Department of Labour (DoL) inspectors and hygienists
- Risk/insurance assessors
- Line managers and supervisors
- HSE representatives, committee members and chairpersons
- Staff involved with day-to-day management of HSE programme

**9. ADVANCED SAMTRAC**

Duration: 5 days (classroom), 2 weeks to complete SHEQ Management System assignment
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: SAMTRAC (or equivalent qualification), or a tertiary qualification in an HSE discipline

**THEORETICAL ASSESSMENT**
- To proceed to the practical module of Advanced SAMTRAC, the learner will have to submit the prescribed homework in written format, on the supplied hard copy template, when he/she registers for the practical module
- The learner will have to complete an online theory assessment
- The learner will have to pass the theory assessment with a minimum of 65% to proceed to the practical module
PREPARATION FOR THE PRACTICAL MODULE

- It is essential that the learner familiarise himself/herself with relevant theory prior to attending the Advanced SAMTRAC practical module.
- Be prepared to lead a classroom discussion or workshop about the ideas and issues covered in the pre-reading material.
- The learner will require a laptop or large format tablet to use during the course and the minimum requirement is that it has MS Office, or a similar suite installed, as well as either Chrome or Firefox as a web browser. Internet Explorer is not compatible with the e-Tool at this stage.
- Note that the practical assignment is due no later than 14 calendar days after the last day of the course.

COURSE OUTLINE

Upon the completion of Advanced SAMTRAC, the learner will be able to apply the course methodologies and tools to implement an effective SHEQ management system on behalf of their organisation. The course will build on the existing knowledge the learner obtained during the SAMTRAC course. It will provide established HSE professionals with a combination of progressive HSE theory, as required to understand the practical application of complex HSE concepts, as well as a self-study assignment focusing on the application of the HSE methodology.

The Advanced SAMTRAC course covers the following five focus areas:

- Understanding the requirements for an integrated management system.
  - Learners will become acquainted with the importance and implementation of international standards for an organisation/s governing quality. They will also be able to describe the importance of the international quality standard.
- Mapping the business processes in the integrated management system.
  - Learners will understand the importance of and be able to explain the business processes in a quality management system (QMS). They will also be able to explain the interaction and integration of business processes with regard to QMSs.
- Improving the effectiveness and efficiency of an integrated management system.
  - Learners within the integrated management system, will acquire the knowledge and skills to be proactive and to improve the QMSs in an organisation, by solving problems and dealing with challenges.
- Developing, implementing and evaluating an operational plan for an integrated management system. The learner will be capable of:
  - developing an operational plan for a business unit
  - implementing an operational plan,
  - monitoring, measuring and evaluating the achievement of goals and objectives.
- Applying the principles of ethics to improve organisational HSE culture in the integrated management system.
  - Learners will understand the importance of and be able to apply the principles of ethics to improve the organisational culture.

TARGET GROUPS

- HSE and SHEQ practitioners, officers and managers.
• General managers, senior line managers and supervisors
• HSE representatives, committee members and chairpersons
• Engineering, operations management and project management professionals
• Personnel responsible for the management and implementation of SHEQ programmes and management systems
• Department of Labour (DoL) inspectors
• Risk/insurance assessors
• Continuous improvement and quality professionals

10. SAMTRAC CONSTRUCTION

Duration: 5 days (classroom), 2 weeks to complete CHS Management Plan assignment
Licenced: No
Prerequisites: SAMTRAC (or equivalent qualification), or a tertiary qualification in an HSE discipline

On completion of the course, each learner will be able to build construction-specific health and safety knowledge onto the knowledge gained from attending SAMTRAC (or an equivalent health and safety course). It will also assist the learner to implement a construction health and safety management plan.

THEORETICAL ASSESSMENT

• Learners have to successfully complete an online theory assessment to attend the classroom sessions
• Learners have to pass the theory assessment with a minimum of 65%

PREPARATION FOR THE PRACTICAL MODULE

• Learners should be prepared to lead a classroom discussion or workshop about the ideas and issues covered in the pre-reading material
• They will need a laptop or large format tablet to use during the course, with MS Office, or a similar suite installed, and either Chrome or Firefox as a web browser. Internet Explorer is not compatible with the e-Tool at this stage
• The practical assignment is due no later than 14 calendar days after the final day of the scheduled sessions

COURSE OUTLINE

At the end of the course, the learner will be able to:

• understand:
  o what construction work is
  o the need for consulting, co-operating and co-ordinating activities with other accountable people
  o what is required to manage risks in construction work
o the need for safe work method statements (SWMS)
o general workplace management arrangements
o the role of HSE in PHASE 1 (PLANNING); PHASE 2 (DESIGN); PHASE 3 (TENDER); PHASE 4 (CONTRACT); PHASE 5 (CONSTRUCTION), and PHASE 6 (EVALUATION)
o the SACPCMP-prescribed scope for CHS
o the SACPCMP-prescribed outcomes and deliverables for CHS
o the reason for consultation cooperation and promotion activities with workers, as well as other accountable persons
o what an effective consultation is
o why assessing and appointing qualified subcontractors is required.

• know:
o who has health and safety duties relating to construction work
o the specific duties relating to construction work
o what is covered in health and safety management plans for construction projects
o what information, training, instruction and supervision is required on construction projects.

• explain:
o the construction health and safety (CHS) organisation on a project
o international construction health and safety organisation basics
o subcontractor health and safety control requirements on a project
o the minimum requirements for an employee wellness programme
o the role of occupational hygiene in the employee wellness programme
o various concepts of hazard identification, risk assessment and control
o conditions to consider when conducting HIRA
o the administrative health and safety requirements
o the need to provide medical and first aid facilities to ensure wellness
o the need to protect the public and the site.

• define:
o general individual HSE duties and responsibilities of construction contractors
o the requirements for maintaining the work environment.

• establish:
o an effective CHS organisation in South African construction companies
• a checklist for assessing subcontractor health and safety performance
• the provision of employee welfare facilities
• adequate health and safety controls in site workshops.

- describe:
  • how to control contracted labour, suppliers and subcontractors’ health and safety compliance
  • which health risks should also be included in assessments
  • the components covered to minimise site establishment risk.

TARGET GROUPS

- HSE and SHEQ practitioners, officers and managers
- General managers, senior line managers, and supervisors
- Operations and project management practitioners
- Personnel responsible for the management and implementation of CHS management plans and HSE management systems

11. STRATEGIC RISK PLANNING

Unit standard title: Apply concepts and principles relevant to the practical aspects of corporate governance and accountability

Duration: 5 days
Licenced: No
Credits: 10
Professional body: Saiosh
CPD points: 5
NQF Level: 6
Prerequisites: Able to implement auditing procedures; NQF Level 5

On completion of this course the successful learner will be able to provide advice to clients on the practical elements of corporate governance and accountability.

FORMATIVE ASSESSMENT

- Various activities will be completed during class, as well as for homework

SUMMATIVE ASSESSMENT

- Written assessment to be done at the end of the course
- Learner needs to achieve a minimum of 65%
COURSE OUTLINE

At the end of the course, the learner will be able to:

• explain:
  o the responsibilities of the different role players
  o the principles of corporate governance and accountability in a meaningful manner
  o the specific management responsibilities in terms of the relevant legislation relating to reporting on compliance with the Code of Corporate Practice and Conduct
  o the probability of loss and related consequences to the client in a meaningful manner.

• describe:
  o the specific responsibilities of management in terms of the relevant legislation
  o preventative, detective and corrective strategies for risk management in line with GAAP/GRAP
  o information risk management processes in line with organisational needs and environment.

• prepare information concerning practical aspects of corporate governance and accountability

• provide:
  o information with regard to corporate practices and conduct, that adds value to the organisation
  o the functioning details of board and committees that comply with legal and organisational requirements
  o management control system information that allows for improved productivity and organisational functioning.

• establish and implement audit committees in accordance with GAAP/GRAP

• present an organisational structure that complies with industry standards and organisational strategy

• demonstrate knowledge of risk management elements related to corporate governance

• identify business risk and exposures that encompass strategic, financial, operational and systems risks.

TARGET GROUPS

• Executive management

• Risk managers
1. NEBOSH INTERNATIONAL GENERAL CERTIFICATE (IGC)

Duration: 11 days
Licensed: No
Professional body: Saiosh
CPD points: 5
Prerequisites: SAMTRAC/SAMTRAC online Environmental Module

The NEBOSH International General Certificate (IGC) in Occupational Health and Safety is a recognised health and safety qualification worldwide, which focuses on international health and safety standards and priorities (ILO/18001), and best-practice controlling hazards. It offers an excellent fundamental grounding in the essentials of health and safety.

COURSE OUTLINE

The IGC consists of three components:

- IGC 1: Management of international health and safety
  - Element 1: Foundations
  - Element 2: Health and safety management systems – Plan
  - Element 3: Health and safety management systems – Do
  - Element 4: Health and safety management systems – Check
  - Element 5: Health and safety management systems – Act

- IGC 2: Controlling workplace hazards
  - Element 1: Workplace hazards and risk control
  - Element 2: Transport hazards and risk control
  - Element 3: Musculoskeletal hazards and risk control
  - Element 4: Work equipment hazards and risk control
  - Element 5: Electrical safety
  - Element 6: Fire safety
  - Element 7: Chemical and biological health hazards and risk control
  - Element 8: Physical and psychological health hazards and risk control

- IGC 3: Health and safety practical application
TARGET GROUPS

- Managers
- Supervisors
- Non-safety specialists
- Worker representatives who have both general and specific health and safety responsibilities within their organisations

2. NEBOSH INTERNATIONAL CONSTRUCTION CERTIFICATE (ICC)

Duration: 16 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: SAMTRAC/SAMTRAC online Environmental Module

The National Examination Board in Occupational Safety and Health (NEBOSH) International Construction Certificate (ICC) course provides employees in the construction industry with essential knowledge to enable them to take an active role in the management of health and safety in their workplace and the best way to integrate risk management into daily operations, as well as monitor this effectively. It covers key construction issues in more technical detail.

COURSE OUTLINE

The ICC comprises three national general certificate (NGC) units:

- IGC 1: Management of international health and safety
  - Element 1: Foundations in health and safety
  - Element 2: Health and safety management systems – Plan
  - Element 3: Health and safety management systems – Do
  - Element 4: Health and safety management systems – Check
  - Element 5: Health and safety management systems – Act

- ICC 1: Managing and controlling hazards in international construction activities
  - Element 1: Construction management
  - Element 2: Construction site – hazards and risk control
  - Element 3: Vehicle and plant movement – hazards and risk control
  - Element 4: Musculoskeletal – hazards and risk control
  - Element 5: Work equipment – hazards and risk control
TARGET GROUPS

• People involved in construction work, who need to provide advice on health, safety and welfare in construction work

3. NEBOSH CERTIFICATE IN ENVIRONMENTAL MANAGEMENT (EC)

Duration: 6 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: SAMTRAC/SAMTRAC online Environmental Module

The NEBOSH Certificate in Environmental Management (EC) is a recognised environmental qualification worldwide, which focuses on environmental management systems (ISO 14001), impact assessments, energy efficiency, pollution and environmental emergencies. The syllabus includes UK, EU and international references.

COURSE OUTLINE

The EC consists of two components:

• EC 1: Management and control of environmental hazards
  
  o Element 1: Foundations in environmental management
  
  o Element 2: Environmental management systems
  
  o Element 3: Environmental impact assessments
  
  o Element 4: Control emissions to air
  
  o Element 5: Control of contamination of water sources
  
  o Element 6: Control of waste and land use
  
  o Element 7: Sources and use of energy and energy efficiency
• Element 8: Control of environmental noise
• Element 9: Planning for and dealing with environmental emergencies
  • EC 2: Environmental practical application

TARGET GROUPS
• Managers and supervisors
• Employees responsible for managing environmental issues

4. SAMTRAC INTERNATIONAL E-LEARNING

Duration: 9 months
Licenced: No
Credits: 10
SAQA ID: 244283
NQF Level: 5
Prerequisites: None

Upon completion of the course, the learner will possess both foundational and fundamental knowledge critical to occupational HSE management. SAMTRAC International covers the integration of occupational HSE management, and students are taken through the practical process of implementing and maintaining an occupational HSE management system, using the Plan-Do-Check-Act (PDCA) cycle.

COURSE OUTLINE

At the end of the course, the learner will be able to:

• describe:
  o risk management as a process and discuss different risk control measures
  o the impact of industrial operations on the environment
  o how the effectiveness of the system can be evaluated.

• evaluate
  o different incident prevention theories
  o the management of different technical aspects as part of the HSE management system.

• motivate the use of an HSE management system to prevent incidents in the workplace

• advise on:
  o different legislative requirements with regard to safety, health and the environment
  o implementation and measurement of standards
o co-ordinating the HSE management system to achieve continual improvement.

- assist management with the implementation and maintenance of an effective occupational health, safety and environmental programme
- identify relevant environmental acts, regulations and guidelines
- write risk-based standards for an HSE management system.

TARGET GROUPS

- HSE practitioners
- Occupational health practitioners and hygienists
- Risk/insurance assessors
- Line managers and supervisors
- HSE representatives, committee members and chairpersons
- Staff involved with day-to-day management of an HSE programme
SECTION 4: EMERGENCY MANAGEMENT SERVICES (EMS)
1. BASIC FIRE AWARENESS

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: None

COURSE OUTLINE

By the end of the course, the learner will have a basic understanding and concept of the following:

- Fire terminology and the different classifications of fire
- Common causes of fire in the workplace
- Symbolic signs
- Types of firefighting equipment
- Fire prevention goals
- Consequences of fire
- Basic legal requirements

TARGET GROUPS

- This course can be used as a fire induction programme for all employees

2. EMERGENCY EVACUATION PROCEDURES

Unit standard title: Explain emergency preparedness and response procedures
Duration: 2 days
Licenced: No
Credits: 3
SAQA ID: 259597
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: None

On completion of the course the successful learner will be able to distinguish between an emergency and an incident, as well as understanding the different types of emergencies that may take place in the workplace. The learners will be able to explain the types of emergency alarms in
the workplace, the procedures for responding to them, and the methods and procedures that need to be applied in an assembly area after an alarm.

**FORMATIVE ASSESSMENT**
- Various activities will be completed during class as well as for homework

**SUMMATIVE ASSESSMENT**
- Written test
- Practical exercise

**COURSE OUTLINE**
At the end of the course, the learner will be able to explain:
- different types of emergencies that may be encountered in a workplace
- various responses to an alarm
- actions required of a safety officer in an assembly area
- the functions of an emergency control centre.

**TARGET GROUPS**
- All employees responsible for workplace evacuation, emergency preparedness and assisting emergency teams in emergency planning.

### 3. BASIC FIREFIGHTER

<table>
<thead>
<tr>
<th>Unit standard title:</th>
<th>Apply firefighting techniques</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration:</td>
<td>2 days</td>
</tr>
<tr>
<td>Licenced:</td>
<td>No</td>
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<tr>
<td>Credits:</td>
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<td>SAQA ID:</td>
<td>252250</td>
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<td>Professional body:</td>
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<tr>
<td>CPD points:</td>
<td>5</td>
</tr>
<tr>
<td>NQF Level:</td>
<td>1</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>None</td>
</tr>
</tbody>
</table>

On completion of the course, the successful learner will be capable of identifying, containing, preventing and extinguishing different types of fires by operating basic firefighting equipment.
FORMATIVE ASSESSMENT
- Various activities will be completed during class as well as for homework

SUMMATIVE ASSESSMENT
- Written test
- Practical exercise

COURSE OUTLINE
By the end of the course, the learner will be able to:
- identify different types of fires
- explain and practise fire prevention
- operate basic firefighting equipment
- perform basic firefighting procedures.

TARGET GROUPS
- All employees responsible for workplace firefighting and appointed workplace firefighters, or persons who want to gain greater knowledge about workplace firefighting and basic fire prevention. It is useful to have a fire marshal complete this programme, as they act as the backup for the appointed workplace firefighter.

4. FIRE MARSHAL

<table>
<thead>
<tr>
<th>Duration:</th>
<th>2 days</th>
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<tbody>
<tr>
<td>Licenced:</td>
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<tr>
<td>Credits:</td>
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<tr>
<td>NQF Level:</td>
<td>1</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>None</td>
</tr>
</tbody>
</table>

On completion of the course, the successful learner will be able to identify the classes of fire, the correct extinguishing medium, and how to extinguish the fire without endangering themselves or others. The fire marshal will also be able to conduct all operations until they reach a safe conclusion or the fire brigade arrives.
FORMATIVE ASSESSMENTS

• Classroom activities
• Additional homework

SUMMATIVE ASSESSMENTS

• Written test
• Practical exercise

COURSE OUTLINE

On completion of the course, the successful learner will be capable of identifying, containing, preventing and extinguishing different types of fires by operating basic firefighting equipment.

By the end of the course, the learner will be able to:

• identify different types of fires
• explain and practise fire prevention
• operate basic firefighting equipment
• perform basic firefighting procedures
• identify different types of emergency situations
• understand and implement an emergency evacuation plan
• understand the various duties of emergency personnel in the workplace.

TARGET GROUPS

• All employees responsible for workplace firefighting and appointed workplace firefighters, or persons who want to gain greater knowledge about workplace firefighting and basic fire prevention. It is useful to have a fire marshal complete this programme, as they act as the backup for the appointed workplace firefighter.

5. FIRST AID LEVEL 1

Duration: 2 days
Licenced: No
Credits: 5
SAQA ID: 119567
Professional body: Saiosh
CPD points: 5
NQF Level: 1
Prerequisites: None
COURSE OUTLINE

First Aid level 1 is the minimum required qualification for all workplaces in South Africa (as per the Occupational Health and Safety Act). The course equips candidates with the basic principles of assessing an emergency situation, contacting the emergency services as quickly as possible and while awaiting their arrival, candidates will be able to perform basic skills required to sustain life. Learners will be able to:

- understand the laws of first aid, including the principles of emergency care
- demonstrate an understanding of emergency scene management
- treat wounds and arrest bleeding
- know the first aid required for different injuries
- utilise the correct equipment and safety precautions when administering first aid
- understanding potential hazards in the work environment
- performing cardio-pulmonary resuscitation (CPR)
- respond to cyanide poisoning (optional component for gold mining operations)

TARGET GROUPS

- All companies that want to ensure their employees are equipped to deal with any emergency situation that requires first aid, and to ensure legal compliance. This is also for any members of the public who are keen to acquire first aid skills.

6. FIRST AID LEVEL 2

- Duration: 2 days
- Licenced: No
- Professional body: Saiosh
- CPD points: 5
- Prerequisites: Valid First Aid Level 1 certificate to qualify to attend the course; basic general knowledge of methods of contracting HIV

COURSE OUTLINE

At the end of the course, the learner will know:

- Principles of emergency care
- Emergency scene management
- Artificial respiration/rescue breathing
- Cardiopulmonary resuscitation
- Airway obstruction
• Wounds and bleeding
• Shock, unconsciousness and fainting
• Burns
• Fractures and splinting
• Head and spinal injuries
• Chest pains and stroke
• Chest, pelvic and abdominal injuries
• Medical emergencies
• Joint injuries and rescue carries
• Environmental injuries and illnesses
• Poisons, bites and stings
• Multiple injury management

TARGET GROUPS
• Companies with an extensive risk profile, as learners will acquire a more in-depth knowledge of various injuries and emergency conditions, with which fellow employees in the work place might suffer.

7. FIRST AID LEVEL 3

Duration: 4 days (with a valid First Aid Level 2 certificate) or 5 days (with no first aid certificate)
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Valid First Aid Level 2 certificate to qualify to attend the course; basic general knowledge of methods of contracting HIV

COURSE OUTLINE
This course is aimed at individuals who wish to know as much as possible regarding the topic of first aid, candidates will also be exposed to the concerns around particularly trying situations involving behavioural emergencies, emergency childbirth situations and how to handle water-related emergencies. At the end of the course, the learner will know:

• Principles of emergency care
• Emergency scene management
• Artificial respiration/rescue breathing
• Cardiopulmonary resuscitation
• Airway obstruction
• Wounds and bleeding
• Shock, unconsciousness and fainting
• Burns
• Fractures and splinting
• Head and spinal injuries
• Chest pains and stroke
• Chest, pelvic and abdominal injuries
• Medical emergencies
• Joint injuries and rescue carries
• Environmental injuries and illnesses
• Poisons, bites and stings
• Multiple injury management
• Behavioural emergencies
• Emergency childbirth
• Water-related emergencies

TARGET GROUPS
• All companies that want to ensure their employees are equipped to deal with any emergency situation that requires advanced first aid and to ensure legal compliance. This will depend on the level of risk employees are exposed to and the type of industry (for example, the maritime industry requires a Level 3 certificate).

8. PORTABLE EXTINGUISHER HANDLING

| Duration: | 1 day |
| Licenced: | No |
| Professional body: | Saiosh |
| CPD points: | 2 |
| Prerequisites: | None |
COURSE OUTLINE

At the end of the course, the learner will be able to:

- explain the critical factors pertaining to the extinguishing of a fire by means of a portable fire extinguisher
- prepare to extinguish a fire
- extinguish the fire
- perform post-extinguishing activities.

TARGET GROUPS

- All employees as part of induction
- Persons performing basic fire safety duties

9. BASIC WILDLAND FIREFIGHTING

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Basic firefighter

COURSE OUTLINE

At the end of the course, the learner will be able to:

- identify:
  - factors influencing wildland fire behaviour
  - types of wildland fires and their dangers
  - various methods in contacting the fire department
  - basic preventative measures
  - types of fire lines and the construction thereof
  - PPE to be used
  - tools and equipment to be used during wildland fires
  - problem situations that firefighters may encounter and the corrective actions.
- understand and interpret the fire danger index levels
- explain:
  - basic communication skills on the fire ground
methods of attack in accordance with fire behaviour
and demonstrate mop-up procedures
legal requirements.

TARGET GROUPS
• All employees who could be required to respond to grass and wildland fire incidents

10. BREATHING APPARATUS

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

COURSE OUTLINE
At the end of the course, the learner will know:
• the body’s reaction to self-contained breathing apparatus (SCBA)
• the importance of oxygen to the body
• personal protection while using an SCBA
• How breathing apparatus will protect you as an employee
• how to identify different types of breathing apparatus (BA)
• how to identify different parts of BA
• how to determine work duration of BA
• precautions to take when donning a BA
• how to identify different donning methods
• how to use BA safely
• how to identify emergency procedures while using BA

TARGET GROUPS
• All employees who could be required to use self-contained breathing apparatus for work-related purposes
• Employees working in oxygen reduced environments, confined spaces fire watch/standby personnel
1. ADVANCED OHS ACT

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
NQF Level: 4
Prerequisites: Introduction to the OHS Act

On completion of this course the learner will have in-depth knowledge and understanding of the OHS Act (procedures and regulations).

COURSE OUTLINE
At the end of the course, the learner will be able to:

- demonstrate knowledge and understanding of the basic principles of the relevant legislation
- explain the requirements for compliance as stipulated in the current legislation
- identify deviations from the plan (and control measures required to achieve compliance will be given)
- monitor activities necessary to ensure that control measures are assessed and reviewed
- demonstrate knowledge and understanding of recordkeeping required by legislation
- explain the legal obligation of the employer in terms of training and communication.

TARGET GROUPS
- All personnel requiring an in-depth knowledge of HSE legislation

2. CLIMATE CHANGE MANAGEMENT

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

Upon completion of this course, the successful learner will be able to assist their company in setting environmental objectives and targets to mitigate climate change.

COURSE OUTLINE
At the end of the course, the learner will understand:

- climate change science and definitions
• the legal, economic and socio-political context of climate change
• carbon footprinting
• climate change mitigation and carbon footprint reduction
• climate change adaptation
• carbon management

TARGET GROUPS
• Environmental managers
• HSE management representatives
• Risk managers and general managers

3. CORPORATE GOVERNANCE

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

On completion of the course, the successful learner will be able to apply principles of corporate governance to enhance their company’s organisational sustainable competitive advantage through strategic risk management.

COURSE OUTLINE

At the end of the course, the learner will be able to:

• understand:
  o the reasons for, and the applicability of, corporate governance principles
  o the fundamental importance of governance with regard to strategic risk
  o and apply an enterprise/integrated approach to risk management that is fundamentally linked to governance concerns
  o global developments in corporate governance
  o governance analysis and rating systems, and approaches to assessment
  o the importance of governance checks and balances
  o corporate sustainability
  o the South African corporate governance framework, particularly King IV
  o the key legal issues facing South African directors.
• identify the causes of corporate governance failures and governance scandals
• apply principles of ethics and leadership toward sustainable competitive advantage.

TARGET GROUPS
• Risk managers
• Senior and executive management

4. SAFETY FOR SENIOR EXECUTIVES

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: None

COURSE OUTLINE
At the end of the course, the learner will be able to:
• understand the health and safety role and responsibilities of senior executives
• recognise the importance of integrating health and safety objectives with other business objectives
• take account of health and safety aspects during strategic planning and decision making
• understand the principles of health and safety management.

TARGET GROUPS
• Senior and executive management

5. LEGAL LIABILITY (TWO DAY)

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

COURSE OUTLINE
The course, divided into six parts, will provide learners with a better understanding of the concept of legal liability and how legislation regulates and enforces it. The course comprises and covers the following areas:
• **Part A:** Covers principles in liability, including legal terminology and the different types of liability. There are a variety of case studies included to provide learners with a better understanding of these concepts.

• **Part B:** Covers the OHS Act and legislative criminal liability. This section includes the duties of employers and employees, while providing additional case studies for further understanding.

• **Part C:** Provides an overview, as well as commentary, of the OHS Act Regulations, and extracts from key Regulations.

• **Part D:** Introduces environmental law, including an overview of emission standards, offences and penalties (in terms of water management strategies, the Waste Act, etc.).

• **Part E:** Focuses on corporate governance and the application of King IV.

• **Part F:** Provides insight into legal compliance strategy.

At the end of the course learner will write an exam. If they complete this successfully, they will receive a certificate stating they have met all necessary requirements.

**TARGET GROUPS**

- Supervisors
- All levels of management
- Contractors

**6. LEGAL LIABILITY (ONE DAY)**

Duration: 1 day

Licenced: No

Prerequisites: None

**COURSE OUTLINE**

At the end of the course, the learner will be able to understand:

- legal terminology
- driving forces for legal compliance
- criminal and civil liability (Common Law)
- case studies
- COID Act (case law)
- delict recovery of damages
• indemnity agreements
• the OHS Act and legislative criminal liability
• employers’ duties
• duties of:
  o manufacturers
  o client and agent
  o designer
  o principal contractor and contractor.
• inspectors’ powers and investigation/inquiries
• contractors
• environmental law
• corporate governance
• legal compliance strategy.

TARGET GROUPS
• Top management and contractors
SECTION 6: OHSAS AND ISO CERTIFICATION COURSES
1. ISO 9001 BRIDGING COURSE FROM 2008 TO 2015

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: ISO 2008: 2015 Introduction or Implementation courses

On completion of the course, the successful learner will be completely familiar with the changes from ISO 9001: 2008 to ISO 9001: 2015, as well as the process module.

COURSE OUTLINE
At the end of the course, the learner will understand:

- the new (2015) ISO 9001 series of QMS standards
- key perspectives, i.e. reasons for the changes
- three basic core concepts of the 2015 version
- main changes to the 2008 version
- nature and benefits of ‘risk-based’ thinking
- the structure of standard ISO 9001: 2015
- the clause-by-clause comparison of the requirements
- revised Seven Quality Management principles.

TARGET GROUPS

- Anyone employed by an organisation with a quality management system (QMS), meeting the requirements of ISO 9001, or anyone who wishes to pursue this direction

2. ISO 9001: 2015 INTRODUCTION

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: None

This course will provide learners with the requirements of ISO 9001: 2015 and the process module.
COURSE OUTLINE

The following is included as part of the course:

- ISO 9001: 2015’s requirements for a quality management system (QMS)
- A series of lectures and workshops aimed at providing a clear understanding of the requirements, and feedback on their interpretation
- Discussion specific to the requirements, with an experienced quality professional
- An opportunity to discuss the standards and expectations of certification bodies, along with practical advice and support in plain English

TARGET GROUPS

- Anyone employed by an organisation with a quality-management system meeting the requirements of ISO 9001, or anyone wishing to pursue this direction

3. ISO 9001: 2015 IMPLEMENTATION

Duration: 3 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: ISO 9001: 2015 Introduction

On completion of this course, the successful learner will be able to develop and implement a quality management system (QMS) in accordance with the requirements of ISO 9001: 2015.

COURSE OUTLINE

At the end of the course the learner will be able to:

- understand the requirements of Quality Management Systems Standard ISO 9001
- implement a quality management system
- implement a range of techniques for a QMS in their organisation.

TARGET GROUPS

- Quality managers
- Quality co-ordinators
- Administrators
4. **ISO 9001: 2015 INTERNAL AUDITOR**

- **Duration:** 3 days
- **Licenced:** No
- **NQF Level:** 5
- **Professional body:** Saiosh
- **CPD points:** 5
- **Prerequisites:** ISO 9001: 2015 Introduction and Implementation courses; learners should have some knowledge of their own quality system and, ideally, an understanding of the ISO 9001 series of standards

On completion of this course, the successful learner will be able to perform internal audits essential for the effective management and improvement of an ISO 9001: 2015 Quality Management System.

**COURSE OUTLINE**

At the end of the course, the learner will be able to:

- describe how to schedule, plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up actions
- experience the critical stages of an audit.

**TARGET GROUPS**

- Anyone involved with performing or managing internal quality audits

5. **ISO 14001 BRIDGING COURSE FROM 2008 TO 2015**

- **Duration:** 1 day
- **Licenced:** No
- **Professional body:** Saiosh
- **CPD points:** 2
- **Prerequisites:** Must already be qualified as an internal auditor on any previous auditing course

On completion of the course, the successful learner will be able to understand the benefits of adopting an environmental management system (EMS) and achieving international environmental standard ISO 14001: 2015 certification.

**COURSE OUTLINE**

At the end of the course, the learner will be able to understand:

- the principles of ISO 14001: 2015
- the requirements of ISO 14001: 2015
• the ISO 14001: 2015 PDCA Deming Cycle
• how ISO 14001: 2015 will be implemented and developed
• the difference between ISO 14001: 2008 and ISO 14001: 2015
• the purpose and structure of the Annex SL.

TARGET GROUPS
• Internal auditors
• SHEQ managers

6. ISO 14001: 2015 INTRODUCTION

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: ISO 9001: 2015 Introduction

On completion of the course, the successful learner will be able to explain and apply safety, health and environmental requirements in the workplace.

COURSE OUTLINE

At the end of the course, the learner will be able to:

• understand:
  • the requirements of ISO 14001 and enable them to participate effectively in environmental management system (EMS) development and related activities
  • the structure of ISO 14001
  • key requirements for an EMS
  • EMS principles and EMS standards.
• know the benefits of having an EMS
• develop an EMS.

TARGET GROUPS
• Managers who need practical understanding of EMS development
• Individuals appointed to develop an EMS
• Quality or safety auditors who need to cover environmental issues
• Trainee environmental consultants
• Employees

7. ISO 14001: 2015 IMPLEMENTATION

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: ISO 14001: 2015 Introduction

Upon completion of the course, the successful learner will have a sound understanding of environmental management systems and a methodology for implementation.

COURSE OUTLINE

At the end of the course the successful learner will be able to:

• understand the requirements of environmental management
• implement systems based on ISO 14001: 2015 and carry out an initial preliminary review
• appreciate environmental impacts and effects
• adopt a range of techniques for the implementation of an EMS in their organisation.

TARGET GROUPS

• All those with an interest in environmental issues, who seek to implement a management system to manage those issues in an efficient and cost-effective way

8. ISO 14001: 2015 INTERNAL AUDITOR

Duration: 3 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: ISO 14001: 2015 Introduction and Implementation courses; it is preferable that learners have some knowledge of ISO 14001 and/or their own environmental system prior to attending the course

Upon completion of the course, the successful learner will be able to perform effective internal audits of an environmental management system, aligned to ISO 14001.
COURSE OUTLINE
At the end of the course, the learner will be able to:

- proceed through the whole system of planning and preparing for audits, through performance to reporting the findings in an effective manner (which is beneficial to the organisation)
- begin auditing as soon as they want.

TARGET GROUPS

- Environmental, health and safety and quality managers
- Anyone who will be required to perform internal audits of the environmental management system

9. ISO 45001: 2018 INTRODUCTION

Duration: 1 day  
Licenced: No  
Professional body: Saiosh  
CPD points: 2  
Prerequisites: Learners should have a working knowledge of current legislation and be involved in the organisation’s internal auditing and/or system implementation

Upon completion of the course, the successful learner will understand the principal requirements of ISO 45001: 2018, the internationally recognised standard for management systems of occupational health and safety.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- bring learners up to date with current thinking on occupational health and safety, and thoroughly explore the Management System Framework defined in ISO 45001
- compare other internationally-recognised management systems (ISO 9000/ISO 14000), and be made familiar with the requirements of ISO 45001: 2018.

TARGET GROUPS

- Anyone with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers
10. ISO 45001: 2018 IMPLEMENTATION

Duration: 2 days  
Licenced: No  
Professional body: Saiosh  
CPD points: 5  
Prerequisites: ISO 45001: 2018 Introduction; learners should have a working knowledge of current legislation and be involved in the organisation’s internal auditing and/or system implementation

Upon completion of the course, the successful learner will implement the principal requirements of ISO 45001: 2018, the internationally recognised standard for management systems of occupational health and safety.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- bring learners up to date with current thinking on occupational health and safety and thoroughly explore the Management System Framework defined in OHSAS 18001.
- compare other internationally recognised management systems (ISO 9000/ISO 14000), and work through implementing a management system to enable continuous improvement of OHS performance linked to third-party certification.

TARGET GROUPS
- Anyone with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers

11. ISO 45001: 2018 INTERNAL AUDITOR

Duration: 3 days  
Licenced: No  
Professional body: Saiosh  
CPD points: 5  
Prerequisites: ISO 45001: 2018 Implementation

On completion of this course, the successful learner will be able to conduct an internal audit in accordance with ISO 45001: 2018.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- apply the principles of health and safety management, implement continual improvement, and interpret the requirements of current legislation
• apply the procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review

• use ISO 45001: 2018 as a model to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform ISO audits.

TARGET GROUPS

• Supervisors, managers and directors who are responsible and liable for occupational health and safety management

• Consultants advising on the implementation of OHSAS systems, including OHSAS 18001

12. ISO 45001: 2018 INTRODUCTION E-LEARNING

Duration: 30 days
Licensed: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Learners should have a working knowledge of current legislation and be involved in the organisation’s internal auditing and/or system implementation

Upon completion of the course, the successful learner will understand the principal requirements of ISO 45001: 2018, the internationally recognised standard for management systems of occupational health and safety.

COURSE OUTLINE

At the end of the course, the learner will be able to:

• bring learners up to date with current thinking on occupational health and safety, and thoroughly explore the Management System Framework defined in ISO 45001

• compare other internationally-recognised management systems (ISO 9000/ISO 14000), and be made familiar with the requirements of ISO 45001: 2018.

TARGET GROUPS

• Anyone with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers

Duration: 1 day  
Licenced: No  
Professional body: Saiosh  
CPD points: 2  
Prerequisites: None

On completion of the course, the successful learner will be able to explain and apply health, safety and environmental requirements in the workplace and principal requirements of ISO 45001: 2018.

COURSE OUTLINE

This course will enable you:

- to understand the benefits of a HSE management system
- to be aware of the requirements of ISO 45001: 2018 and ISO 14001: 2015
- to recognise the next steps to enable the practical implementation of a HSE management system.

TARGET GROUPS

- Managers who need practical understanding of EMS development
- Individuals appointed to develop an EMS
- Quality or safety auditors who need to cover environmental issues
- Trainee environmental consultants
- Employees


Duration: 3 days  
Licenced: No  
Professional body: Saiosh  
CPD points: 5  
Prerequisites: Combined ISO 45001: 2018 and ISO 14001: 2015 Introduction

Upon completion of the course, the successful learner will have a sound understanding of environmental management systems (EMS) and a methodology for their implementation. The learner will also be equipped to implement the principal requirements of ISO 45001: 2018. The learner will understand how management systems can assist their organisation in reaching its strategic goals and mitigate the risks associated with
ineffective management of safety, health and environment (HSE) related issues. ISO 45001: 2018 will assist their organisation in keeping its workers healthy and safe. ISO 14001: 2015 will help ensure that the impact of their organisation’s activities on the environment is effectively managed.

COURSE OUTLINE

On completion of the course, learners will:

- have an understanding of the requirements of the environmental management systems’ Standard ISO 14001: 2018 and environmental management systems (EMS)
- understand and implement a combined (occupational) health, safety and environmental (HSE) management system that meets the requirements of ISO 45001: 2018 and ISO 14001: 2015.

TARGET GROUPS

- All those with an interest in environmental issues and those who seek to implement a management system to manage those issues in an efficient and cost-effective way. It is also beneficial to those with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers. Learners should have a working knowledge of current legislation and be involved in the organisations internal auditing.


Duration: 4 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Combined ISO 45001: 2018 and ISO 14001: 2015 Implementation; It is preferable if learners have some knowledge of ISO 14001: 2015 and/or their own environmental system prior to attending the course

Upon completion of the course, the successful learner should have the knowledge and skills (competence) to assess an organisation’s conformance against the requirements of ISO 45001: 2018 and ISO 14001: 2015, utilising the international guidelines for auditing management systems (ISO 19011: 2018).

COURSE OUTLINE

The following areas will be covered during the course:

- How to apply ISO 14001, not only to determine the degree of compliance with its system, but also opportunities for improvements
- The whole system of planning and preparing for audits, through performing to reporting the findings in an effective manner that is beneficial to the organisation
• A series of lectures and exercises designed to ensure that learners leave the course ready to start auditing as soon as they wish
• A thorough introduction to the principles of health and safety management, continual improvement and the requirements of current legislation
• The ISO 45001: 2018 approach to occupational health and safety, interpreted in detail
• Using ISO 45001: 2018 as a model, learners will be able to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform ISO audits

TARGET GROUPS
• Environmental, health and safety and quality managers
• It is also suitable for anyone who will be required to perform internal audits of the environmental management system
• Supervisors, managers and directors who are responsible and liable for occupational health and safety management
• Consultants advising on the implementation of ISO 45001: 2018 systems

16. OHSAS 18001: INTRODUCTION

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: Learners should have a working knowledge of current legislation and be involved in the organisation’s internal auditing and/or system implementation

Upon completion of the course, the successful learner will understand the principal requirements of OHSAS 18001, the internationally recognised Occupational Health and Safety Assessment Series (OHSAS).

COURSE OUTLINE
At the end of the course, the learner will be:
• up to date with current thinking on occupational health and safety, and thoroughly explore the Management System Framework defined in OHSAS 18001
• able to compare other internationally recognised management systems (ISO 9000/ISO 14000), and work through implementing a management system to enable continuous improvement of OHS performance linked to third-party certification.

TARGET GROUPS
• Anyone with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers
17. OHSAS 18001: IMPLEMENTATION

Duration: 2 days  
Licenced: No  
Professional body: Saiosh  
CPD points: 5  
Prerequisites: ISO 9001: 2015 Introduction; learners should have a working knowledge of current legislation and be involved in the organisation’s internal auditing and/or system implementation

Upon completion of the course, the successful learner will implement the principal requirements of OHSAS 18001, the internationally recognised Occupational Health and Safety Assessment Series (OHSAS).

COURSE OUTLINE

At the end of the course, the learner will be:

- up to date with current thinking on Occupational Health and Safety and thoroughly explore the Management System Framework defined in OHSAS 18001  
- able to compare other internationally-recognised management systems (ISO 9000/ISO 14000), and be made familiar with the requirements of OHSAS 18000.

TARGET GROUPS

- Anyone with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers

18. OHSAS 18001: INTERNAL AUDITOR

Duration: 3 days  
Licenced: No  
Professional body: Saiosh  
CPD points: 2  
Prerequisites: OHSAS 18001 Introduction and Implementation courses

On completion of this course, the successful learner will be able to conduct an internal audit in accordance with OHSAS 18001.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- apply:
  - the principles of health and safety management, implement continual improvement, and interpret the requirements of current legislation  
  - The OHSAS 18001 approach to occupational health and safety in detail
the procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review.

- use OHSAS 18001 as a model to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform OHSAS audits.

TARGET GROUPS
- Supervisors, managers and directors who are responsible and liable for occupational health and safety management
- Consultants advising on the implementation of OHSAS systems, including OHSAS 18001

19. COMBINED ISO 14001 AND OHSAS 18001: INTRODUCTION

Duration: 1 day
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: ISO 14001: 2015 Introduction

On completion of the course, the successful learner will be able to explain and apply safety, health and environmental requirements in the workplace and principal requirements of OHSAS 18001.

COURSE OUTLINE
At the end of the course, the learner will be able to:

- understand:
  - the requirements of ISO 14001 and Management System Framework defined in OHSAS 18001
  - the structure of ISO 14001
  - the benefits and key requirements of having an EMS
  - EMS principles, EMS standards and developing an EMS.

- implement a management system to enable continuous improvement of OHS performance linked to third party certification.

TARGET GROUPS
- Managers who need practical understanding of EMS development
- Individuals appointed to develop an EMS
- Quality or safety auditors who need to cover environmental issues
- Trainee environmental consultants
- Employees
20. COMBINED ISO 14001 AND OHSAS 18001: IMPLEMENTATION

Duration: 3 days
Licenced: No
Professional body: Saiosh
CPD points: 2
Prerequisites: Combined OHSAS 18001 and 14001 Introduction

Upon completion of the course, the successful learner will have a sound understanding of environmental management systems and a methodology for their implementation. The learner will also be equipped to implement the principal requirements of OHSAS 18001, the internationally recognised Occupation Health and Safety Assessment Series (OHSAS).

COURSE OUTLINE

On completion of the course, learners will:

- have an understanding of the requirements of the Environmental Management Systems Standard ISO 14001 and EMS
- be able to carry out an initial preliminary review appreciate environmental impacts and effects
- have a range of techniques for the implementation of an EMS in their organisation
- be up to date with current thinking on occupational health and safety through a practical workshop and thoroughly explores the Management System Framework defined in OHSAS 18001
- begin with a comparison of other internationally-recognised management systems (ISO 9000/ISO 14000), and will make learners familiar with the requirements of OHSAS 18000.

TARGET GROUPS

- All those with an interest in environmental issues and those who seek to implement a management system to manage those issues in an efficient and cost-effective way. It is also beneficial to those with direct responsibility for occupational health and safety, particularly health and safety officers, supervisors and managers. Learners should have a working knowledge of current legislation and be involved in the organisations internal auditing.

21. COMBINED OHSAS 18001 AND 14001 EMS: INTERNAL AUDITOR

Duration: 2 days
Licenced: No
Prerequisites: Combined OHSAS 18001 and 14001 Implementation; It is preferable if learners have some knowledge of ISO 14001 and/or their own environmental system prior to attending the course

Upon completion of the course, the successful learner will be able to perform effective internal audits of an environmental management system to ISO 14001. The learner will also be able to conduct an internal audit in accordance with OHSAS 18001.
COURSE OUTLINE

At the end of the course, the following areas will be covered:

- How to apply ISO 14001 to not only determine the degree of compliance with its system, but also opportunities for improvements
- The whole system of planning and preparing for audits, through performing to reporting the findings in an effective manner that is beneficial to the organisation
- A series of lectures and exercises designed to ensure that learners leave the course able to start auditing as soon as they like
- A thorough introduction to the principles of health and safety management, continual improvement and the requirements of current legislation
- The OHSAS 18001 approach to occupational health and safety, interpreted in detail
- Procedures for hazard identification, risk management, emergency planning, training, communication, consultation, and management review
- Using OHSAS 18001 as a model, learners will be able to define roles and responsibilities of auditors and lead auditors, and plan, coordinate and perform OHSAS audits

TARGET GROUPS

- Environmental, health and safety and quality managers
- It is also suitable for anyone who will be required to perform internal audits of the environmental management system
- Supervisors, managers and directors who are responsible and liable for occupational health and safety management
- Consultants advising on the implementation of OHSAS systems, including OHSAS 18001
SECTION 7: WORKING AT HEIGHT
1. BASIC WORKING AT HEIGHT

Unit standard title: Explain and perform fall arrest techniques when working at height
Unit standard ID: US 229998
IWH designation: Basic Fall Arrest Technician
Duration: 1 day
Licenced: No
Credits: 2
Professional body: Saiosh
CPD points: 2
NQF Level: 1
Prerequisites: Two certified copies of ID/passport
Certified copy of highest qualification
Valid work at height medical certificate of fitness, issued by an Occupational Health Practitioner (OHP)

COURSE OUTLINE

This course is for any person who needs to perform work at height where he/she will work under supervision. At the end of the course qualifying learners will be able to:

- demonstrate basic knowledge of the limitations of a limited range of fall arrest equipment and regulations
- inspect, assemble and store fall arrest equipment
- select suitable anchor points
- use fall arrest systems with a double leg lanyard
- use pre-installed vertical and horizontal lifelines and explain reducing risks during rescue.

TARGET GROUS

- General workers
- Supervised workers

2. FALL PROTECTION PLAN DEVELOPMENT

Unit standard title: Assess a worksite for work at height and prepare a fall protection plan
Explain and perform fall arrest techniques when working at height
IWH designation: Fall Protection Planner
IWH LNQ Programme Name: Introduction to Fall Protection for Fall Protection Planners
Duration: 5 days
Licenced: No
Credits: 3 credits
Professional body: Saiosh
CPD points: 5
SAQA ID: 229994
NQF Level: Level 4
Prerequisites:
- US 229998 (Basic Working at Height)
- Laptop for completion of the workplace assignment
- Two certified copies of ID/passport
- Certified copy of highest qualification
- Valid work-at-height medical certificate of fitness, issued by an Occupational Health Practitioner

(Important note: Medically fit learners will be required to complete SAQA unit standard 229994 and SAQA unit standard 229998 for IWH registration. Medically unfit learners will be required to complete SAQA unit standard 229994 and the IWH LNQ Programme for IWH registration.)

COURSE OUTLINE
Upon completion of the course, the successful learner will be able to assume responsibility for the safety and protection of people working at height, where there is a risk of injury from a fall. Learners will also be able to:

- perform a risk assessment of the worksite, where work is at height
- develop a fall protection plan that includes a rescue plan.

TARGET GROUPS
- Business owners
- Managers
- Supervisors
- Safety practitioners
- People who have been identified to prepare, maintain or implement fall protection plans

3. FALL PROTECTION PLAN DEVELOPMENT REFRESHER

IWH designation: Fall Protection Planner
IWH LNQ Programme Number: CPD20170014
Duration: 1 day
Professional body: Saiosh
CPD points: 2
Prerequisites: Completed workplace assignment in hard copy
Two certified copies of ID/passport
Certified copy of expired NOSA or IWH FPP certificate (Important note: If the training provider is not registered with the IWH, a SETA statement of result will be required)

COURSE OUTLINE

Upon completion of the course, the successful learner will be able to assume responsibility for the safety and protection of people working at height, where there is a risk of injury from a fall. Learners will also be able to:

- perform a risk assessment of the worksite, where work is done at height
- develop a fall protection plan that includes a rescue plan.

TARGET GROUPS

Fall protection planners whose:

- training certificates are about to expire
- IWH designations must be renewed.

4. FALL ARREST AND RESCUE

Unit standard title: Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan
Duration: 3 days
Licenced: No
Credits: 3 credits
Professional body: Saiosh
CPD points: 2
SAQA ID: 229995
NQF Level: Level 2
Prerequisites: US 229998 (Basic Working at Height)
Two certified copies of ID/passport
Certified copy of highest qualification
Valid work-at-height medical certificate of fitness, issued by an occupational health practitioner (OHP)

FORMATIVE ASSESSMENT

- Various activities will be completed during class, as well as for homework
SUMMATIVE ASSESSMENT

- Written test
- Practical exercise

COURSE OUTLINE

Upon completion of the course, the successful learner will be able to assume responsibility for inspection and installation of fall arrest systems, and for implementing fall protection plans and rescues.

Learners will also be able to:

- explain
  - the use of a range of fall arrest equipment and knowledge of applicable regulations
  - the use basic rope knots.
- install and use fall arrest systems
- inspect and assemble fall arrest equipment and systems
- interpret and implement a fall protection plan
- perform basic fall arrest rescues to bring a casualty down to safety.

TARGET GROUPS

Any person exposed to fall risk, where the use of fall arrest systems and specific types of fall protection equipment are going to be used or where a rescue might have to be performed. These people may include, but are not limited to:

- safety practitioners
- supervisors
- riggers
- rescue team members
- fall protection equipment inspectors.

5. ADVANCED FALL ARREST RESCUE

<table>
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<th>Unit standard title:</th>
<th>Perform a range of advanced fall arrest rescues</th>
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COURSE OUTLINE

Upon completion of the course, the successful learner will be able to understand and perform a range of advanced fall arrest rescues, maintaining the safety and protection of people while working at height, where there is a risk of injury from a fall. They will be able to ensure that the correct equipment is selected and that this equipment is safe for use. The learner will also be able to:

- explain the principles of fall arrest rescues and perform rope manoeuvres
- explain the requirements for equipment inspection
- conduct fall arrest rescues.

TARGET GROUPS

- Safety practitioners, supervisors and rescue personnel with the physical ability to master advanced fall arrest rescue techniques and basic rope manoeuvres.

6. BASIC RIGGING PROCEDURES

COURSE OUTLINE

This course is aligned to the outcomes of SAQA unit standard 14706, but is not a SETA accredited course. Qualifying learners will be able to conduct basic rigging practices (under supervision), in accordance with legislative and job requirements. This includes the inspection, selection and use of slings and lifting tackle to safely lift, move and stack loads not exceeding two metric tonnes.
TARGET GROUPS

- This course is aimed at learners who are likely to be involved in basic rigging and lifting operations under supervision.

7. CONFINED SPACE ENTRY

Duration: 4 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Two certified copies of ID/passport
Certified copy of highest qualification
Valid work-at-height medical certificate of fitness, issued by an occupational health practitioner (OHP) (Important note: Medical certificate of fitness to be accompanied by a lung function test)

COURSE OUTLINE

This course is aligned to the outcomes of SAQA unit standard 15034, but is not a SETA-accredited course. Qualifying learners will be able to identify the hazard of confined spaces and the precautions required for the safety of their workers, and the public. This includes identifying the appropriate protective clothing and planning for emergency situations, but excludes working at height. Basic working at height training will be required where learners are exposed to fall risk whilst working in confined spaces.

TARGET GROUPS

- Safety practitioners, supervisors, permit issuers, confined space attendants and general workers who have to enter confined spaces.

8. CONFINED SPACE RESCUE

Unit standard title: Undertake an emergency rescue operation in a confined space
Duration: 4 days
Licenced: No
Credits: 4
SAQA ID: 260139
Professional body: Saiosh
CPD points: 5
Prerequisites: Breathing Apparatus Course and First Aid Level 1

Upon completion of the course, the successful learner will be able to undertake emergency rescues as part of their duties to enter confined spaces. Learners will be able to perform rescue operations in confined spaces by applying safe working practices and first aid principles to rescue victims from confined spaces.
COURSE OUTLINE

At the end of the course, the learner will be able to:

- demonstrate knowledge of safe working practices in confined spaces
- select and operate equipment for rescues from confined spaces
- carry out a rescue in a confined space
- conduct briefings and compile reports.

TARGET GROUPS

- Any person working at height (higher than two metres from their feet to the ground, or within two metres of an edge where there is a possibility of a fall taking place).

9. FAS RESCUE KIT PRODUCT TRAINING

Duration: 1 day
Professional body: Saiosh
CPD points: 2
Prerequisites: Basic Working at Heights or IWH Basic Fall Arrest Technician designation
Two certified copies of ID/passport
Certified copy of highest qualification
Valid work at height medical certificate of fitness, issued by an Occupational Health Practitioner

COURSE OUTLINE

During FAS Rescue Kit training, learners are taught how to inspect, maintain, assemble and use the FAS Rescue Kit. Qualifying learners will be able to perform ‘self’ and ‘buddy’ rescues whilst descending a rope with a double locking descending device.

TARGET GROUPS

- Clients who bought the FAS Rescue Kit and who require product training on the kit
- Rescue personnel in need of refresher training

10. GOTCHA RESCUE KIT PRODUCT TRAINING

Duration: 1 day
Professional body: Saiosh
CPD points: 2
Prerequisites:
- Basic Working at Heights or IWH Basic Fall Arrest Technician designation
- Two certified copies of ID/passport
- Certified copy of highest qualification
- Valid work at height medical certificate of fitness, issued by an Occupational Health Practitioner

COURSE OUTLINE

During Gotcha Rescue Kit training, learners are taught how to inspect, maintain, assemble and use the Gotcha Rescue Kit. Qualifying learners will be able to hoist or lower casualties with a 3 to 1 pulley system whilst safely secured to an anchorage on a platform.

TARGET GROUPS

- Clients who bought the Gotcha Rescue Kit and who require product training on the kit
- Rescue personnel in need of refresher training
SECTION 8: SKILLS PROGRAMMES
HWSETA SKILLS PROGRAMME

1. SAFETY REPRESENTATIVE (HW/SP/15045)

Unit standard title: 259617: Conduct an investigation into workplace safety, health and environmental incidents

259622: Describe the functions of the workplace health and safety representative

Duration: 5 days plus workplace assignment

Licenced: No

Credits: 6

SAQA ID: 259617 and 259622

Professional body: Saiosh

CPD points: 5

NQF Level: 2

Prerequisites: Communication and Mathematical Literacy at NQF Level 1

On completion of the course the successful learner will able to:

- identify and explain the legal and organisational-specific requirements regulating the reporting and investigation of workplace incidents
- complete the required reports
- process any physical evidence that may have been collected
- understand the objectives and statutory requirements pertaining to health and safety in the workplace
- explain the rights, powers, functions and duties of the workplace health and safety representative, and how any errant health, safety and environmental issues may be handled
- participate in the safety, health and environmental structures and measure these activities according to health, safety and environmental requirements.

FORMATIVE ASSESSMENT

- Various activities will be completed during class, as well as for homework

SUMMATIVE ASSESSMENT

- Written test
- Workplace logbook

COURSE OUTLINE

At the end of the course, the learner will be able to:

- describe
• requirements for workplace safety, health and environment incident investigation
• the framework of workplace health and safety legislation pertaining to health and safety representatives.

• gather information for workplace safety, health and environment incident investigations
• conduct post-investigation activities
• explain the specified requirements to conduct safety, health and environmental representation activities at a working place
• address safety, health and environment-related issues within the scope of authority
• comply with the activities within safety, health and environmental structures.

TARGET GROUPS

• Anyone required to undergo training as an HSE representative

2. SHE SUPERVISOR (HW/SP/150144)

Unit standard title: 259604: Verify compliance to safety, health and environmental requirements in the workplace
120337: Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place

Duration: 5 days plus workplace assignment
Licenced: No
Credits: 6
SAQA ID: 259604 and 120337
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NQF Level 1

Upon completion of this course, learners will able to:

• understand the importance of compliance to safety, health and environmental legal and other requirements for a specific workplace, and the importance of integrating safety, health and environmental considerations into all routine activities at the workplace
• identify any deviations and workplace safety performance in the workplace from health, safety and environmental requirements, and ensure that correct action is taken in situations where safety health and environmental issues are not in accordance with requirements
• demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation (PTO) at a working place.

FORMATIVE ASSESSMENT

• Various activities will be completed during class, as well as for homework
SUMMATIVE ASSESSMENT

- Written test
- Workplace logbook

COURSE OUTLINE

At the end of the course, the learner will be able to:

- explain the safety, health and environmental requirements applicable in a specific workplace
- monitor workplace compliance to safety, health and environmental requirements against specified requirements
- evaluate performance of workplace safety activities required by safety, health and environmental management programmes
- remedy workplace non-compliance to and non-performance of safety, health and environmental requirements and programmes
- demonstrate knowledge of how to prepare for a PTO at a workplace
- conduct a PTO at a workplace
- record and follow up.

TARGET GROUPS

- Personnel in, or earmarked for, HSE supervisory roles

3. SHE INCIDENT INVESTIGATOR (HW/SP/150247)

<table>
<thead>
<tr>
<th>Unit standard title:</th>
<th>120335: Conduct an investigation into workplace incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120344: Demonstrate knowledge and understanding of relevant current occupational health and safety legislation</td>
</tr>
<tr>
<td>Duration:</td>
<td>8 days plus a workplace assignment</td>
</tr>
<tr>
<td>Licenced:</td>
<td>No</td>
</tr>
<tr>
<td>Credits:</td>
<td>6</td>
</tr>
<tr>
<td>SAQA ID:</td>
<td>120335 and 120344</td>
</tr>
<tr>
<td>Professional body:</td>
<td>Saiosh</td>
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<tr>
<td>CPD points:</td>
<td>5</td>
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<tr>
<td>NQF Level:</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites:</td>
<td>Preliminary Incident Investigation</td>
</tr>
</tbody>
</table>

On completion of the course the successful learner will be able to:

- demonstrate the ability to conduct investigations into workplace incidents (the competency includes all the activities required to successfully conduct incident investigations)
• explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance.

FORMATIVE ASSESSMENT
• Various activities will be completed during class, as well as for homework

SUMMATIVE ASSESSMENT
• Written test
• Workplace logbook

COURSE OUTLINE
At the end of the course, the learner will be able to:
• explain
  ○ the specified requirements pertaining to conducting an investigation into workplace incidents
  ○ the requirements for compliance as stipulated in the current legislation
  ○ the legal obligations of the employer in terms of training and communication.
• prepare collection of data for the investigation
• gather and evaluate data
• perform post-investigation functions
• demonstrate knowledge and understanding of
  ○ the basic principles of the relevant legislation
  ○ record keeping required by the legislation.
• determine the management controls required under legislation to achieve compliance.

TARGET GROUPS
• Anyone required to undergo training as an HSE incident investigator

MQA SKILLS PROGRAMME

1. ASHEPP FOR MINING WITH ON-SITE PRACTICAL

| Duration: | 40 hours |
| Licenced: | No |
| Credits: | 4 |
SAQA ID: 259639
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NQF Level 1

The successful learner will be able to:

• explain the duties of the employer and employee with regards to occupational health and safety in the mining workplace
• understand the requirements:
  o that apply to those entering the workplace and performing any duties therein
  o for the use of Personal Protective Equipment (PPE), housekeeping and emergency procedures.

COURSE OUTLINE

• Employer and employee duties, including HSE representatives, and identifying and reporting hazards and risks
• General safety rules in the workplace, including consequences of alcohol and drug use, access control, use of motorised and mobile equipment, lockout procedures, and symbolic and other signage
• The use and application of PPE, including correct use and application, maintenance and storage, the importance of wearing PPE and limitations of use
• Good housekeeping practices, stacking and storage practices, demarcation and colour coding
• Emergency procedures, including escape routes, assembly points, refuge bays, emergency communication and planning a simulated emergency exercise

TARGET GROUPS

• Supervisors
• Artisans
• HSE representatives

2. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) FOR MINING WITH PRACTICAL

Duration: 20 hours
Licensed: No
Credits: 2
SAQA ID: 244383
Professional body: Saiosh
The successful learner will conduct continuous hazard identification and risk assessment (HIRA) within a mining working place to ensure a healthy and safe environment to work in. They will also deal with identified significant risks, complete and submit report forms, and initiate and implement follow-up action.

**COURSE OUTLINE**
- The requirements pertaining to a continuous HIRA
- Legal definitions and requirements for employers
- The purpose of baseline, issue-based and continuous HIRA, and the importance of identifying, dealing with and reporting hazards
- Preparing for hazard identification
- Requirements for PPE required during a continuous HIRA
- Identifying:
  - relevant documentation to assist in identifying hazards
  - hazards and assessing risks
  - Recording identified hazardous conditions
- Interpersonal interactions while conducting a HIRA Initiating remedial and follow-up action

**TARGET GROUPS**
- Supervisory personnel
- HSE management
- Occupational health staff
- Engineering personnel

**3. SHE REPRESENTATIVE FOR MINING WITH PRACTICAL**

- **Duration:** 30 hours
- **Licenced:** No
- **Credits:** 3
- **SAQA ID:** 259622
- **Professional body:** Saiosh
The successful learner will understand the objectives and statutory requirements pertaining to health and safety in the workplace. They will explain the rights, powers, functions and duties of the workplace health and safety representative, and how any errant safety, health and environmental (SHE) issues may be handled. The course also covers the HSE representative’s participation and interaction within the HSE structure when fulfilling their duties and measuring the degree of participation.

**COURSE OUTLINE**

- Providing a framework of workplace health and safety legislation pertaining to HSE representatives’ statutory requirements for conducting HSE representative activities
- Representative activities; health and safety committee activities
- Addressing HSE-related issues (dealing with HSE-related issues, establishing facts relating to issues, resolution of issues, importance of resolving issues)
- Complying with the activities within HSE structures (extent of participation, consultative requirements of HSE representatives, the importance of participating in activities, measuring the participation of the HSE representatives)

**TARGET GROUPS**

- Candidate HSE representatives or appointed HSE representatives
1. FATIGUE RISK MANAGEMENT

Duration: 3 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Managerial skills and experience; Communication at NFQ Level 1

On completion of the course the successful learner will be able to manage fatigue in the workplace by implementing a fatigue risk management system.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- understand what human fatigue is, why there is a need to manage human fatigue, and what the process is for designing and implementing a fatigue risk management system
- follow the process needed when identifying the causes of human fatigue and the risks in the workplace associated with human fatigue
- identify the controls for the sources and risks of human fatigue and how to implement these controls effectively
- continuously improve the fatigue risk management system.

TARGET GROUPS

- Managers
- Operational managers
- Middle managers

2. PSYCHOSOCIAL WELLNESS COURSE

Duration: 3 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Communication, mathematical literacy and computer literacy at NQF Level 3. A fundamental understanding of wellness awareness programmes is recommended

On completion of the course the successful learner will increase the learner’s awareness of positive health behaviours; motivate employees to voluntarily adopt healthier behaviours, and provide opportunities and a supportive environment to foster positive lifestyle changes through understanding a workplace wellness programme (with the focus on psychosocial health aspects).
COURSE OUTLINE

The five course modules encompass the following:

• Wellness overview
• An overview of psychosocial wellness specifically
• Psychosocial disorders (illnesses)
• Psychosocial health in the work environment (hazard identification and evaluation)
• Management of psychosocial risks

TARGET GROUPS

• Line supervisors
• HR professionals
• Wellness co-ordinators and peer educators
SECTION 10: PETROLEUM TRAINING
1. SAFETY PASS ALLIANCE (SPA) HEALTH CLUB

Duration: 1 day  
Licenced: Training under licence with SPA (SA)  
Professional body: Saiosh  
CPD points: 2  
Prerequisites: None

This is a basic health and safety induction course for health club facilities. On completion of the course, the successful learner will be able to enter and conduct work at health club facilities.

COURSE OUTLINE

The course is broken down as follows:

- **Module 1:** Organising for safety  
- **Module 2:** The workplace  
- **Module 3:** Tools, plant and machinery  
- **Module 4:** Health and hygiene  
- **Module 5:** Procedures  
- **Module 6:** The environment

TARGET GROUPS

- Any contractor employee conducting work at health club facilities

2. SAFETY PASS ALLIANCE (SPA) PETROL RETAIL

Duration: 2 days  
Licenced: Training under licence with SPA (SA)  
Professional body: Saiosh  
CPD points: 5  
Prerequisites: None

This is a basic health and safety induction course for service station facilities. On completion of the course, the successful learner will be able to enter and conduct work at petrochemical service station facilities.

COURSE OUTLINE

The course is broken down as follows:
Day 1 (Core)
- Module 1: Organising for safety
- Module 2: The workplace
- Module 3: Tools, plant and machinery
- Module 4: Health and hygiene
- Module 5: Procedures
- Module 6: The environment

Day 2
- Module 1: Hazards of a petrol filling station
- Module 2: Controlling work on a forecourt
- Module 3: Safe working practices
- Module 4: Case study (group work)

TARGET GROUPS
- Any contractor employee conducting work at petrochemical service station facilities

3. SAFETY PASS ALLIANCE (SPA) PETROL FORECOURT OPERATOR

- Duration: 2 days
- Licenced: Training under licence with SPA (SA)
- Professional body: Saiosh
- CPD points: 5
- Prerequisites: None

On completion of the course, the successful learner will be able to understand the risks associated with operating a service station forecourt.

COURSE OUTLINE
The course is broken down as follows:
- Day 1 (Core)
  - Module 1: Organising for safety
  - Module 2: The workplace
  - Module 3: Tools, plant and machinery
  - Module 4: Health and hygiene
TARGET GROUPS

• Any contractor employee conducting work at petrochemical fuel depot facilities

4. SAFETY PASS ALLIANCE (SPA) FUEL DEPOT

Duration: 2 days
Licenced: Training under licence with SPA (SA)
Prerequisites: None

This is a basic health and safety induction course for fuel depot facilities. On completion of the course, the successful learner will be able to enter and conduct work at fuel depot facilities.

COURSE OUTLINE

The course is broken down as follows:

• Day 1 (Core)
  o Module 1: Organising for safety
  o Module 2: The workplace
  o Module 3: Tools, plant and machinery
  o Module 4: Health and hygiene
  o Module 5: Procedures
  o Module 6: The environment

• Day 2
  o Module 1: Hazards of a petrol filling station
  o Module 2: Controlling work on forecourt
  o Module 3: Safe working practices
  o Module 4: Practical exercises (group work)

TARGET GROUPS

• Any contractor employee conducting work at petrochemical fuel depot facilities
SECTION 11: MINING
1. APPLYING SHE PRINCIPLES AND PROCEDURES (ASHEPP) FOR MINING

Duration: 2 days  
Licenced: No  
Prerequisites: None

The successful learner will be able to explain the duties of the employer and employee with regards to occupational health and safety in the mining workplace. They will understand the requirements that apply to persons entering the workplace and performing any duties therein, as well as the requirements for the use of personal protective equipment (PPE), housekeeping and emergency procedures.

COURSE OUTLINE

• Employer and employee duties, including those of the HSE representative, and identifying and reporting hazards and risks
• General safety rules in the workplace, including consequences of alcohol and drug use, access control, use of motorised and mobile equipment, lockout procedures, and symbolic and other signage
• The use and application of PPE, including correct use and application, maintenance and storage, the importance of wearing PPE, and the limitations of use
• Good housekeeping practices, stacking and storage practices, demarcation and colour coding
• Emergency procedures, including escape routes, assembly points, refuge bays, emergency communication and planning a simulated emergency exercise

TARGET GROUPS

• Supervisors  
• Artisans  
• HSE representatives

2. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA) FOR MINING

Duration: 2 days  
Licenced: No  
Professional body: Saiosh  
CPD points: 5  
Prerequisites: None

This practical course will provide learners with the necessary tools and skills to enable them to carry out hazard identification and risk assessments in the workplace. The aim of the course is to enable responsible and informed contributions to the health and safety effort in the workplace.
COURSE OUTLINE

- Explaining
  - the HIRA process
  - the different types of HIRA in the workplace.
- Selecting the appropriate HIRA method for different circumstances
- Describing and applying the techniques used in HIRA in the workplace
- Conducting a risk assessment using the HIRA methodology
- Identifying applicable control measures

TARGET GROUPS

- Management and supervisors
- HSE practitioners and HSE representatives
- Any person who is expected to carry out formal hazard identification and risk assessments for health and safety practices underground at NQF Level 1

3. MINE HEALTH AND SAFETY (MHS) ACT

Duration: 2 days
Licenced: No
Professional body: Saiosk
CPD points: 5
Prerequisites: None

The course offers an overview of the Mine Health and Safety Act (MHSA), including the latest amendments and its implications for safety, health and the environment in a mine.

COURSE OUTLINE

- Introduction to the MHSA, common law and legislation
- Criminal and civil liability
- Duties of employers regarding health, safety and environmental (HSE) issues in a mining environment. The role of the MHSA in the broader responsibilities for HSE
- Aims and objectives of the MHSA
- Legal duties and responsibilities of the employee
- Implications of manufacturer’s duties in accordance with the MHSA
- Types of incidents that must be reported in terms of the MHSA and regulations, and the other steps taken regarding incidents
4. INTRODUCTION TO SAMTRAC FOR MINING

Duration: 3 days
Licenced: No
Prerequisites: None

On completion of this course the learner will have the ability to apply the techniques for hazard identification and risk assessment, as well as understand HSE management system requirements and procedures.

COURSE OUTLINE

• Identifying:
  o and understanding HSE management-system procedures
  o HSE management-system monitoring and measurement requirements.

• Developing
  o HSE management-system procedures and work instructions
  o HSE objectives, targets and management programmes.

TARGET GROUPS

• HSE practitioners
• Risk managers
• Supervisors
• Artisans
• HSE representatives

5. SAMTRAC FOR MINING: SOUTH AFRICA

Duration: 10 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Introduction to SAMTRAC

On completion of this course, the successful learner will be able to develop and implement an HSE management system in accordance with the requirements of CMB001.
COURSE OUTLINE

- Prominent safety issues, as relate to the mining industry, including South Africa’s legislative framework, liability, the Mine Health and Safety Act (MHSA), Department of Minerals and Energy (DME) guidelines, and the National Environmental Management Act (NEMA)
- Technical safety management, occupational health and safety management and SHEQ management systems
- Risk management as a process and different risk-control measures
- Evaluating different incident-prevention theories
- Motivating the use of HSE management systems to prevent incidents in the workplace
- Advising on different legislative requirements with regard to health, safety and the environment
- Evaluating the management of different technical aspects as part of the HSE management system
- Assisting management with the implementation and maintenance of effective occupational health, safety and environmental programmes
- Identifying relevant environmental acts, regulations and guidelines
- Describing the impact of industrial operations on the environment
- Writing risk-based standards for HSE management systems
- Advising on implementation and measurement of standards
- Co-ordinating the HSE management system to achieve constant improvement

TARGET GROUPS

- HSE management
- Engineering personnel
- Occupational health personnel

6. SAMTRAC FOR MINING BRIDGING COURSE

**Duration:** 5 days  
**Licenced:** No  
**Professional body:** Saiosh  
**CPD points:** 5  
**Prerequisites:** SAMTRAC

On completion of this course the successful learner will understand HSE legislative and operational control requirements within a mining environment.
COURSE OUTLINE

• Mine Health and Safety Act (MHSA)
• Legal appointments
• Mining practices
• Fire protection and prevention
• Explosives
• Emergency preparedness
• Gases
• Role of the insurance company

TARGET GROUPS

• Supervisory personnel
• HSE management
• Engineering personnel
• Occupational health staff

7. SHE REPRESENTATIVE FOR MINING

Duration: 2 days (3 days with practical)
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None

Learners will understand the objectives and statutory requirements pertaining to health and safety in the workplace. The course also explains the rights, powers, functions and duties of the workplace health and safety representative, and how any errant HSE issues should be handled. Learners will be able to participate in the HSE structures and measure these activities according to HSE requirements.

COURSE OUTLINE

• Framework of workplace health and safety legislation pertaining to HSE representatives
• Statutory requirements for conducting HSE representative activities, health and safety committee activities, as well as those of employers
• Dealing with HSE-related issues, establishing facts relating to the issues, resolution of the issues, the importance of resolving the issues
• Complying with the activities within HSE structures, such as the extent of participation, consultative requirements of HSE representatives, the importance of participating in activities, and measuring participation of the HSE representatives in the activities

TARGET GROUPS
• HSE representatives and committee members
• Shop stewards

8. SAFETY FOR SUPERVISORS: MINING

Duration: 3 days without practical
Licenced: Yes
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: None

On completion of the course the successful learner will understand:
• the common causes of incidents and the basic prevention techniques, the theories underlying the NOSA system, and its main components
• the legal requirements concerning the basic duties and responsibilities of employers and supervisors
• the importance of education and leadership in the workplace and areas where it is required.

COURSE OUTLINE
• HSE system planning and organisational management and the role of the supervisor
• The basic features of a management system, procedural controls and incident recording and investigation
• Education and training
• Premises and housekeeping
• Hazardous chemical substances
• Occupational health and personal protection
• Environmental awareness
• Mechanical safeguarding
• Management of emergencies
• The role of the supervisor in the workplace
• Leadership in the workplace
TARGET GROUPS

- Supervisors
- Trainee supervisors
- Middle management

9. SAFETY FOR SUPERVISORS: MINING WITH PRACTICAL

Duration: 3 days with practical
Licenced: Yes
Professional body: Saiosh
CPD points: 5
NQF Level: 2
Prerequisites: None

On completion of the course the successful learner will understand:

- the common causes of incidents and the basic prevention techniques, the theories underlying the NOSA system, and its main components
- the legal requirements concerning the basic duties and responsibilities of employers and supervisors the importance of education and leadership in the workplace and areas where it is required
- the importance of hazards, inspections, systems and leadership.

COURSE OUTLINE

- HSE system planning and organisational management and the role of the supervisor
- The basic features of a management system, procedural controls and incident recording and investigation
- Education and training
- Premises and housekeeping
- Hazardous chemical substances
- Occupational health and personal protection
- Environmental awareness
- Mechanical safeguarding
- Management of emergencies
- The role of the supervisor in the workplace
- Leadership in the workplace
• Practical component:
  o Hazards
  o Inspections
  o Systems
  o Leadership

TARGET GROUPS
• Supervisors
• Trainee supervisors
• Middle management

10. MINING INCIDENT INVESTIGATION LEVEL 3

Duration: 3 days
Licenced: No
Prerequisites: None

This course enables learners to conduct investigations into mining workplace incidents. The competency includes all the activities required to successfully conduct incident investigations and assessments.

COURSE OUTLINE

• The specified requirements pertaining to conducting an investigation into workplace incidents. These include the relevant standards, the extent of the investigation, identifying the relevant hazards and risks to be encountered during the investigation, and the purpose of conducting investigations

• Preparing to gather data for the investigation. This includes verifying the purpose and extent of the investigation; verifying the persons, tools, equipment and material as fit and available for purpose; explaining the relevant hazard and risk-control measures for workplace incident data gathering, and the consequences of not conforming to specified requirements in preparing for data gathering

• Gathering and evaluating data. This includes gathering data according to the requirements for the intended type of investigation; determining the prevailing conditions at the scene of the incident; using accepted data gathering methods; evaluating gathered data, and identifying the causes of the incident

• Performing post-investigation functions. These include reporting findings; recommendations and remedial action; dealing with identified sub-standard acts and conditions; evaluating and recording remedial actions, and explaining the consequences of non-compliance
11. HSE IN MECHANISED MINING

Duration: 3 days
Professional body: Saiosh
CPD points: 5
NQF Level: 5
Prerequisites: Introduction to SAMTRAC for Mining, communication skills at NQF Level 4

On completion of the course, each learner will be able to successfully demonstrate and understand the need for mechanisation of the mining industry through an HSE management system.

COURSE OUTLINE

The four modules encompass the following:

- The foundation of HSE for mechanised mining
- Controlling mechanised mining hazards
- The human interface
- Updating the HSE management plan

TARGET GROUPS

- HSE practitioners
- Middle/senior management

12. LEGAL LIABILITY FOR MINING

Duration: 2 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: None
COURSE OUTLINE

- A basic understanding of the Mine Health and Safety Act (MHSA)
- Duties of:
  - employer
  - employees
  - suppliers
  - HSE representatives.
- Roles and
  - powers of the Inspector
  - responsibilities.

TARGET GROUPS

- HSE practitioners
- Middle management
- HSE Representatives
- Full-time health and safety stewards
- Supervisors/artisans

13. A–Z MINE HEALTH AND SAFETY ACT (MHSA)

Duration: 5 days
Licenced: No
Professional body: Saiosh
CPD points: 5
Prerequisites: Legal Liability for Mining

COURSE OUTLINE

- Mine Health and Safety Act (MHSA):
  - definitions
  - Regulations
  - Mine and Works Regulations
• Legal appointments
• Duties of:
  o Employer
  o Employees
  o Suppliers
  o HSE Representatives
  o HSE Committee
• The Inspectorate’s
  o powers
  o duties
• Requirements for machinery
• Occupational health (mining)
• Occupational hygiene (mining)
• Environmental issues
• Safe declaration
• Roles and responsibilities

TARGET GROUPS
• HSE practitioners
• Senior and middle management
• HSE Representatives
• Full-time health and safety stewards
• Supervisors/artisans
SECTION 12: DRIVER TRAINING:
WAREHOUSE AND LOGISTICS TRAINING AND LEARNERSHIPS
LEARNERSHIPS

1. GENERAL EDUCATION AND TRAINING CERTIFICATE: TRANSPORT

Duration: 1 year
Credits: 120
SAQA ID: 59300
NQF Level: 1
Prerequisites: Communication and Mathematical Literacy at ABET Level 3

The purpose of this qualification is to provide learners with entry-level knowledge, skills and attitudes for the transport and logistics sector of the South African economy. Furthermore, qualifying learners will be afforded the choice of specialisation in any of the modes of transport.

COURSE OUTLINE

Learners credited with this qualification will be able to:
- explain the composition of the supply chain in relation to their role in the transport and logistics industry
- apply the relevant health, safety, security and environmental legislation, policies, and practices within the transport and logistics’ industry
- demonstrate life-skills and entry-level workplace skills in the transport and logistics environment.

TARGET GROUPS
- N/A

2. NATIONAL CERTIFICATE: PROFESSIONAL DRIVING

Duration: 1 year
Credits: 122
SAQA ID: 508285
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at ABET Level 3

The purpose of the qualification is to ensure competent professional driving competence in the road transport sector, improving earning capacity of professional drivers, as well as enhancing transport sector professionalism and economic growth. The qualification creates an environment for growth and development of learners, by improving the employment prospects and marketable competence of drivers, and accelerating the redress of past unfair discrimination in education, training and employment opportunities. By setting the minimum standards contained in this qualification, professional driving education and training will also improve.
COURSE OUTLINE

Qualified learners are capable of:

- obtaining and communicating road transport operational information
- assessing loads against given permissible load requirements
- planning road transport service delivery that meets specified requirements
- driving a vehicle conveying a specific freight commodity or category of passengers
- using computerised spreadsheets and word processing
- planning the establishment of a small business according to relevant business principles
- conducting vehicle maintenance according to specified procedures
- operating lifting equipment according to specified procedures.

TARGET GROUPS

- N/A

3. NATIONAL CERTIFICATE: FREIGHT HANDLING

<table>
<thead>
<tr>
<th>Duration:</th>
<th>1 year</th>
</tr>
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<tbody>
<tr>
<td>Credits:</td>
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<td>57831</td>
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<td>NQF Level:</td>
<td>3</td>
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<tr>
<td>Prerequisites:</td>
<td>Communication and Mathematical Literacy at ABET Level 3</td>
</tr>
</tbody>
</table>

The safe handling of freight is dependent upon the applicable people complying with the relevant procedures and applying the necessary skills to their handling.

COURSE OUTLINE

By the end of this programme, learners will be able to:

- understand the principles of the freight handling business in South Africa
- understand the composition of the supply chain in the transport industry
- understand legislated and company-required health, safety, environmental and security practices
- act responsibly when handling freight.

TARGET GROUPS

- N/A
4. NATIONAL CERTIFICATE: ROAD TRANSPORT

Duration: 1 year
Credits: 133
SAQA ID: 48437
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at ABET Level 3

The purpose of this qualification is to facilitate training and educational opportunities for individuals currently employed in the southern African road transport industry, or those wishing to pursue a career in this industry. Individuals will have the opportunity to specialise in either freight or passenger related fields. The training will be applicable and appropriate to companies where transport is a primary or secondary function.

COURSE OUTLINE

By the end of this programme, learners will be able to understand:

- the South African road transport industry and apply basic road transport managerial principles
- typical customers, through learning how to communicate and conduct business in a professional manner, within the parameters of the legal and institutional boundaries of South African road transport legislation
- occupational health and safety and environmental issues in the South African road transport industry, as well as the approach to everyday road transport operational activities is demonstrated
- sourcing and deliberation of road transport operational information, as well as with the ability to process this information in such a way that it benefits the company. This information will be implemented in the organisation’s routing and scheduling activities where the learners will be able to process the information
- how subordinates are supervised in a manner that will lead to harmonious interpersonal relations at the workplace
- analyse, and prepare a road transport budget to ensure the effective creation and implementation of costing and budgets.

TARGET GROUPS

- N/A

5. NATIONAL CERTIFICATE: OCCUPATIONAL, HEALTH, SAFETY AND ENVIRONMENT

Duration: 1 year
Credits: 120
SAQA ID: 74269
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at ABET Level 3
This qualification equips learners working in any workplace with a broad understanding and knowledge of occupational health, safety and environmental (HSE) concepts and practices, with sufficient detail to enable them to function in a safe and healthy way, and to deal with health and safety problems and issues. It will also contribute to the further development of learners within this environment by providing articulation, recognition and mobility within this dynamic and changing environment.

**COURSE OUTLINE**

By the end of this programme, learners will be able to understand:

- verbal and written practices to communicate in the workplace and apply mathematical processes to solve everyday numerical problems
- and explain the requirements of current legislation impacting on health, safety and environmental issues in the workplace
- and recognise, assess and report health and safety hazards and situations in the workplace
- and administer various health and safety functions, planning, policy and behaviours in the workplace.

**TARGET GROUPS**

- N/A

**6. NATIONAL CERTIFICATE: BUSINESS ADMINISTRATION**

| Duration: | 1 year |
| Credits:  | 120    |
| SAQA ID:  | 67465  |
| NQF Level:| 3      |
| Prerequisites: | Communication and Mathematical Literacy at ABET Level 3 |

This qualification is for any individual who is, or wishes to be, involved in the administration function in any organisation or business in any sector, or field, as well as in non-commercial organisations (such as clubs and charitable organisations). It contains all the competencies, skills and values required by a learner who wishes to access the National Certificate in Business Administration Services at NQF Level 4.

**COURSE OUTLINE**

By the end of this programme, learners will be able to:

- gather and report information
- plan, monitor and control and information system
- maintain booking systems
- participate in meetings and process documents and communications related thereto
- utilise technology to produce information
- plan and conduct basic research in an office environment
- co-ordinate meetings, minor events and travel arrangements
- set personal goals
function in a team and overall business environment

demonstrate an understanding of employment relations.

TARGET GROUPS

• N/A

7. NATIONAL CERTIFICATE: NEW VENTURE CREATION

Duration: 1 year
Credits: 138
SAQA ID: 49648
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at ABET Level 3

The purpose of the NQF level 2 New Venture Creation qualification is to provide a basis for structured programmes, for potential and existing entrepreneurs to capitalise on opportunities to start and grow sustainable businesses that form part of the mainstream economy, enabling the learners to tender for business opportunities within both the public and private sectors. This qualification is designed for learners who intend to set up or have already set up their own ventures. Assessment of the competencies and knowledge in the qualification needs to be done in the context of the learner’s own new venture.

COURSE OUTLINE

By the end of this programme, learners will be able to:

• develop appropriate skills and knowledge for the establishment and development of an enterprise
• address the economic/administrative and behavioural barriers that contribute to failures in starting and sustaining an enterprise
• create long-term solutions for job creation and SMME development via the building blocks and structure of a qualification that practically addresses the learning requirements of budding entrepreneurs.

TARGET GROUPS

• N/A

DRIVER TRAINING

8. CONVEY DANGEROUS GOODS BY ROAD

Duration: 1 day renewal; 2 days new driver
Credits: 4
SAQA ID: 123259
NQF Level: 3
Prerequisites: Dangerous Goods Training as gazetted to ensure compliance of Chapter 8 of the Road Traffic Act 1996, is necessary for any driver wanting to transport dangerous goods on South African roads. The purpose of learning is to ensure safe loading, conveying and off-loading of dangerous goods, according to legal and organisational requirements. Drivers will be skilled in conveying dangerous goods in accordance with legal, safety, manufacturer and other relevant requirements, and to handle incidents safely when they occur. Any driver wishing to apply for a professional driving permit PrDP (D) or renew their PrDP (D) needs to receive a certificate of competence against this unit standard.

COURSE OUTLINE
Credited learners are capable of:

• complying with relevant legal documentation requirements
• applying safety and standard operating procedures during loading and off-loading
• applying safety procedures in the event of an incident
• complying with the requirements of SANS 10231 in terms of behaviour on route.

TARGET GROUPS

• All drivers who need to renew or apply for their professional driving permits (PrDP) for transportation of dangerous goods
• All drivers that convey dangerous goods by road
• Controllers that oversee the transportation of dangerous goods

9. OPERATE A HEAVY-DUTY VEHICLE

Duration: 3 days
Credits: 20/15
SAQA ID: 123254/123253
NQF Level: 4/3
Prerequisites: Communication and Mathematical Literacy at ABET Level 3

This is a comprehensive practical and theoretical programme on road safety and defensive driving for rigid and/or articulated/combination vehicles. It aims to improve driving skills and driver attitudes. The aim is to increase learner knowledge and understanding of road safety, to prepare them to react in the best possible way when faced with unexpected situations, and to become more aware of other road users.

COURSE OUTLINE
Credited learners are capable of:

• preparing a vehicle combination/rigid vehicle for road transport trips according to specification
• driving a vehicle combination/rigid vehicle in accordance with specified requirements
• ensuring the maintenance of road transport service quality
• handling unexpected situations according to specified procedures
• parking vehicle combination in accordance with specified requirements
• coupling and uncoupling a drawing vehicle and trailer/s according to specified procedures.

TARGET GROUPS
• Code C, C1 and EC and EC1 drivers that operate a heavy rigid, an articulated or vehicle combination

10. OPERATE A LIGHT MOTOR VEHICLE

Duration: 2 days, including a 1 day practical assessment
Credits: 10
SAQA ID: 123257
NQF Level: 2
Prerequisites: Proof of 60 driving hours required in order to achieve the accredited certificate
Communication and Mathematical Literacy at ABET Level 2

The course offers a comprehensive practical and theoretical programme on road safety and defensive driving for light motor vehicles. 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 tonnes. This programme will ensure that the learner drives a specific type of rigid light vehicle in accordance with legal, safety, manufacturer and other relevant requirements. On completion of the programme, drivers are able to preserve vehicles as assets and drive safely and defensively.

COURSE OUTLINE

Credited learners are capable of:
• preparing a rigid light vehicle for road transport trips according to specification
• driving a rigid light vehicle in accordance with specified requirements
• ensuring the maintenance of road transport service quality
• handling unexpected situations according to specified procedures
• reflecting on vehicle performance and own operation of vehicle against requirements
• parking rigid light vehicle in accordance with specified requirements.

TARGET GROUPS
• Code 8EB or B drivers

11. DEFENSIVE DRIVING FOR HEAVY DUTY VEHICLE

Duration: 1 day
Credits: N/A
SAQA ID: N/A
NQF Level: N/A
Prerequisites: None

A comprehensive practical and theoretical programme on road safety and defensive driving for Rigid and/or Articulated/Combination Vehicles. NOSA Logistics offers a comprehensive theoretical and practical programme that aims to improve driving skills and driver attitudes. The aim is to increase their knowledge and understanding of road safety, in order to prepare them to react in the best possible way when faced with unexpected situations, and to become more aware of other road users.

COURSE OUTLINE

By the end of the course, the learners will understand:

- pre- and post-trip inspections
- road traffic legislation
- vehicle maintenance and inspections
- definitions of defensive driving
- identification of road accident factors
- road accidents and human errors
- driver attitudes and behaviors
- how to adapt to different driving conditions
- factors affecting concentration
- hazard identification
- observation skills
- collision prevention
- prevention of vehicle roll over
- safe following distance
- escape routes
- parking lot behaviour
- hijack prevention
- the importance of seatbelts
- effective eye lead time
- fatigue management
- economic driving patterns
- diet and nutrition
- cargo securement
- basic firefighting
- basic incident scene management
TARGET GROUPS

- Code C, C1 and EC and EC1 drivers that operate a heavy rigid, an articulated or vehicle combination

12. DEFENSIVE DRIVING FOR LIGHT MOTOR VEHICLE

Duration: 1 year  
Credits: N/A  
SAQA ID: N/A  
NQF Level: N/A  
Prerequisites: None

A comprehensive practical and theoretical programme on road safety and defensive driving for light motor vehicles. It aims to improve driving skills and driver attitudes, and to increase their knowledge and understanding of road safety. This is to prepare them to react in the best possible way when faced with unexpected situations, and to become more aware of other road users.

COURSE OUTLINE

By the end of the course, the learners will understand:

- road traffic legislation  
- definitions of defensive driving  
- adapting to different driving conditions  
- identification of road accident factors  
- road accidents and human errors  
- driver attitudes and behaviour  
- being fuel efficient green band drivers  
- factors affecting concentration  
- hazard identification  
- observation skills  
- collision prevention  
- safe following distance  
- escape routes  
- hijack prevention  
- importance of seatbelts  
- fatigue management  
- cell phone usage while driving  
- gravel road driving.
TARGET GROUPS

• Code 8

13. LOAD GENERAL FREIGHT

Duration: 2 days, including a practical assessment
Credits: 2
SAQA ID: 123262
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at ABET Level 1

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.

COURSE OUTLINE

By the end of the course, the learners will be able to:

• prepare for loading/off-loading processes according to specified procedures
• load general freight according to context requirements
• secure general freight according to product requirements
• off-load general freight according to specified procedures
• understand SABS Codes of Practice for freight securing on vehicles, specifically with regard to:
  o safety problems associated with the transportation of freight
  o basic precautions including basic criteria for freight securing and cargo distribution and arrangements on vehicles
  o freight securing equipment (different types and the selection thereof).
• recognise permissible gross vehicle mass and axle loadings, and tyre specifications
• know the impact of overloading on vehicle performance and safety
• weigh bridge procedures
• carry out procedures for dealing with on-the-road problems.

TARGET GROUPS

• Any persons working within a freight-loading environment
14. CUSTOMISED DRIVER TRAINING SOLUTIONS

Duration: N/A  
Credits: N/A  
SAQA ID: N/A  
NQF Level: N/A  
Prerequisites: None

Specialised driver training solutions to manage driver development, and reduce vehicle wear-and-tear by monitoring scores from on-board computer systems. Learners will identify gaps in driver skills and rectify these by conducting one-to-one training. Further benefits of this driver training ensure that green band driving is maintained, which positively impacts on vehicle maintenance; fuel costs are decreased and drivers become a lower risk to the organisation. These driver management programmes are adapted to ensure that each client’s specific needs are met and that all training done is in line with the organisation’s specific policies and procedures.

COURSE OUTLINE
By the end of the course, the learners will understand:

- K53 method of driving
- defensive driving
- in-cab assessments
- driver evaluations
- driver risk ratings
- corrective action training
- telematics analysis and corrective action implementation

TARGET GROUPS

- This course has a wide target audience ranging from executives and fleet managers to ordinary drivers who wish to learn practical exercises and solutions to green band driving.

15. ANTI-HIJACKING WORKSHOP

Duration: 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)  
Credits: N/A  
SAQA ID: N/A  
NQF Level: N/A  
Prerequisites: None

This comprehensive workshop is designed to equip the learner with practical exercises and solutions to avoid a possible hijacking situation. Intense focus is placed on the learner’s assertiveness of their everyday environment.
COURSE OUTLINE

By the end of the course, the learners will understand:

- types of hijackings
- daily environmental awareness and immediate surroundings
- how to provide vehicle operators with information that could assist towards making safer decisions on the road
- risks
- how we can protect trucks and the associated cargo from criminals.

TARGET GROUPS

- This workshop has a wide target audience ranging from executives and fleet managers to ordinary drivers who wish to learn practical exercises and solutions to avoid a possible hijacking situation

16. AARTO WORKSHOP

Duration: 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)

Credits: N/A

SAQA ID: N/A

NQF Level: N/A

Prerequisites: Communication and Mathematical Literacy at ABET Level 2

AARTO workshops are designed to impart the knowledge of what AARTO is and how it works to all people in your company who hold driving licenses and these workshops deal with a lot more than just AARTO. They also deal with other issues relating to traffic law and driver behaviour and aim to impart a greater understanding of both, a person’s rights and responsibilities as a holder of a driving licence.

COURSE OUTLINE

- A background to AARTO and why it is necessary to have a points-demerit system
- Understanding the AARTO legislation
- Understanding the National Road Traffic Act
- Procedures to be followed by issuing authorities
- Financial penalties and how the demerit-points system works
- A person’s options under AARTO
- Procedures for dealing with infringement notices and the forms that need to be completed
- Effect on contracts – insurance, leasing, rental, etc.
- Effect of the legislation on juristic persons and operators
- The effects of corruption on traffic enforcement – particularly AARTO and how to deal with it
TARGET GROUPS

- This workshop has a wide target audience ranging from executives and fleet managers to ordinary drivers who wish to avoid falling foul of AARTO and risking losing their driving licenses and livelihoods

OPERATOR TRAINING AND LICENSING

17. OPERATE COUNTER BALANCE LIFT TRUCKS

Duration: 5 days (novice); 1 day (recertification)
Credits: 7
SAQA ID: 242974
NQF Level: 3
Prerequisites: Communication at NQF Level 2 or equivalent
Mathematical Literacy at NQF Level 2 or equivalent

The successful learner will be 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 learner 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 the emergency system and services in the event of an incident or accident.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- 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
- identify and classify freight/loads, taking into account documentation, packaging and labelling associated with the specific freight
- handle, load and store freight in accordance with industry standards environmental requirements, and with due consideration to (among other things):
  - the commodities and their properties
  - storage area
  - placement of load.
- 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.
- operate equipment in accordance with established organisational and legislative standards and procedures, as well as manufacturer’s guidelines
18. OPERATE DEFINED PURPOSE LIFT TRUCKS

Duration: 3 days (novice); 1 day (recertification)
Credits: 4
SAQA ID: 242981
NQF Level: 2
Prerequisites: Communication at NQF Level 2 or equivalent
Mathematical Literacy at NQF Level 2 or equivalent

The successful learner will be able to operate a basic purpose lift truck. They will also be able to access emergency support and services, in the case of an emergency, while operating a lift truck. The person is also able to identify and classify the load, and handle and move the freight, while operating the lifting equipment (in accordance with standards and its performance capabilities). The successful learner will also able to monitor the fitness of the lift truck.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- inspect and record the operational fitness of battery powered lift trucks
- identify and classify freight/loads
- handle, load and store freight
- achieve maximum work performance of battery powered lifting equipment and attachments
- operate freight equipment
- access available emergency support systems and services.

TARGET GROUPS

- This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating the following range of defined purpose lift trucks:
  - F6: Pedestrian-controlled lift truck below rated capacity of 2 000 kg

The Codes and Attachments correspond with the National Code of Practice.
19. OPERATE ADVANCED DEFINED PURPOSE LIFT TRUCK

Duration: 3 days (novice); 1 day (recertification)
Credits: 7
SAQA ID: 242972
NQF Level: 3
Prerequisites: Communication at NQF Level 2 or equivalent
Mathematical Literacy at NQF Level 2 or equivalent

The successful learner will be able to operate a battery operated, defined purpose lift truck. The learner is able to access emergency support and services, in the case of an emergency, while operating a lift truck. The person is also able to identify and classify the load, handle and move the freight, while operating the lifting equipment in accordance with standards and its performance capabilities. They are also able to monitor the fitness of the lift truck.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- access available emergency support systems and services in case of incidents and accidents
- identify and classify freight/loads
- handle, load and store freight
- achieve maximum work performance of battery powered lifting equipment and attachments
- operate equipment.

TARGET GROUPS

- This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating the following range of lifting machinery:
  - F5: Reach lift truck up to rated capacity of 2 500 kg
  - F8: Order picking lift truck – for first and second level racking (narrow aisle/wide aisle) (NA/WA)
  - F9: Order picking lift truck – for all level racking including high-rise (NA/WA)
  - F13: VNA (very narrow aisle) lift truck, non-elevating cab, to service all levels
  - F14: VNA lift truck, elevating cab, to service all levels
  - F15: Rail mounted stacker lift truck with non-elevating cab
  - F16: Rail mounted stacker lift truck with elevating cab
20. OPERATE OVERHEAD/GANTRY CRANES

Duration: 4 days (novice); 1 day (recertification)
Credits: 5
SAQA ID: 242976
NQF Level: 2
Prerequisites: Communication at NQF Level 2 or equivalent
Mathematical Literacy at NQF Level 2 or equivalent

The successful learner will be able to understand the functions, safety and suitability of the crane prior to utilisation in the freight handling industry. Learners are also able to inspect and record the operational fitness of the components of a crane, and be able to access available support systems and emergency services, in case of incidents and accidents while operating an overhead/gantry crane.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- demonstrate knowledge of the functions of a crane
- identify the safety and suitability of the crane type prior to utilisation
- inspect and record the operational fitness of the components of a crane
- operate an overhead crane in a safe and competent manner
- access available support systems and emergency services in case of incidents and accidents.

TARGET GROUPS

- This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating overhead/gantry cranes

Cranes shall include:

- C30: Overhead pendant controlled
- C31: Overhead cab controlled

21. OPERATE A MOBILE CRANE

Duration: 5 days (novice); 1 day (recertification)
Credits: 20
SAQA ID: 116254
NQF Level: 2
Prerequisites: NQF Level 1 Numeracy and NQF Level 1 Literacy
On completion of this course, the successful learner will be credited with this unit standard, which means they can demonstrate an integrated practical and theoretical grounding in crane operations, according to safe handling and maintenance practices in compliance with crane manufacturer’s and legislated standards.

COURSE OUTLINE
At the end of the course, the learner will be able to:

• demonstrate knowledge of the functions of a mobile crane
• identify the safety and suitability of a crane
• apply the recognised methods for inspecting and recording the operational fitness of all components of the crane
• operate a mobile crane.

TARGET GROUPS
• This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating mobile cranes.

22. OPERATE A TRUCK-MOUNTED CRANE

Duration: 5 days (novice); 1 day (recertification)
Credits: 8
SAQA ID: 242978
NQF Level: 3
Prerequisites: Communication at NQF Level 2 or equivalent
Mathematical Literacy at NQF Level 2 or equivalent

On completion of this course, the successful learner will be able to understand the functions of a truck-mounted crane while using the crane in a safe and suitable manner. They will also be able to access support and emergency services, in the case of an incident or accident in the workplace.

COURSE OUTLINE
At the end of the course, the learner will be able to:

• demonstrate knowledge of the functions of a truck-mounted crane
• identify the safety and suitability of the crane
• inspect and record the operational fitness of the components of the truck and crane
• operate a truck-mounted crane
• access available support systems and emergency services in case of incidents and accidents.
TARGET GROUPS

- This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating truck mounted cranes

Cranes shall include:

- C32 Truck mounted crane

23. TELESCOPIC BOOM HANDLER

**Duration:** 5 days (novice); 1 day (recertification)
**Credits:** 10
**SAQA ID:** 243272
**NQF Level:** 3
**Prerequisites:**
- Communication at NQF Level 3 or equivalent
- Mathematical Literacy at NQF Level 3 or equivalent

On completion of this course, the successful learner will be able to understand the functions of a truck-mounted crane while using the crane in a safe and suitable manner. They will also be able to access support and emergency services, in the case of an incident or accident in the workplace.

**COURSE OUTLINE**

At the end of the course, the learner will be competent in:

- discussing and applying the regulatory framework for operating telescopic boom handlers
- describing the telescopic boom handler to be operated
- demonstrating mechanical awareness of the telescopic boom handler
- inspecting the telescopic boom handler
- handling loads with a telescopic boom handler
- operating the telescopic boom handler.

TARGET GROUPS

- This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating telescopic boom handlers

24. OPERATE A MOBILE ELEVATING WORK PLATFORM (MEWP)

**Duration:** 5 days (novice); 1 day (recertification)
**Credits:** 10
**SAQA ID:** 242978
**NQF Level:** 2
Prerequisites: Communication at NQF Level 2 or equivalent
Mathematical Literacy at NQF Level 2 or equivalent

On completion of the course, the successful learner will be able to safely operate and use a mobile elevating work platform (MEWP). The learner will be able to assess their work environment to establish any safety hazards to:

- prevent or eliminate such hazards and resultant losses
- conduct pre-inspection tests
- operate the MEWP in safe conditions.

COURSE OUTLINE

At the end of the course, the learner will be able to:

- identify applications to decide on the appropriate MEWP to be used
- assess risks in the work environment to prevent and eliminate safety hazards
- conduct pre-operation inspection of the MEWP
- make use of safe operating procedures (SOPs) and practices for a MEWP
- place people, tools and equipment correctly and safely on the MEWP
- conduct shutdown procedures and stow the MEWP safely.

TARGET GROUPS

- This course is targeted at employees (novice or experienced) with responsibilities for functions within the workplace that relate to operating mobile elevated work platforms

25. USE GANGWAY COMMUNICATIONS SIGNALS TO DIRECT SHIP CARGO LIFTING APPLIANCES

Duration: 2 days (novice); 1 day (recertification)
Credits: 4
SAQA ID: 242975
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at NQF Level 2

The person credited with this unit standard is able to use gangway signals by selecting the correct position and signal equipment according to operational requirements. They are also able to conduct continuous assessment of the lifting gear and evaluate the slinging methods to ensure safe operating practices.

COURSE OUTLINE

The qualifying learner is capable of:

- recognising, interpreting and demonstrating approved gangway signals as per the South African Ports Cargo Handling Code of Practice
selecting position and using correct signalling equipment and applying signals according to operational requirements
conducting continuous assessment of lifting gear and safe slinging practices.

The above programme can be customised to suit specific organisations’ policies and procedures.

**TARGET GROUPS**
- This programme is aimed at people responsible for directing the operation of the cargo lifting appliances in a ship board freight handling environment

**WAREHOUSING AND LOGISTICS TRAINING**

**26. PREPARE FOR FREIGHT STORAGE**

**Duration:** 1 day  
**Credits:** 2  
**SAQA ID:** 252264  
**NQF Level:** 1  
**Prerequisites:** Communication and Mathematical Literacy at NQF Level 3

This unit standard provides a broad introduction to the preparation of freight for storage within all modes of transportation. A learner accredited with this unit standard will be able to identify, determine, assess, record and store freight.

**COURSE OUTLINE**

The qualifying learner will be capable of:
- unpacking containers
- selecting/picking and sorting items
- identifying the storage method related to the item type.

**TARGET GROUPS**
- This programme is aimed at any person working with storage of freight in a warehouse or in any part of the logistics chain

**27. PREPARE FOR FREIGHT TRANSPORTATION**

**Duration:** 1 day  
**Credits:** 4  
**SAQA ID:** 252261  
**NQF Level:** 1  
**Prerequisites:** Communication and Mathematical Literacy at NQF Level 3
This unit standard provides a broad introduction to the preparation of freight for transportation, excluding bulk freight, within all modes of transportation. A learner accredited with this unit standard will be able to sort, pack and load freight for transportation.

COURSE OUTLINE

The qualifying learner will be capable of:

- preparing items for packing
- packing items
- wrapping items
- identifying and labelling items.

TARGET GROUPS

- This programme is aimed at any person working with transportation of freight within the warehousing or logistics chain.

28. APPLY BASIC CONCEPTS OF CARGO CARE

Duration: 1 day
Credits: 7
SAQA ID: 252373
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NQF Level 1

The person credited with this unit standard is able to select the appropriate unit, knowledge and understanding of how the various packaging units are stuffed to avoid contamination damage and movement of cargo.

COURSE OUTLINE

The qualifying learner is capable of:

- explaining the appropriate packaging for the mode used
- monitoring the marking, numbering and labelling of cargo
- packing and stowing cargo
- explaining the cargo care requirements for specialised cargo

TARGET GROUPS

- This programme is aimed at any person working with goods/cargo/stock within the warehousing or logistics chain.
29. COUNT STOCK FOR STOCK TAKE

Duration: 1 day
Credits: 5
SAQA ID: 11481
NQF Level: 2
Prerequisites: Numeracy and Literacy at NQF Level 1 or equivalent

This unit standard is intended for persons working in the retail and wholesale sector who count stock for either general stock counts or for a financial stock take. Persons credited with this unit standard will accurately count stock following all organisational procedures.

COURSE OUTLINE

The qualifying learner is capable of:

- preparing stock for stock count
- counting stock
- performing post stock count housekeeping functions.

The learner will also understand relevant aspects of the following:

- The impact and effect of correct and incorrect stock counts on the business
- Organisational procedure for the counting of stock
- Post stock-count housekeeping requirements
- Methods for preparing stock for counting
- Interpreting instructions for stock count

TARGET GROUPS

- This programme is aimed at any person working with stock within the warehousing or logistics chain

30. CONTROLLING AND LOCATING STOCK

Duration: 1 day
Credits: 8
SAQA ID: 8025
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at NQF Level 1

A learner accredited with this standard will be able to control the storage and locating of stock to minimise loss, damage and claims, and based on a quality service to the customer.
The qualifying learner is capable of:

- recording the appropriate information of stock
- locating and picking stock with due regard to storage plans, despatch orders and shipping instructions
- replenishing of/or add to stock
- determining the appropriate method of storage
- applying stock control measures.

The learner will also understand relevant aspects of the following:

- Principles of stock control and stock taking
- Product knowledge for stock identification, storage and movement purposes
- Relevant legislation (pertaining to symbols and signs)
- Identification (signage, coding, labelling, packaging within warehouse/storage facilities)
- Basic principles of risk and loss control
- Welfare, health and safety considerations in terms of both legislative requirements and company policies and local environmental regulations

TARGET GROUPS

- This programme is aimed at any person working with stock within the warehousing or logistics chain

31. RECEIVE STOCK IN A DISTRIBUTION CENTRE/WAREHOUSE

Duration: 2 days  
Credits: 15  
SAQA ID: 117901  
NQF Level: 3  
Prerequisites: Numeracy and Literacy at ABET Level 4

This unit standard is intended for people who will receive stock in a distribution centre or warehouse. Persons credited with this unit standard operate in a number of contexts, of which some may be non-routine. They demonstrate the ability to make comparisons and interpret available information. These persons are able to receive stock in a distribution centre (DC)/warehouse, implement security procedures to prevent shrinkage and losses and enhance the efficiency of the supply chain by recording required information on stock being received.

COURSE OUTLINE

People credited with this unit standard are able to understand:

- common terms and concepts used in DCs to receive stock
- organisational policies and procedures for:
TARGET GROUPS

This programme is aimed at any person working with receiving stock within the warehousing or logistics chain.

32. PICK STOCK IN A DISTRIBUTION CENTRE/WAREHOUSE

Duration: 2 days
Credits: 12
SAQA ID: 117899
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NQF Level 4 and the use of applicable machinery/equipment for picking of stock in the organisation

This unit standard is intended for people who pick stock for despatch to stores/customers in a Distribution Centre or Warehouse. These persons are able to identify stock listed on a picking advice, pick the correct quantity, pack and move the stock ready for despatch to customers/stores in a manner that prevents losses and enhance the efficiency of the supply chain.

COURSE OUTLINE

Participants will achieve workshop outcomes by being able to understand:

- the organisational method for notifying items to pick and the understanding of these notifications
- the effect of incorrect picking on the business
- the different organisational packing containers and their uses
- the different stock in the DC/warehouse, their characteristics and the best methods of packing them
- different methods/machinery/equipment for picking in the organisation
- how to identify the different problems that could be encountered when picking stock and to whom they must be reported
- organisational requirements in respect of tagging/identifying stock/containers with their destination
- load points and how to choose the correct load point
how to minimise damages when picking, packing and moving stock
the impact of damages on the organisation
the terms ‘shrinkage’ and ‘losses’
the effect of shrinkage and losses on profits and employees
causes and preventative methods for shrinkage and losses as applicable to the process of picking stocks
common terms and concepts used when picking stock in the DC.

TARGET GROUPS
This programme is aimed at any person working with picking stock within the warehousing or logistics chain

33. DESPATCH STOCK FROM A DISTRIBUTION CENTRE/WAREHOUSE

Duration: 2 days
Credits: 12
SAQA ID: 117891
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at NQF Level 4

This unit standard is intended for people who will be responsible for the despatch of stock from a wholesale or retail distribution centre or warehouse. Despatch could include transfer to stores, returns to suppliers and customer or customer orders. These persons are able to implement security procedures to prevent shrinkage and losses and enhance the efficiency of the supply chain by accurate despatching goods.

COURSE OUTLINE
Participants will achieve workshop outcomes by being able to understand:

common terms and concepts used when despatching stock
policies and procedures for despatching stock
methods for determining cost effectiveness of deliveries and the organisation’s policies in this respect
how to plan delivery routes
methods for packing the different types of stock carried by the organisation
the terms ‘shrinkage’ and ‘losses’
the effect of shrinkage and losses on profits and employees
causes of and preventive methods for shrinkage and losses while despatching stock
the supply chain and the roles of the various players in the supply chain
organisational procedures in the despatch area for maintaining stock records in the supply chain
methods used by the organisation to tag/mark stock with destination identification
legislation and organisation’s policy in respect of loading of vehicles
TARGET GROUPS

- This programme is aimed at any person working with despatching stock within the warehousing or logistics chain

34. ALLOCATING FREIGHT FOR PACKING AND GROUPING

Duration: 1 day  
Credits: 6  
SAQA ID: 8022  
NQF Level: 3  
Prerequisites: Communication and Mathematical Literacy NQF Level 2

A learner accredited with this standard will be able to demonstrate applied competence in breaking bulk and packaging, and packaging and grouping.

COURSE OUTLINE

By the end of the course, learners will be able to:

- implement separation and packaging techniques and materials
- select a clean, suitable and unrestricted working area
- ensure the correct identification and placement of freight groupings
- determine the procedures required for the timeous selection and/or allocating of products
- set aside damaged, destroyed or contaminated products and packaging materials
- assess the picking or loading order, selection and grouping of orders
- ensure the security and safe working procedures required procedures required.

TARGET GROUPS

- This programme is aimed at any person working with freight within the warehousing or logistics chain

35. TAKING BASIC CARE OF FREIGHT HANDLING MACHINERY

Duration: 1 day  
Credits: 2  
SAQA ID: 8021  
NQF Level: 3  
Prerequisites: NQF 1 or General Education and Training Certificate (Occupational Health, Safety and General Housekeeping)

A learner accredited with this standard will be able to utilise the competencies acquired in selecting, utilising and caring for freight handling machinery and equipment, to positively add to operational efficiencies.
COURSE OUTLINE

By the end of the course, learners will understand:

- how to conduct pre-trip inspection, operating, shut down and parking of equipment
- handling equipment capacity, rating and operation i.e. using the correct equipment for the correct mass, as well as the principles of operation
- suitability of equipment in relation to environment and prevailing conditions (e.g. preventing contamination through exhaust fumes)
- safety precautions in operating the equipment for particular product types
- safety measures, and in the event of incidents and accidents, procedures to be followed
- the consequences of failure to comply with maintenance and operational requirements on machinery and equipment
- the relevant national and international standards, codes and legislation pertaining to the selected discipline.

TARGET GROUPS

- This programme is aimed at any person working with freight machinery within the warehousing or logistics chain

36. PLAN ROAD TRANSPORT SERVICE DELIVERY

Duration: 2 days
Credits: 8
SAQA ID: 123261
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy NQF Level 2

The purpose of the learning is to ensure that professional drivers are able to deliver road transport services in a professional manner by contextualising their own service delivery within the broader sector and industry, planning their trips, and anticipating various scenarios that may occur once they are driving vehicles on the open road. By achieving this unit standard, learners are able to make informed choices regarding their own performance, as well as the performance of vehicles. This will improve the level of road transport service, and will ensure that unnecessary expenditure is prevented, improving the profitability of road transport service delivery. The competencies attained to achieve this unit standard will allow the learner to pursue a career in any related road transport service area.

COURSE OUTLINE

By the end of the course, learners will be able to:

- contextualise the road transport sector within the transport industry
- describe vehicle components according to manufacturer specifications
- plan for road transport trips according to specified contexts
- explain the impact of specific conditions in terms of vehicle and driver performance.
TARGET GROUPS

- This programme is aimed at any person delivering transportation services within the warehousing or logistics chain.

37. RECEIVING AND DISPATCHING FREIGHT AND HANDLING FREIGHT RETURNS

Duration: 2 days
Credits: 5
SAQA ID: 8024
NQF Level: 3
Prerequisites: NQF 1 or General Education and Training Certificate; Operating Computer Systems; ‘Allocation of Freight for packaging and grouping’; ‘Occupational Health, Safety and general Housekeeping’

A learner will now be capable of demonstrating an integrated practical and theoretical knowledge of receipt, dispatch and returns of freight procedures, based on quality service to the customer and product care. The learner will be able to accept additional responsibility through knowledge of the whole process.

COURSE OUTLINE

By the end of the course, learners can understand, explain and apply:

- the relevant legislation and international standards pertaining to storage areas and safety and security procedures and precautions concerning receipt and dispatch
- current trends in storage patterns and methodologies used
- special storage and handling conditions required based on storage and handling characteristics of freight (e.g. inherent vice)
- time management principles to maximise client satisfaction
- efficient receipt, dispatch and returns administration procedure
- optimal load limits and rates for specific transport modes
- the transport routes and conditions, together with the mode of transport and how these factors affect the status of the freight for receipt and dispatch purposes
- current trends in company inventory and stock control systems
- the need for strict compliance with customer instructions with due regard to all parties involved.

TARGET GROUPS

- This programme is aimed at any person receiving and dispatching, and handling freight returns within the warehousing or logistics chain.
38. PACKING, HANDLING AND SECURING FREIGHT

Duration: 2 days  
Credits: 8  
SAQA ID: 8036  
NQF Level: 4  
Prerequisites: NOF 1 or General Education and Training Certificate; 'Controlling Hazardous/dangerous and Dangerous Goods'

A learner accredited with this standard will be able to secure freight in a manner ensuring the elimination of damage to freight during storage and/or transport.

COURSE OUTLINE

By the end of the course, learners can understand, explain and apply:

- relevant legislation (e.g. OHS Act, Transport Regulations, etc.) facilities and company policies that pertain to packing/stockpiling, handling, marking and securing of freight
- compatibility of product type/categories and the type of decisions required concerning separation of non-compatible products
- appropriate handling equipment, safety equipment and personal protective equipment in relation to the safe handling and securing of freight
- securing techniques and the characteristics of materials used
- appropriate actions to take in the event of accidents and/or incidents
- the ramifications of poor product knowledge
- methods of identifying freight or bulk.

TARGET GROUPS

- This programme is aimed at any person packing, handling or securing freight within the warehousing or logistics chain

39. WORK WITH TEMPERATURE CONTROLLED STOCK

Duration: 2 days  
Credits: 4  
SAQA ID: 242979  
NQF Level: 3  
Prerequisites: Communication and Mathematical Literacy at NQF Level 2

The person credited with this unit standard is able to identify goods that require special temperature control and storage and need to be monitored with reference to freight integrity. Learners are also able to implement the correct hygiene and safety measures when working with temperature-controlled goods.
COURSE OUTLINE

The qualifying learner is capable of:

- identifying goods/freight that require special temperature control and storage procedures
- monitoring temperature with reference to freight integrity
- identifying and rectifying problems with maintaining the correct temperature in a competent manner
- identifying and implementing the correct hygiene and safety measures.

The above programme can be customised to suit a specific organisation’s policies and procedures.

TARGET GROUPS

- This programme is aimed at any person working with temperature controlled stock in a warehouse or in any part of the logistics chain

40. MOVE, PACK AND MAINTAIN STOCK IN A DISTRIBUTION CENTRE/WAREHOUSE

Duration: 2 days
Credits: 13
SAQA ID: 117898
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NQF Level ABET 4

This unit standard is for people who are responsible for moving, packing and maintaining stock in a DC/Warehouse and maintaining safety and housekeeping standards.

COURSE OUTLINE

The qualifying learner is capable of:

- identifying appropriate areas for packing stock
- moving stock to and pack stock in identified location
- preventing shrinkage and losses while moving, packing and maintaining stock
- maintaining stock in the distribution centre.

The learner will also understand relevant aspects of the following:

- Common terms and concepts used when moving, packing, labelling and maintaining stock in the DC
- The layout of the DC and the requirements that impact on the layout
- Stock characteristics and how they impact on the moving, packing and maintaining of the stock
- Techniques and safety procedures for lifting, stacking and transporting stock
- Health and Safety Procedures relevant to packing stock
• The terms ‘shrinkage’ and ‘losses’
• The effect of shrinkage and losses on profits and employees
• Causes and preventative methods for shrinkage and losses as applicable to the process of moving, packing and maintaining stocks
• The supply chain and the roles of the various players in the supply chain
• The difference between and relationship between pick and reserve areas
• How stock rotation impacts on moving, packing and maintaining stocks
• Stock flow through the organisation
• Identifying misdirected/unmarked stocks and how to deal with them
• Organisational requirements in respect of:
  o replenishing pick areas
  o clearing holding areas
  o moving/storing empty pallets.

TARGET GROUPS
• This programme is aimed at any person working with moving, packing, and maintaining stock in a warehouse or in any part of the logistics chain

41. VAN ASSISTANT SKILLS PROGRAMME

Duration: 8 days
Credits: 14
SAQA ID: 8037, 8036, 8016 and 242979
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at NQF Level ABET 4

This is aimed at candidates who undertake duties relating to receiving and dispatching operations, including those involving cold storage or temperature controlled stock. It focuses on safe working procedures, understanding product compatibility, the importance of gaining the correct product knowledge and how incorrect storage and handling can impact negatively on customer relations and company profitability.

COURSE OUTLINE
The qualifying learner is capable of:
• product knowledge
• product costing and service costing
• client requirements and market trends in service delivery
• principles of establishing and maintaining sound client relations
• relevant legislation (e.g. OHS Act, Transport Regulations, etc.) facilities and company policies that pertain to packing/stockpiling, handling, marking and securing of freight
• compatibility of product type/categories and the type of decisions required concerning separation of non-compatible products
• appropriate handling equipment, safety equipment and personal protective equipment in relation to the safe handling and securing of freight
• securing techniques and the characteristics of materials used
• appropriate actions to be taken in the event of accidents and/or incidents
• the ramifications of poor product knowledge
• the information sources available to maintain and improve awareness of the need for good housekeeping and health
• safety, health and environmental awareness, including hygiene in the workplace
• identifying goods/freight that require special temperature control and storage procedures
• monitoring temperature with reference to freight integrity
• identifying and rectifying problems with maintaining the correct temperature in a competent manner.

TARGET GROUPS
• This programme is aimed at any person working in a warehouse or in any part of the logistics’ chain that involves receiving and dispatching stock, including cold storage or temperature controlled stock

42. CONDUCT EFFICIENT WAREHOUSING OPERATIONS SKILLS PROGRAMME

Duration: 2 days
Credits: 14
SAQA ID: 8024 and 8036
NQF Level: 3
Prerequisites: Communication and Mathematical Literacy at NQF Level ABET 2

A learner will now be capable of demonstrating an integrated practical and theoretical knowledge of receipt, dispatch and returns of freight procedures, based on quality service to the customer and product care. The learner will be able to accept additional responsibility through knowledge of the whole process. In securing freight, learners will be able to ensure the elimination of damage to freight during storage and/or transport.

COURSE OUTLINE

The qualifying learner is capable of:
• identifying non-conforming freight on arrival and departure and deal with freight in accordance with company policy and procedures
• assessing the quality of packaging to take corrective actions to ensure the safe handling
• determining the correct type and quantity of units that are received, dispatched or internally moved in accordance with authorising documentation (i.e. deal with discrepancies in accordance with company policies and procedures and customer requirements)
• placing and storing freight, giving cognizance to product type storage requirements, appropriate storage facility, as well as
allocating time and transport resources, in order that freight can be easily located and well preserved.

The learner will also understand relevant aspects of the following:

- Relevant legislation (e.g. OHS Act, transport regulations, etc.), facilities and company policies that pertain to receiving, despatch, packing/stockpiling, handling, marking and securing of freight
- Compatibility of product type/categories and the type of decisions required concerning separation of non-compatible products
- Current trends in storage patterns and methodologies
- Special storage and handling conditions required, based on storage and handling characteristics of equipment, safety equipment and personal protective equipment (PPE), in relation to the safe handling and securing of freight
- Time management principles to maximise client satisfaction
- Efficient receipt, dispatch and returns administration procedures
- Securing techniques and the characteristics of materials used
- Optimal load limits and rates for specific transport modes
- The transport routes and conditions, together with the mode of transport, and how these factors affect the status of the freight for receipt and dispatch purposes
- Current trends in company inventory and stock control systems
- Appropriate actions to be taken in the event of accidents and/or incidents
- The ramifications of poor product knowledge
- Methods of identifying freight or bulk
- The need for strict compliance with customer instructions, with due regard to all parties involved

TARGET GROUPS

- This programme is aimed at supervisors or team leaders that operate within various warehousing environments

43. WAREHOUSE SKILLS PROGRAMME

Duration: 10 days
Credits: 35
SAQA ID: 252244, 117898, 114891 and 117899
NQF Level: 2
Prerequisites: Communication and Mathematical Literacy at NQF Level ABET 2
The use of applicable machinery/equipment for picking of stock in an organisation

This programme is aimed at candidates who undertake the picking and packing functions within the warehouse. The course content delivered covers picking, packing and stock-taking processes and procedures, the effect that incorrect packing has on the customer and the effect that incorrect picking and packing has on business profitability.
COURSE OUTLINE

The qualifying candidate will be competent in:

• explaining the relationship between business and the customer
• displaying appropriate behaviour when interacting with customers
• identifying appropriate areas for packing stock
• moving stock to and packing stock in identified locations
• preventing shrinkage and losses while moving, packing and maintaining stock
• understanding the effect of incorrect picking on the business
• understanding the different organisational packing containers and their uses
• understanding the different stock in the DC/warehouse, their characteristics and the best methods of packing them
• identifying and understanding the different methods/machinery/equipment for picking in the organisation
• identifying the different problems that could be encountered when picking stock and to whom they must be reported
• tagging/identifying stock/containers
• minimising damages when picking, packing and moving stock
• understanding the impact of damages on the organisation
• understanding the effect of shrinkage and losses has on profits and on employees
• preparing stock for stock count
• counting stock
• performing post stock count housekeeping functions.

TARGET GROUPS

• This programme is aimed at pickers, packers and stock controllers/counters within the warehouse

44. MANUAL HANDLING WORKSHOP

Duration: 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)

Credits: N/A

SAQA ID: N/A

NQF Level: N/A

Prerequisites: None

Designed for all individuals whose work involves Manual Handling, lifting, pushing and of pulling goods. This highly practical course that provides techniques for risk limitation in manual handling.
COURSE OUTLINE

The qualifying learner is capable of understanding:

- what manual handling is and why it is so important to follow correct procedure
- the anatomy of the spine and human movements
- the risks associated with the handling of loads
- the principles of safe handling
- manual handling techniques
- ergonomics in the workplace
- risk assessments.

TARGET GROUPS

- This programme is aimed at any person working in a warehouse that conducts manual product handling functions

45. COLD STORAGE WORKSHOP

Duration: 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)

Credits: 4

SAQA ID: 242979

NQF Level: 3

Prerequisites: Communication and Mathematical Literacy at NQF Level 2

The purpose of this workshop is to enable candidates to work efficiently in an environment that requires special temperature control and storage, while ensuring freight/stock integrity. They will acquire knowledge that will assist in the implementation of correct hygiene and safety measures that need to be applied when working in a temperature-controlled environment.

COURSE OUTLINE

By the end of the course, learners can understand, explain and apply:

- conditions relating to storage in cold storage
- comprehend basic refrigeration principles
- different refrigeration systems
- appropriate cold store cooling loads
- troubleshooting for cold store temperature problems
- old store housekeeping
- appropriate product handling at the cold store
- correct hygiene and safety measures
- temperature monitoring with reference to freight integrity
• an ability to identify and rectify problems with maintaining the correct temperature in a competent manner.

The above programme can be customised to suit a specific organisation’s policies and procedures.

TARGET GROUPS
• This programme is aimed at any person working with temperature-controlled stock in a warehouse or in any part of the logistics chain

46. CONTROLLING HAZARDOUS AND DANGEROUS GOODS

Duration: 2 days
Credits: 4
SAQA ID: 8020
NQF Level: 4
Prerequisites: Learners should have a sound understanding of occupational health and safety and general housekeeping

Learners that successfully complete this course will be able to handle and store dangerous goods. They will be able to classify goods in preparation for storage and prepare these goods for safe transportation. Learners will also be able to handle incidents in the event of them happening in accordance with required safety procedures and guidelines.

COURSE OUTLINE

By the end of the course, learners will be able to:
• identify and classify dangerous goods in accordance with documentation, packing and labelling
• correctly handle and store classified goods and substances during warehousing and storage
• prepare the dangerous goods for transportation
• take appropriate action in the event of an accident in the handling of the dangerous goods.

The above programme can be customised to suit a specific organisation’s policies and procedures.

TARGET GROUPS
• This programme is aimed at individuals entering or currently employed in any capacity where they handle or control dangerous goods

47. RESPOND TO AND CLEAN UP A SPILL

Duration: 2 days
Credits: 4
SAQA ID: 242999
NQF Level: 4
Prerequisites: Communication and Mathematical Literacy at NQF Level 2
The person credited with this unit standard is able to identify and assess the risk of a potential spill, confine a spill should it happen and evaluate the incident to ensure a correct, safe clean up. They are also able to complete the required documentation in accordance with organisational procedures.

**COURSE OUTLINE**

A person credited with this unit standard is capable of:

- identifying and assessing the risk
- confining a spill
- evaluating the incident and implementing clean up
- completing required documentation and reports.

**TARGET GROUPS**

- This programme is aimed at individuals entering or currently employed in any capacity where they handle or control dangerous goods.

**48. SPILL TRAINING WORKSHOP**

**Duration:** 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)

**Credits:** 4

**SAQA ID:** 242999

**NQF Level:** 4

**Prerequisites:** Communication and Mathematical Literacy at NQF Level 2

The workshop has been developed in conjunction with a National Spill Response organisation. It is product specific and includes a practical emergency spill drill. Prior to the training, the facilitator will spend time in an organisation, collecting the various MSDSs, which are used and take photos of the hazardous goods storage areas of the various products that are stored. These will be incorporated into the programme to ensure that the workshop is specific and relevant to an organisation.

**COURSE OUTLINE**

By the end of the course, the learners will understand how to:

- take initial action
- identify what is seen
- get help
- conduct a hazard assessment
- sound the alert and evacuate
- secure the area and establish boundaries
- establish a plan of action
• establish decontamination and first aid situations
• contain the spill
• clean up the spill
• investigate and evaluate
• recognise product examples:
  o product identification
  o hazards
  o PPE
• carry out a practical spill drill.

The above programme can be customised to suit a specific organisation’s policies and procedures.

TARGET GROUPS
• This programme is aimed at individuals entering or currently employed in any capacity where they handle or control dangerous goods

49. CHEMICAL HANDLING WORKSHOP

Duration: 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)
Credits: 4
SAQA ID: 8020
NQF Level: 4
Prerequisites: Learners should have a sound understanding of occupational health and safety and general housekeeping

This workshop is site and product specific. Prior to the training taking place, the facilitator will spend time in the organisation, collecting the various MSDSs that are used and take photos of the hazardous goods storage areas, and the various products that are stored on site. These will be incorporated into the programme to ensure that the workshop is specific and relevant to your organisation.

COURSE OUTLINE
By the end of the course, the learners will understand:
• how to identify client- and site-specific needs
• a brief overview of dangerous goods
• classification of dangerous goods (nine classes)
• interpretation of material safety data sheets
• storage of dangerous goods:
  o segregation and compatibility
• safety signs
• TREMcard and dangerous goods declaration
• vehicle placards
• product and site-specific training for:
  o product identification
  o hazards
  o PPE
  o site photos of products
  o pictures of incidents with specific products.

The above programme can be customised to suit a specific organisation’s policies and procedures.

TARGET GROUPS
• This programme is aimed at individuals entering or currently employed in any capacity where they handle or control dangerous goods

50. LIQUID PETROLEUM GAS TRAINING

Duration: 2 to 3 hours (depending on the level of interaction and the number of questions that arise from the session)
Credits: N/A
SAQA ID: N/A
NQF Level: N/A
Prerequisites: None

This training ensures your organisation complies with obligations to train all staff exposed to risk. Attendance gives staff information to understand the specific hazards associated with liquefied petroleum gas (LPG), resulting in an assured workforce and a safer workplace.

COURSE OUTLINE
• By the end of the course, the learners will understand:
  • operator behaviours
  • gas properties and hazards
  • flammable toxic and special gases
  • cylinder identification and data
  • gas equipment
  • emergency procedures
  • PPE
  • cylinder storage and handling
  • legislation and codes of practice.

TARGET GROUPS
• This course is suitable for all those working with LPG and its associated equipment