

Our Services

OUR QUALIFICATIONS & SKILLS PROGRAMMES

ID	NQF Level	Title	Credits
74269	2	Occupational Health, Safety and Environment.	2
9964	2	Apply Health and Safety to a work area	3
259610	2	Demonstrate basic understanding of the procedure for submission of compensation claims for injuries and occupational diseases	2
120330	3	Conduct a continuous risk assessment in a workplace	4
259600	2	Participate in the implementation and evaluation of environmental management programme in the work place.	2
259699	2	Participate in the establishment, implementation and monitoring of a health and safety agreement.	2
259601	2	Participate in the implementation and evaluation of safety and health management programme in the workplace	10
119553	2	Take action to adress impacts on the environment.	



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QUALIFICATIONS

SAQA ID	LEVEL	DESCRIPTION	SETA	REGISTRATION END DATE
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W & R SETA

SAQA ID: 119554	2	Apply environmental management tools assess impacts.	Accredited	2020-06-30
SAQA ID: 120496	2	Provide risk-based primary emergency care/first aid in the workplace .	Accredited	2020-06-30
SAQA ID: 49280	2	National Certificate: Wholesale and Retail Distribution	Applied for extension of scope	2018-06-30
SAQA ID 58206	2	National Certificate: Wholesale and Retail Operations	Applied for extension of scope	2018-06-30
SAQA ID 63409	3	National Certificate: Wholesale and Retail Operations	Applied for extension of scope	2018-06-30
SAQA ID 58308	3	National Certificate: Informal Small Business Practice	Applied for extension of scope	2018-06-30

SERVICES SETA

SAQA ID 57937	1	General Education and Training Certificate: Hygiene and Cleaning	Accredited	2018-06-30
SAQA ID 71490	2	National Certificate: Contact Centre Support	Applied for extension of scope	2018-06-30
SAQA ID 49648	2	National Certificate: New Venture Creation	Accredited	2018-06-30
SAQA ID 23833	2	National Certificate: Business Administrator Services	Accredited	2018-06-30
SAQA ID 67465	3	National Certificate: Business Administrator Services	Accredited	2018-06-30
SAQA ID 93996	4	Further Education and Training Certificate: Contact Centre Operations	Applied for extension of scope	2018-06-30
SAQA ID 57712	4	National Certificate: Generic Management	Accredited	2018-06-30
SAQA ID 50080	4	Further Education and Training Certificate: Project Management	Accredited	2018-06-30
SAQA ID 59201	5	National Certificate: Generic Management	Accredited	2018-06-30

ETDP SETA

SAQA ID 71751	1	General Education and Training Certificate: Adult Basic Education and Training	Applied for extension of scope	2018-06-30
SAQA ID 50332	4	FETC: Occupationally-Directed Education Training and Development Practices	Applied for extension of scope	2018-06-30
SAQA ID 58761	4	National Certificate: ECD	Applied for extension of scope	2018-06-30

SAQA ID 50334	5	NC: Occupationally directed Education, Training and Development Practices	Accredited	2018-06-30
SAQA ID 50331	6	Education and Training Certificate: Occupationally-Directed Education Training and Development Practices	Applied for extension of scope	2018-06-30

CETA

SAQA ID 65789	2	National Certificate: Construction Plant Operations		2018-06-30
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LG SETA

SAQA ID 57823	2	National Certificate: Ward Committee Governance	Applied for extension of scope	2018-06-30
SAQA ID 49605	2	National Certificate: Environmental Practice	Applied for extension of scope	2018-06-30
SAQA ID 58578	3	National Certificate: Local Government Councillor Practices	Applied for extension of scope	2018-06-30
SAQA ID 50081	3	Further Education and Training Certificate: Leadership Development	Applied for extension of scope	2018-06-30
SAQA ID 36436	4	National Certificate: Local Economic Development	Applied for extension of scope	2018-06-30

MERSETA

SAQA ID 57881 LP58534	2	National Certificate: Welding Application and Practice: Manufacturing and Engineering	Accredited	2018-06-30
SAQA ID 57886 LP58535	3	National Certificate: Welding Application and Practice: Manufacturing and Engineering	Accredited	2018-06-30
SAQA ID 57887 LP58536	3	FETC: Welding Application and Practices: Manufacturing and Engineering	Accredited	2018-06-30
SAQA ID 48915	4	Further Education and Training Certificate: Manufacturing and Assembly Operations Supervision	Accredited	2018-06-30
SAQA ID 79686	2	National Certificate: Metal and Engineering Manufacturing Processes	Accredited	2018-06-30

TETA

SAQA ID 50285	3	National Certificate: Professional Driving	Applied for Re-Accreditation	2018-06-30
SAQA ID 74149	5	National Certificate: Supply Chain Management	Applied for Re-Accreditation	2018-06-30



FASSET

SAQA ID 58375	3	National Certificate: Bookkeeping	Applied for Extension of Scope	2018-06-30
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CHIETA

SAQA ID 73313	2	National Certificate: Electrical Engineering	Applied for Re-Accreditation	2018-06-30
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CATHSSETA

SAQA ID 14115	3	National Certificate: Fast Food Services	Applied for Extension of Scope	2018-06-30
SAQA ID 14113	4	National Certificate: Food and Beverage Services	Applied for Extension of Scope	2018-06-30

Skills Programmes / Individual Unit Standards

ID.	Title	NQF Level	Credit
119567	Perform basic life support and first aid procedures	1	5
120496	Provide Risk-based primary emergency care/first aid in the workplace	2	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
117871	Facilitate learning using a variety of given methodologies	5	10
115753	Conduct outcome-based assessment	5	15
115759	Conduct moderation of outcomes-based assessments	6	10
	Cashier till Operator	2	29
114903	Cashier till Operator: Interact with customers	2	8
114889	Cashier till Operator: Record transactions	2	8
114894	Cashier till Operator: Process payment at a point of sale	2	10
114893	Cashier till Operator: Pack customer purchases at point of sales	2	3



Soft skills, Supervisory & Management Short Courses

ID.	Title	NQF Level	Credits
12153	Business Report Writing	4	8
252021	Change Management	5	8
11286	Conduct Effective Disciplinary Action	5	8
114226	Conflict Management	5	8
110009	Data & Records Management	4	8
252043	Diversity Management	5	6
252040	Financial Management for Non-Financial Managers	5	8
252033	HIV/Aids Workplace Management	5	8
252020	Innovation & Creative Thinking	5	6
252027	Interpersonal Skills in the Workplace	5	6
120300	Management & Leadership	5	8
242816	Meetings & Minute Management	4	5
252035	Coaching & Mentoring	5	8
252034	Performance Management	5	8
252032	Operations Management	5	8
252029	People Development & Talent Management	5	8
13929	Personal Assistant	3	3
12153		4	8
242817	Problem Solving & Decision Making	4	8
252022	Project Management	5	8
252025	Risk Management	5	8
15096	Stress Management	5	5
14667	Supervisory Management	4	10
14348	Telephone Skills & Etiquette	2	3
15234	Time Management	5	4
15224	Women in Management	5	4



Compliance Related Training

(OHS Act, Construction Regulations, Road Transport Regulations, DoT, DoL)

ID.	Title	NQF Level	Credits
253601	Participate in the implementation and evaluation of a safety and health management programmes in the workplace	2	2
259622	Describe the functions of the workplace health and safety representative	2	3
120330	Conduct a continuous risk assessment in a workplace	3	4
120325	Monitor, report and advise on the application of safety and health principles regarding the movement of people in and around a workplace	3	7
120333	Conduct, report and follow up on a pre-use, safety and/or audit inspection	3	5
120344	Demonstrate knowledge and understanding of relevant current occupational and safety legislation	4	4
8016	Maintain occupational health, safety and general housekeeping	3	8
12484	Perform basic fire fighting	2	4
123259	Convey dangerous goods by road	3	4
119744	Select, use and care for engineering hand tools	2	8
12219	Select, use and care for engineering power tools	2	6
9672	Erect and dismantle scaffolding	2	5
12483	Perform basic first aid	2	4
14706	Perform basic rigging procedures	2	4
116231	Operate a cab controlled overhead crane (code 31)	2	8
116254	Operate a mobile crane (Codes 33, 34, 37, 38, 43)	2	20
8039	Operating cranes	3	10
8038	Operating lift trucks	3	6
229998	Explain and perform fall arrest techniques when working at heights	1	2
229995	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan	2	3
262727	Operate a backhoe loader	2	15
242747	Operate front end loader	2	12
262735	Operate a grader	2	15
262712	Operate a skid steer loader	2	8
262804	Operate a tractor	2	8



262764	Operate a water cart	2	8
262744	Operate a excavator	2	15
262732	Operate a continuous bucket trencher	2	15
262730	Operate a dragline	2	20
262746	Operate a face shovel	2	15
262787	Operate a hot mix asphalt paving machine	2	8
262788	Operate a milling machine	2	8
243272	Operate a Mobile Elevating Work Platform (MEWP)	2	10
262789	Operate a Paving Screed	2	6
262731	Operate a Rigid Body Dump Truck	2	10
262805	Operate a Roller	2	5
262710	Operate a Scraper	2	12
262790	Operate a Service Truck	2	8
262824	Operate a Sideboom	2	8
262734	Operate a Tip Truck	2	8
262729	Operate a Tracked Dozer	2	15
262713	Operate a Wheeled Dozer	2	12
262745	Operate an Articulated Dump Truck	2	10
242974	Operate a Counter-Balance Lift Truck (Code F1, F2, F3)	3	7

