SKILLFORM
SHAPE YOUR FUTURE

COURSE DIRECTORY

NATIONAL SERVICE PROVIDER

OUR MISSION

To deliver innovative solutions that drive sustainable growth.

OUR VISION

To be a trusted leader recognized for excellence and integrity.

OUR VALUES

Integrity, Innovation, Collaboration, and Customer Success.



TABLE OF CONTENTS

01	Introduction	3
02	Abbreviations & Terminology	4
03	Occupational Certificates	6
04	Skills Development (SP's) Course Directory	6
05	Skills Programs	7
06	LGSETA Qualifications	9
07	LGSETA Unit Standards	10
08	Mining Skills Programs	30
09	TETA Qualifications	31
10	TETA Unit Standards	31
11	CETA Qualifications	34
12	CETA Unit Standards	34
13	ISO/SANS Course Directory	38
14	Management Course Directory	39
15	SmartCerts	40
16	From CETA to QCTO	41
17	Differences Between SETA & QCTO	42
18	Why Choose SkillForm?	43
19	Accredited with LGSETA	44
20	ISO Certified	45
21	Our National & African Footprint	46
22	Contact Us	47

INTRODUCTION

SkillForm offers a wide range of accredited training solutions designed to help organisations meet industry standards, strengthen workforce skills, and improve overall performance. Our training programmes are developed to equip employees with the knowledge, practical skills, and confidence needed to work safely, efficiently, and in compliance with industry regulations.

Our courses are aligned with recognised industry standards and legislative requirements, ensuring organisations meet their legal obligations while investing in the long-term development of their workforce. Whether for new employees, refresher training, or specialised skills development, our experienced facilitators deliver engaging, high-quality training that produces measurable results.

We provide accredited Health & Safety training, First Aid, Fire Fighting, Working at Heights, SHE Representative, Hazard Identification and Risk Assessment (HIRA), Incident Investigation, Fall Protection Planning, Confined Spaces, and a wide range of customised training solutions tailored to your operational requirements and industry-specific needs.



OUR PURPOSE

To deliver accredited, high-quality training that transforms knowledge into meaningful action.

OUR PEOPLE

A team of industry experts and training professionals passionate about making a real difference.

OUR QUALITY

Accredited courses, real-world relevance, and a commitment to the highest standards.

OUR IMPACT

Building safer workplaces and stronger organisations through skilled, confident, and compliant teams.

Health and safety start with people. Training empowers. Compliance protects.

Through practical, accredited training and a commitment to continuous improvement, we help organisations create workplaces where people are protected, prepared, and empowered to perform at their best.

ABBREVIATIONS & TERMINOLOGY

Skill Form offers a wide range of accredited training solutions designed to help organisations meet industry standards, strengthen workforce skills, and improve overall performance. Our courses focus on essential knowledge, compliance requirements, and practical abilities needed across various sectors.

Term	Meaning
SAQA	South African Qualification Authority
QCTO	Quality Council for Trades and Occupations (QCTO)
SETA'S	Sector Education and Training Authority
OHS Act	Occupational Health and Safety Act 85 of 1993
Mines Act	Mine Health and Safety Act 29 of 1996
NCOP	National Code of Practice
Government Gazette	Government Gazette Staatskoerant
DEL	Department of Employment and Labour
DOT	Department of Transport
CI Number	CI Number / DOT Registration / DOL Registration
AgriSETA	Agricultural Sector Education and Training Authority
BANKSETA	Banking Sector Education and Training Authority

Term	Meaning
CHIETA	Chemical Industries Education and Training Authority
CETA	Construction Education and Training Authority
CATHSSETA	Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority
ETDP SETA	Education, Training and Development Practices Sector Education and Training Authority
EWSETA	Energy and Water Sector Education and Training Authority
FP&M SETA	Fibre Processing and Manufacturing Sector Education and Training Authority
FASSET	Finance and Accounting Services Sector Education and Training Authority
FoodBev SETA	Food and Beverage Manufacturing Industry Sector Education and Training Authority
HWSETA	Health and Welfare Sector Education and Training Authority
Inseta	Insurance Sector Education and Training Authority
LGSETA	Local Government Sector Education and Training Authority
merSETA	Manufacturing, Engineering and Related Services Sector Education and Training Authority
MICT SETA	Media, Information and Communication Technologies Sector Education and Training Authority
MQA	Mining Qualifications Authority
PSETA	Public Service Sector Education and Training Authority
SASSETA	Safety and Security Sector Education and Training Authority
SSETA	Services Sector Education and Training Authority
TETA	Transport Education Training Authority
W&RSETA	Wholesale and Retail Sector Education and Training Authority

OCCUPATIONAL CERTIFICATES

Code	Name of SP
117014	OC Tractor Operator
121527	OC Health and Safety Practioner
96396	OC Freight Handling
99687	OC Contact Centre Manager
101711	OC Excavator Operator
101668	OC Skid Steer Loader Operator
117005	OC Construction Plant Operator
93793	OC Truck Driver
117010	OC Water Cart Operator
117025	OC Dozer Operator

SKILLS DEVELOPMENT (SP'S) COURSE DIRECTORY

Code	Course	Novice	Delivery	Max
IG-SP01	SDP - Data Analysis	2-4 Weeks	Classroom/Elearning	5
IG-SP02	SDP - Operations Management	2-4 Weeks	Classroom/Elearning	5
IG-SP03	SDP - Quality Assurance	2-4 Weeks	Classroom/Elearning	5
IG-SP04	SDP - Safety Officer	2-4 Weeks	Classroom/Elearning	5
IG-SP05	SDP - Traffic Safety Officer	2-4 Weeks	Classroom/Elearning	5
IG-SP06	SDP - ESG Environmental, Social and Governance	2-4 Weeks	Classroom/Elearning	5

SKILLS PROGRAMS

SP Code	Name of SP
SP-230803	Advanced Emergency First Aid Response
SP-230801	Basic Emergency First Aid Response
SP-230802	Intermediate Emergency First Aid Responder
SP-220303	Counterbalanced Lift Truck Driver F1
SP-220304	Counterbalanced Lift Truck Driver F2
SP-220305	Counterbalanced Lift Truck Driver F3
SP-220306	Counterbalanced Lift Truck Driver F4
SP-211034	Telescopic Boom Handler C46
SP-211022	Overhead Crane Cab Controlled C31
SP-211035	Tower Crane Bottom Slew C42
SP-211036	Tower Crane Top Slew C41
SP-211037	Truck Mounted Crane C32
SP-250306	Dangerous Goods by Road
SP-220307	Reach Lift Truck Operator F5
SP-220314	Pallet Lift Truck F12
SP-211023	Overhead Pendant Radio Operator C30
SP-220311	Order Lift Truck F9
SP-211016	Hydraulic Mobile Crane C35
SP-220310	Order Lift Truck F8

SKILLS PROGRAMS

SP Code	Name of SP
SP-220308	Pedestrian - Controlled Lift Truck F6
SP-220309	Pedestrian - Controlled Lift Truck F7
SP-211026	Reach Stacker C48
SP-220313	Rough Terrain Lift Truck F11
SP-250815	OHS SHE Representative — Low Risk
SP-250816	OHS SHE Representative — High Risk
SP-250817	Evacuation Marshal
SP-250818	Incident Investigation Team Leader
SP-250906	Incident Investigation Team Member
SP-250707	Emergency Response and Evacuation Co-ordinator
SP-250708	Managing Workplace Discipline
SP-250601	Advance OHS Compliance Ensurer
SP-250602	Workplace OHS Risk Specialist
SP-250604	Essential OHS Compliance Ensurer
SP-250605	Intermediate OHS Compliance Ensurer
SP-250811	Scaffold Hand
SP-250812	Scaffold Fixer
SP-250603	Operational OHS Risk Assessor
SP-241202	Basic Food Safety Complier

LGSETA
ACCREDITATION STATUS

Local Government Sector Education and Training Authority

Detail	Reference
Accreditation number	**LGRS-Accredit-3954-230323606**
Unique identifier	**LGRSP-3954-606230323**

LGSETA
QUALIFICATIONS

SkillForm Group (Pty) Ltd

SAQA Qual ID	Qualification Title
49605	National Certificate: Environmental Practice
64870	Further Education and Training Certificate: Generic Management: Disaster Risk Management
50081	Further Education and Training Certificate: Leadership Development
64390	National Certificate: Emergency Services Supervision: Fire and Rescue Operations
66789	National Certificate: Environmental Management



UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 1 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Core	242824	Apply leadership concepts in a work context	Level 4	NQF Level 04	12
Core	242815	Apply the organisation's code of conduct in a work environment	Level 4	NQF Level 04	5
Core	242816	Conduct a structured meeting	Level 4	NQF Level 04	5
Core	242822	Employ a systematic approach to achieving objectives	Level 4	NQF Level 04	10
Core	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	Level 4	NQF Level 04	6
Core	242810	Manage Expenditure against a budget	Level 4	NQF Level 04	6
Core	242829	Monitor the level of service to a range of customers	Level 4	NQF Level 04	5
Core	242819	Motivate and Build a Team	Level 4	NQF Level 04	10
Core	242811	Prioritise time and work for self and team	Level 4	NQF Level 04	5
Core	242817	Solve problems, make decisions and implement solutions	Level 4	NQF Level 04	8
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	NQF Level 03	5
Fundamental	119457	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	NQF Level 03	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	NQF Level 04	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	NQF Level 04	5

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 2 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	NQF Level 04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	NQF Level 04	5
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	NQF Level 04	5
Elective	12484	Perform basic fire fighting	Level 2	NQF Level 02	4
Elective	117111	Apply knowledge of basic accounting principles to financial services	Level 3	NQF Level 03	4
Elective	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	NQF Level 03	4
Elective	113852	Apply occupational health, safety and environmental principles	Level 3	NQF Level 03	10
Elective	113955	Apply the Batho Pele principles to own work role and context	Level 3	NQF Level 03	4
Elective	113909	Coach a team member in order to enhance individual performance in work environment	Level 3	NQF Level 03	5
Elective	8025	Controlling and locating stock	Level 3	NQF Level 03	8
Elective	120235	Demonstrate an understanding of the concept of microbiology in a food handling environment	Level 3	NQF Level 03	6
Elective	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	Level 3	NQF Level 03	4
Elective	242875	Describe basic freight logistic principles	Level 3	NQF Level 03	6
Elective	377360	Discuss Just in Time (JIT) and Lean Manufacturing	Level 3	NQF Level 03	5

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 3 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	113915	Explain the application of the basic conditions of employment act in an employment contract	Level 3	NQF Level 03	2
Elective	113907	Explain the impact of personal wellness on work performance	Level 3	NQF Level 03	2
Elective	251960	Identify and describe disaster related risks and threatening situations utilizing basic disaster management concepts and indigenous knowledge	Level 3	NQF Level 03	5
Elective	242814	Identify and explain the core and support functions of an organisation	Level 3	NQF Level 03	6
Elective	242812	Induct a member into a team	Level 3	NQF Level 03	4
Elective	242820	Maintain records for a team	Level 3	NQF Level 03	4
Elective	8016	Maintaining occupational health, safety and general housekeeping	Level 3	NQF Level 03	8
Elective	120239	Monitor critical control points (CCPs) as an integral part of a hazard analysis critical control point (HACCP) system	Level 3	NQF Level 03	6
Elective	117877	Perform one-to-one training on the job	Level 3	NQF Level 03	4
Elective	119802	Perform quality control practices in a food or sensitive consumer product operation	Level 3	NQF Level 03	6
Elective	13934	Plan and prepare meeting communications	Level 3	NQF Level 03	4
Elective	114251	Prepare chemical additives used in the pulp and paper industry	Level 3	NQF Level 03	4
Elective	116720	Show understanding of diversity in the workplace	Level 3	NQF Level 03	3
Elective	243299	Adapt available spaces in the community as a sports or fitness facility	Level 4	NQF Level 04	5
Elective	260277	Administer school assets	Level 4	NQF Level 04	12
Elective	120385	Apply a range of project management tools and techniques	Level 4	NQF Level 04	7

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 4 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	243298	Apply administrative skills and knowledge in a sport organisation	Level 4	NQF Level 04	11
Elective	377363	Apply inventory replenishment and distribution systems	Level 4	NQF Level 04	8
Elective	243297	Apply knowledge of anatomy and physiology to exercise training	Level 4	NQF Level 04	5
Elective	337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	Level 4	NQF Level 04	5
Elective	337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated	Level 4	NQF Level 04	3
Elective	377381	Apply Total Quality Management (TQM)	Level 4	NQF Level 04	8
Elective	243296	Apply values and ethics to a sport organisation	Level 4	NQF Level 04	3
Elective	10708	Control and adjust utilities in a food or beverage manufacturing plant	Level 4	NQF Level 04	10
Elective	254595	Control the flow of information in a business unit	Level 4	NQF Level 04	8
Elective	119867	Create a visual record of artefacts and features for archiving or publication	Level 4	NQF Level 04	8
Elective	251965	Create awareness and promote a culture of risk avoidance through advocacy activities	Level 4	NQF Level 04	6
Elective	243303	Create, improvise and organize sport activities	Level 4	NQF Level 04	6
Elective	110490	Demonstrate a knowledge and understanding of the basic principles of public administration and management	Level 4	NQF Level 04	4
Elective	252390	Demonstrate applied knowledge of financial administration in a sheriff's office	Level 4	NQF Level 04	7
Elective	13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	Level 4	NQF Level 04	8
Elective	117499	Demonstrate entrepreneurial competence	Level 4	NQF Level 04	12

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 5 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	242655	Demonstrate knowledge and application of ethical conduct in a business environment	Level 4	NQF Level 04	4
Elective	116608	Demonstrate knowledge and application of ethical conduct in a debt recovery work context	Level 4	NQF Level 04	6
Elective	242668	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	Level 4	NQF Level 04	4
Elective	119864	Demonstrate knowledge of archaeology applied to Colonial sites	Level 4	NQF Level 04	6
Elective	119869	Demonstrate knowledge of Iron Age archaeology	Level 4	NQF Level 04	10
Elective	119877	Demonstrate knowledge of Stone Age archaeology	Level 4	NQF Level 04	10
Elective	260257	Demonstrate knowledge of the legislative framework for school governance	Level 4	NQF Level 04	10
Elective	260217	Demonstrate understanding of legal aspects pertaining to human resources in a school	Level 4	NQF Level 04	12
Elective	110026	Describe and assist in the control of fraud in an office environment	Level 4	NQF Level 04	4
Elective	377380	Describe the functions of purchasing and procurement	Level 4	NQF Level 04	5
Elective	242818	Describe the relationship of junior management to other roles	Level 4	NQF Level 04	5
Elective	110003	Develop administrative procedures in a selected organisation	Level 4	NQF Level 04	8
Elective	123460	Develop and apply administrative principles in the implementation of Municipal Office Administration	Level 4	NQF Level 04	6
Elective	260337	Develop and implement policy for school governance	Level 4	NQF Level 04	9
Elective	377364	Discuss the role of inventory in a manufacturing environment	Level 4	NQF Level 03	10

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 6 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	337062	Evaluate a job in the Public Sector in South Africa	Level 4	NQF Level 04	6
Elective	252389	Explain and implement service in the civil justice system	Level 4	NQF Level 04	7
Elective	252388	Explain and implement the writ of execution and enforcement process	Level 4	NQF Level 04	10
Elective	252391	Explain legal concepts in respect of sheriffing	Level 4	NQF Level 04	7
Elective	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	Level 4	NQF Level 04	5
Elective	377160	Explain the fundamentals of the concepts of 'wellness'	Level 4	Level TBA: Pre-2009 was L4	8
Elective	12544	Facilitate the preparation and presentation of evidence for assessment	Level 4	NQF Level 04	4
Elective	114877	Formulate and implement an action plan to improve productivity within an organisational unit	Level 4	NQF Level 04	8
Elective	242996	Handle dangerous goods during warehousing and storage	Level 4	NQF Level 04	4
Elective	120377	Identify, suggest and implement corrective actions to improve quality of project work	Level 4	NQF Level 04	7
Elective	120381	Implement project administration processes according to requirements	Level 4	NQF Level 04	5
Elective	10980	Induct a new employee	Level 4	NQF Level 04	6
Elective	117156	Interpret basic financial statements	Level 4	NQF Level 04	4
Elective	119875	Investigate a maritime site	Level 4	NQF Level 04	5
Elective	243300	Lead a community sport activity	Level 4	NQF Level 04	12
Elective	242840	Make oral presentations	Level 4	NQF Level 04	2
Elective	110009	Manage administration records	Level 4	NQF Level 04	4
Elective	117500	Manage finance in a small business	Level 4	NQF Level 04	8

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 7 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	11473	Manage individual and team performance	Level 4	NQF Level 04	8
Elective	243301	Manage safety and emergency incidences	Level 4	NQF Level 04	6
Elective	109999	Manage service providers in a selected organisation	Level 4	NQF Level 04	5
Elective	254596	Manage time keeping records	Level 4	NQF Level 04	5
Elective	114589	Manage time productively	Level 4	NQF Level 04	4
Elective	114215	Mentor a colleague to enhance the individual`s knowledge, skills, values and attitudes in a selected career path	Level 4	NQF Level 04	3
Elective	119796	Monitor and control quality assurance procedures in a food or sensitive consumer product environment	Level 4	NQF Level 04	8
Elective	14586	Monitor and control quality control practices in a manufacturing/engineering environment	Level 4	NQF Level 04	8
Elective	244105	Participate in a task team in a process environment	Level 4	NQF Level 04	4
Elective	115209	Participate in the development of a strategic plan for fundraising	Level 4	NQF Level 04	12
Elective	377440	Perform capacity requirements planning (CRP)	Level 4	NQF Level 04	8
Elective	114738	Perform financial planning and control functions for a small business	Level 4	NQF Level 04	6
Elective	377402	Perform master scheduling in the workplace	Level 4	NQF Level 04	5
Elective	377386	Perform material requirements planning (MRP)	Level 4	NQF Level 04	5
Elective	377400	Perform sales and operations planning	Level 4	NQF Level 04	5
Elective	260237	Plan for school development	Level 4	NQF Level 04	8
Elective	377383	Planning and controlling in a manufacturing environment	Level 4	NQF Level 04	6
Elective	260357	Prepare and monitor the budget of a school	Level 4	NQF Level 04	12

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 8 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	119257	Produce and maintain work activity reports	Level 4	NQF Level 04	8
Elective	114592	Produce business plans for a new venture	Level 4	NQF Level 04	8
Elective	243293	Promote sport activity in a community	Level 4	NQF Level 04	4
Elective	243294	Recommend an exercise programme or activity	Level 4	NQF Level 04	5
Elective	119873	Record a rock art site	Level 4	NQF Level 04	6
Elective	119865	Recover human skeletal remains for analysis	Level 4	NQF Level 04	6
Elective	10978	Recruit and select candidates to fill defined positions	Level 4	NQF Level 04	10
Elective	119870	Research a Southern African archaeological site from published and unpublished material	Level 4	NQF Level 04	6
Elective	262500	Research and plan for the equipping of a salon	Level 4	NQF Level 04	6
Elective	335915	Schedule suppliers to deliver to a wholesale and retail unit	Level 4	NQF Level 04	5
Elective	118028	Supervise customer service standards	Level 4	NQF Level 04	8
Elective	118029	Supervise housekeeping and hygiene in a store	Level 4	NQF Level 04	6
Elective	118045	Supervise implementation of loss control measures	Level 4	NQF Level 04	8
Elective	118030	Supervise P.O.S. Operations	Level 4	NQF Level 04	8
Elective	118033	Supervise promotional activities	Level 4	NQF Level 04	8
Elective	118037	Supervise sales performance	Level 4	NQF Level 04	8
Elective	243295	Supervise sport or fitness facilities	Level 4	NQF Level 04	8
Elective	118043	Supervise stock counts	Level 4	NQF Level 04	8
Elective	262519	Supervise the functions of a hairdressing salon	Level 4	NQF Level 04	8

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 9 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 4	NQF Level 04	12
Elective	377361	Understand the role of inventory and ordering costs	Level 4	NQF Level 03	5
Elective	9242	Analyse external factors influencing people who have special needs	Level 5	Level TBA: Pre-2009 was L5	4
Elective	120192	Apply anatomical and physiological knowledge to golfing activity	Level 5	Level TBA: Pre-2009 was L5	5
Elective	120209	Apply basic concepts of sport psychology in a golfing context	Level 5	Level TBA: Pre-2009 was L5	12
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	Level TBA: Pre-2009 was L5	4
Elective	11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 5	Level TBA: Pre-2009 was L5	8
Elective	120204	Apply knowledge of diet and nutrition to improving golf performance	Level 5	Level TBA: Pre-2009 was L5	10
Elective	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	Level 5	Level TBA: Pre-2009 was L5	10
Elective	120307	Apply South African legislation and policy affecting public administration	Level 5	Level TBA: Pre-2009 was L5	10
Elective	120208	Apply the rules of golf in various contexts	Level 5	Level TBA: Pre-2009 was L5	8
Elective	255514	Conduct a disciplinary hearing	Level 5	Level TBA: Pre-2009 was L5	15
Elective	251967	Conduct disaster risk assessment	Level 5	Level TBA: Pre-2009 was L5	15
Elective	10631	Demonstrate an understanding of manufacturing, principles, methodologies and processes	Level 5	Level TBA: Pre-2009 was L5	7
Elective	337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	Level 5	Level TBA: Pre-2009 was L5	15

UNIT STANDARDS · SAQA 64870

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT: DISASTER RISK MANAGEMENT

Part 10 of 10 · 159 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 5	Level TBA: Pre-2009 was L5	5
Elective	120206	Describe, implement and teach the principles and building blocks of a golf swing	Level 5	Level TBA: Pre-2009 was L5	12
Elective	251964	Develop and implement disaster risk reduction plans	Level 5	Level TBA: Pre-2009 was L5	10
Elective	120211	Display a holistic understanding of golf and golfing	Level 5	Level TBA: Pre-2009 was L5	8
Elective	252024	Evaluate current practices against best practice	Level 5	Level TBA: Pre-2009 was L5	4
Elective	123398	Facilitate the transfer and application of learning in the workplace	Level 5	Level TBA: Pre-2009 was L5	5
Elective	251966	Implement disaster risk management principles in response, recovery, relief and rehabilitation activities	Level 5	Level TBA: Pre-2009 was L5	15
Elective	377382	Perform forecasting in a manufacturing environment	Level 5	NQF Level 05	8
Elective	120197	Plan and implement personal and career development goals within a golfing environment	Level 5	Level TBA: Pre-2009 was L5	5
Elective	120212	Plan, manage and report on a golf tournament	Level 5	Level TBA: Pre-2009 was L5	8

UNIT STANDARDS · SAQA 49605

NATIONAL CERTIFICATE: ENVIRONMENTAL PRACTICE

Part 1 of 3 · 44 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Core	119554	Apply environmental management tools to assess impacts	Level 2	NQF Level 02	5
Core	13217	Collect and use information	Level 2	NQF Level 02	5
Core	12461	Communicate at work	Level 2	NQF Level 02	5
Core	13220	Keep the work area safe and productive	Level 2	NQF Level 02	8
Core	116080	Monitor, collect and collate agricultural data	Level 2	NQF Level 02	2
Core	12036	Orientate self in the workplace	Level 2	NQF Level 02	6
Core	13258	Participate in work group activities	Level 2	NQF Level 02	4
Core	12483	Perform basic first aid	Level 2	NQF Level 02	4
Core	13221	Perform routine maintenance	Level 2	NQF Level 02	8
Core	119553	Take action to address impacts on the environment	Level 2	NQF Level 02	10
Core	119556	Use tools and operate equipment in an environmentally responsible manner	Level 2	NQF Level 02	10
Core	119558	Work with, use and care for materials and resources which can impact on health and the environment	Level 2	NQF Level 02	10
Fundamental	8963	Access and use information from texts	Level 2	NQF Level 02	5
Fundamental	9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	NQF Level 02	3
Fundamental	7480	Demonstrate understanding of rational and irrational numbers and number systems	Level 2	NQF Level 02	3
Fundamental	9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 2	NQF Level 02	3
Fundamental	8962	Maintain and adapt oral communication	Level 2	NQF Level 02	5
Fundamental	12463	Understand and deal with HIV/AIDS	Level 2	NQF Level 02	3

UNIT STANDARDS · SAQA 49605

NATIONAL CERTIFICATE: ENVIRONMENTAL PRACTICE

Part 2 of 3 · 44 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Fundamental	8967	Use language and communication in occupational learning programmes	Level 2	NQF Level 02	5
Fundamental	7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	Level 2	NQF Level 02	2
Fundamental	9007	Work with a range of patterns and functions and solve problems	Level 2	NQF Level 02	5
Fundamental	8964	Write for a defined context	Level 2	NQF Level 02	5
Elective	14784	Apply sampling theory and practice in the chemical industry	Level 2	NQF Level 02	5
Elective	13202	Apply study and learning techniques	Level 2	NQF Level 02	3
Elective	116121	Apply sustainable farming practices to conserve the ecological environment	Level 2	NQF Level 02	5
Elective	113818	Clean and maintain area of responsibility	Level 2	NQF Level 02	8
Elective	14051	Collect and record data	Level 2	NQF Level 02	3
Elective	8330	Combat problem plants	Level 2	NQF Level 02	3
Elective	12334	Conduct water process laboratory tests	Level 2	NQF Level 02	6
Elective	13679	Control and extinguish a fire in a conservation area	Level 2	NQF Level 02	3
Elective	12351	Demonstrate An Ability To Work With Local Communities	Level 2	NQF Level 02	7
Elective	12352	Demonstrate knowledge of the roles and responsibilities of a community committee	Level 2	NQF Level 02	4
Elective	12033	Demonstrate knowledge of water cycle, water and wastewater systems and processes	Level 2	NQF Level 02	5
Elective	12465	Develop a learning plan and a portfolio for assessment	Level 2	NQF Level 02	6
Elective	11818	Investigate work opportunities in order to make a personal career/employment decision	Level 2	NQF Level 02	2
Elective	8346	Manage cultural heritage resources in the field	Level 2	NQF Level 02	2

UNIT STANDARDS · SAQA 49605

NATIONAL CERTIFICATE: ENVIRONMENTAL PRACTICE

Part 3 of 3 · 44 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	116077	Monitor water quality	Level 2	NQF Level 02	3
Elective	119557	Operate waste disposal facilities	Level 2	NQF Level 02	6
Elective	12484	Perform basic fire fighting	Level 2	NQF Level 02	4
Elective	8332	Perform conservation guardianship	Level 2	NQF Level 02	8
Elective	116064	Recognise and identify the basic functions of the ecological environment	Level 2	NQF Level 02	4
Elective	119555	Separate, handle, store, treat and transport waste	Level 2	NQF Level 02	9
Elective	8348	Understand Nature Conservation issues	Level 2	NQF Level 02	4
Elective	10718	Use a personal budget to manage own money	Level 2	NQF Level 02	3

UNIT STANDARDS · SAQA 50081

FURTHER EDUCATION AND TRAINING CERTIFICATE: LEADERSHIP DEVELOPMENT

Part 1 of 3 · 43 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Core	113955	Apply the Batho Pele principles to own work role and context	Level 3	NQF Level 03	4
Core	120394	Apply communication principles, strategies and processes in a leadership role	Level 4	NQF Level 04	6
Core	120391	Apply leadership skills to relationship management	Level 4	NQF Level 04	8
Core	120392	Apply the concept and principles of knowledge management to leadership	Level 4	NQF Level 04	8
Core	113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 4	NQF Level 04	4
Core	120390	Develop and apply a service culture to a leadership role	Level 4	NQF Level 04	8
Core	120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	Level 4	NQF Level 04	10
Core	120389	Explain and apply the concept, principles and theories of motivation in a leadership context	Level 4	NQF Level 04	6
Core	114585	Plan strategically to improve business performance	Level 4	NQF Level 04	4
Core	242877	Advise stakeholders on the management of a skills development programmes	Level 5	Level TBA: Pre-2009 was L5	8
Core	120300	Analyse leadership and related theories in a work context	Level 5	Level TBA: Pre-2009 was L5	8
Core	120305	Analyse the role that emotional intelligence plays in leadership	Level 5	Level TBA: Pre-2009 was L5	8
Core	120311	Apply visionary leadership to develop strategy	Level 5	Level TBA: Pre-2009 was L5	10
Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3	NQF Level 03	5
Fundamental	8972	Interpret a variety of literary texts	Level 3	NQF Level 03	5
Fundamental	8969	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	NQF Level 03	5

UNIT STANDARDS · SAQA 50081

FURTHER EDUCATION AND TRAINING CERTIFICATE: LEADERSHIP DEVELOPMENT

Part 2 of 3 · 43 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4	NQF Level 04	5
Fundamental	8975	Read analyse and respond to a variety of texts	Level 4	NQF Level 04	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	NQF Level 04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	NQF Level 04	5
Fundamental	8976	Write for a wide range of contexts	Level 4	NQF Level 04	5
Elective	113959	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 3	NQF Level 03	4
Elective	10140	Apply a range of project management tools	Level 4	NQF Level 04	8
Elective	14667	Describe and apply the management functions of an organization	Level 4	NQF Level 04	10
Elective	119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	Level TBA: Pre-2009 was L5	15
Elective	116917	Apply advanced principles of complexity theory to organisational transformation	Level 5	Level TBA: Pre-2009 was L5	12
Elective	115395	Apply and explain the generic business process and value chain model	Level 5	Level TBA: Pre-2009 was L5	12
Elective	120303	Apply principles of risk management	Level 5	Level TBA: Pre-2009 was L5	8
Elective	115401	Apply the basic principles of issue management	Level 5	Level TBA: Pre-2009 was L5	8

UNIT STANDARDS · SAQA 50081

FURTHER EDUCATION AND TRAINING CERTIFICATE: LEADERSHIP DEVELOPMENT

Part 3 of 3 · 43 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	116345	Apply the principles of budgeting within a municipality	Level 5	Level TBA: Pre-2009 was L5	15
Elective	115407	Apply the principles of change management in the workplace	Level 5	Level TBA: Pre-2009 was L5	10
Elective	11903	Co-ordinate the development and implementation of organisational social responsibility strategies	Level 5	Level TBA: Pre-2009 was L5	5
Elective	15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	Level TBA: Pre-2009 was L5	4
Elective	337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 5	Level TBA: Pre-2009 was L5	5
Elective	116949	Establish how a value system underpins organisational transformation	Level 5	Level TBA: Pre-2009 was L5	12
Elective	116924	Implement a programme of diversity management in the workplace	Level 5	Level TBA: Pre-2009 was L5	14
Elective	116922	Implement a value system to effect organisational transformation	Level 5	Level TBA: Pre-2009 was L5	12
Elective	114226	Interpret and manage conflicts within the workplace	Level 5	Level TBA: Pre-2009 was L5	8
Elective	119336	Manage the development and performance of human capital in the public sector	Level 5	Level TBA: Pre-2009 was L5	12
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	Level TBA: Pre-2009 was L5	14

UNIT STANDARDS · SAQA 64390

NATIONAL CERTIFICATE: EMERGENCY SERVICES SUPERVISION: FIRE AND RESCUE OPERATIONS

Part 1 of 2 · 23 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Core	119676	Apply the skills of customer care in a specific work environment	Level 4	NQF Level 04	4
Core	242853	Perform support operations at a fire incident	Level 4	NQF Level 04	10
Core	242855	Perform vehicle rescue operations	Level 4	NQF Level 04	4
Core	242851	Render assistance during a technical rescue incident	Level 4	NQF Level 04	5
Core	115225	Communicate at the scene of an emergency	Level 5	Level TBA: Pre-2009 was L5	3
Core	260119	Conduct a fire safety inspection	Level 5	Level TBA: Pre-2009 was L5	6
Core	115217	Deal with hazardous materials	Level 5	Level TBA: Pre-2009 was L5	8
Core	115223	Demonstrate awareness and take initial actions at a hazardous materials incident	Level 5	Level TBA: Pre-2009 was L5	8
Core	115222	Inspect, care for and operate fire service equipment	Level 5	Level TBA: Pre-2009 was L5	15
Core	260121	Supervise a fire fighting and rescue operation	Level 5	Level TBA: Pre-2009 was L5	4
Core	260118	Supervise an emergency operation involving trenches	Level 5	Level TBA: Pre-2009 was L5	5
Core	260131	Supervise a hazardous materials incident	Level 6	Level TBA: Pre-2009 was L6	14
Fundamental	7876	Conduct on-the-Job-Training	Level 5	Level TBA: Pre-2009 was L5	8
Fundamental	10053	Manage customer requirements and needs and implement action plans	Level 5	Level TBA: Pre-2009 was L5	8
Elective	123231	Manage a crew during wildfire suppression	Level 4	NQF Level 04	7
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	Level TBA: Pre-2009 was L5	4
Elective	260134	Conduct an aircraft firefighting and rescue operation	Level 5	Level TBA: Pre-2009 was L5	7

UNIT STANDARDS · SAQA 64390

NATIONAL CERTIFICATE: EMERGENCY SERVICES SUPERVISION: FIRE AND RESCUE OPERATIONS

Part 2 of 2 · 23 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	260127	Direct a rescue operation in a marine incident	Level 5	Level TBA: Pre-2009 was L5	9
Elective	260132	Perform an elementary swift water rescue operation	Level 5	Level TBA: Pre-2009 was L5	3
Elective	260130	Supervise a foam firefighting operation	Level 5	Level TBA: Pre-2009 was L5	8
Elective	260117	Supervise a heavy vehicle rescue operation	Level 5	Level TBA: Pre-2009 was L5	5
Elective	260122	Supervise and apply ventilation at a fire and rescue	Level 5	Level TBA: Pre-2009 was L5	8
Elective	260139	Undertake an emergency rescue operation in a confined space	Level 5	Level TBA: Pre-2009 was L5	5

UNIT STANDARDS · SAQA 66789

NATIONAL CERTIFICATE: ENVIRONMENTAL MANAGEMENT

Part 1 of 2 · 23 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Core	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Core	14927	Apply problem solving strategies	Level 4	NQF Level 04	4
Core	264457	Demonstrate an understanding of integrated water resource management (IWRM)	Level 4	NQF Level 04	12
Core	13649	Apply fundamental knowledge of environmental ethics to a field of work or study	Level 5	Level TBA: Pre-2009 was L5	6
Core	244518	Apply specialist incident investigation techniques to a specific incident in a work environment	Level 5	Level TBA: Pre-2009 was L5	6
Core	264459	Demonstrate an understanding of human sustainability	Level 5	Level TBA: Pre-2009 was L5	8
Core	264455	Demonstrate an understanding of integrated environmental management analysis tools	Level 5	Level TBA: Pre-2009 was L5	8
Core	264461	Demonstrate an understanding of Integrated Waste Management	Level 5	Level TBA: Pre-2009 was L5	8
Core	116971	Demonstrate knowledge of pollution Incident management and remediation	Level 5	Level TBA: Pre-2009 was L5	10
Core	244288	Demonstrate understanding of occupational health and safety legislation in the workplace	Level 5	Level TBA: Pre-2009 was L5	8
Core	252022	Develop, implement and evaluate a project plan	Level 5	Level TBA: Pre-2009 was L5	8
Core	264458	Explain the regulatory framework for environmental management	Level 5	Level TBA: Pre-2009 was L5	8
Core	264454	Manage hazardous substances	Level 5	Level TBA: Pre-2009 was L5	6
Fundamental	10622	Conduct communication within a business environment	Level 5	Level TBA: Pre-2009 was L5	8
Fundamental	264456	Explain the biophysical environment	Level 5	Level TBA: Pre-2009 was L5	10

UNIT STANDARDS · SAQA 66789

NATIONAL CERTIFICATE: ENVIRONMENTAL MANAGEMENT

Part 2 of 2 · 23 unit standards in total

Type	ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits
Elective	119909	Explain the implications of climate change for an economic sector	Level 4	NQF Level 04	6
Elective	252026	Apply a systems approach to decision making	Level 5	Level TBA: Pre-2009 was L5	6
Elective	15234	Apply efficient time management to the work of a department/division/section	Level 5	Level TBA: Pre-2009 was L5	4
Elective	264460	Collect and transport waste	Level 5	Level TBA: Pre-2009 was L5	6
Elective	264474	Demonstrate an understanding of waste generation and primary storage	Level 5	Level TBA: Pre-2009 was L5	6
Elective	252033	Demonstrate ways of dealing with the effects of dread diseases and in particular HIV/AIDS	Level 5	Level TBA: Pre-2009 was L5	8
Elective	264476	Dispose of waste	Level 5	Level TBA: Pre-2009 was L5	6
Elective	264475	Treat and process waste	Level 5	Level TBA: Pre-2009 was L5	8

MINING SKILLS PROGRAMS

SP Code	Name of SP
SP-240503	Mine Occ H&S Rep
SP-230343	Mine Fire Fighter Surface
SP-221127	Surface Support Installer
SP-230334	Drill Rig Operator - Mining Surface
SP-230332	Drill Rig Operator - Mining Underground
SP-221125	Underground Hardrock Support Installer
SP-230315	Mining Dozer Operator
SP-230337	Mining Dump Truck
SP-230346	Mining MEWP Operator
SP-230349	Mining Telescopic Boom Handler
SP-230367	Mining Skid Steer Loader
SP-230370	Mining Utility Vehicle
SP-230322	Mining Face Shovel
SP-230329	Mine Gas Tester



TETA QUALIFICATIONS

ID	Qualification
50285	National Certificate: Professional Driving
74149	National Certificate: Supply Chain Management

TETA UNIT STANDARDS

ID	Title
7997	Managing self-development
8000	Apply basic business principles
8420	Operate in a team
9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
10977	Convey abnormal freight
113852	Apply occupational health, safety and environmental principles
113909	Coach a team member in order to enhance individual performance in work environment
114215	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace
116255	Operate a tower crane
116534	Carry out basic first aid treatment in the workplace
117500	Manage finance in a small business
119457	Interpret and use information from texts

ID	Title
119465	Write/present/sign texts for a range of communicative contexts
119467	Use language and communication in occupational learning programmes
119472	Accommodate audience and context needs in oral/signed communication
119567	Perform basic life support and first aid procedures
120496	Provide risk-based primary emergency care/first aid in the workplace
123253	Operate a rigid heavy vehicle
123257	Operate a rigid light vehicle
123258	Foster and maintain customer relations
123259	Convey dangerous goods by road
123261	Plan road transport service delivery
123262	Load general freight
12484	Perform basic fire fighting
242972	Operate advanced defined purpose lift trucks
242974	Operate counter-balanced lift truck
242976	Operate overhead/gantry cranes
242981	Operate defined purpose lift trucks
242982	Operate heavy crane
243665	Meet the requirements in order to obtain a provisional licence
244407	Lift and move a load using mechanical lifting equipment
252025	Monitor, assess and manage risk
252267	Negotiate with suppliers
253638	Sling and communicate during crane operations
254154	Apply advanced techniques for operating four-wheel drive (4WD) vehicles in on-road and off-road conditions
260761	Operate a reach stacker
260762	Operate rough terrain/earthmoving/agricultural equipment
260781	Operate a telescopic boom handler

ID	Title
335800	Apply professional values and ethics in the operational environment
336681	Process customer orders
336699	Demonstrate an understanding of the principles of marketing
336702	Analyse and apply management practices within the supply chain
336703	Design a distribution network
336704	Prepare products for transportation; manage the return of goods and warehousing
336705	Demonstrate an understanding of the fundamentals of international trade and execute international purchases
336706	Establish a competitive supply chain infrastructure
336708	Facilitate processes to ensure the integration of supply chain information
336709	Evaluate the influences of key components in a supply chain
336710	Develop and implement supply chain performance management systems
336711	Demonstrate an understanding of the key elements in developing strategies to optimise operational supply
336712	Outline the philosophy of Supply Chain Management
336713	Demonstrate an understanding of the supply chain environment
336719	Manage relationships between supply chain partners
336720	Conduct demand forecasting and develop supply and capacity plans to meet demand
336740	Analyse logistics systems and implement appropriate strategic plans
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
8016	Maintaining occupational health, safety and general housekeeping
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
9012	Investigate life and work-related problems using data and probabilities
376480	Provide first aid as an advanced first responder
243272	Operate a Mobile Elevating Work Platform (MEWP)
377201	Apply advanced driving skills: defensive driving
242978	Operate truck-mounted cranes

CETA QUALIFICATIONS

ID	Qualification
65789	National Certificate: Construction Plant Operations
77063	National Certificate: Construction Health and Safety

CETA UNIT STANDARDS

Code	Title
252259	Plan, organise and manage own activities in the organisation
14556	Apply productivity principles on a construction site
9986	Apply quality principles on a construction site
262687	Apply regulatory requirements in plant operations
262726	Demonstrate a basic understanding of the mechanics of plant
114219	Demonstrate an understanding and implement environmental initiatives on a construction activity
262685	Demonstrate an understanding of earthworks
262724	Demonstrate knowledge of civil construction works
9978	Describe the construction industry composition, its work procurement systems and communication techniques
9966	Establish and prepare a work area
12484	Perform basic fire fighting
120496	Provide risk-based primary emergency care/first aid in the workplace
12463	Understand and deal with HIV/AIDS
14633	Adhere to disciplinary code
246667	Demonstrate an understanding of Occupational Health, Safety and Environmental Legislations
123258	Foster and maintain customer relations
119463	Access and use information from texts

Code	Title
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
7480	Demonstrate understanding of rational and irrational numbers and number systems
9008	Identify, describe, compare, classify, explore shape and motion in 2- and 3-dimensional shapes in different contexts
119454	Maintain and adapt oral/signed communication
119460	Use language and communication in occupational learning programmes
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life
9007	Work with a range of patterns and functions and solve problems
119456	Write/present for a defined context
252250	Apply firefighting techniques
252244	Describe the impact of customer service on a business
243275	Erect and dismantle prefabricated aluminium alloy scaffolding
229998	Explain and perform fall arrest techniques when working at height
10007	Identify, analyse and select business opportunities
243189	Manage personal finances
15091	Plan to manage one's time
244605	Demonstrate ability to participate effectively in a team or group
257077	Illuminate an area using a lighting plant
229995	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan
244365	Lift and move material and equipment by means of a forklift
262727	Operate a backhoe/loader
262732	Operate a continuous bucket trencher
262730	Operate a dragline
262746	Operate a face shovel
262747	Operate a front-end loader
262735	Operate a grader
262787	Operate a hot mix asphalt paving machine
262788	Operate a milling machine
243272	Operate a Mobile Elevating Work Platform (MEWP)
262789	Operate a paving screed

Code	Title
262731	Operate a rigid body dump truck
262805	Operate a roller
262710	Operate a scraper
262790	Operate a service truck
262824	Operate a side boom
262712	Operate a skid steer loader
262734	Operate a tip truck
262729	Operate a tracked dozer
262804	Operate a tractor
262764	Operate a water cart
262713	Operate a wheeled dozer
262745	Operate an articulated dump truck
262744	Operate an excavator
262785	Operate bitumen spray equipment
9322	Work in a team
257041	Bar down loose rocks using appropriate equipment
115863	Demonstrate an understanding of the preparation of the item for hire
262728	Grade to final levels using a motor grader
115880	Interact with customer to provide a complete hire service
115858	Receive and store new stock for hire
115861	Receive and store returned hired stock
9964	Apply health and safety to a work area
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
117924	Use a Graphical User Interface (GUI)-based word processor to format documents
116945	Use electronic mail to send and receive messages
15034	Work in confined spaces on construction sites
120330	Conduct a continuous risk assessment in a workplace
120335	Conduct an investigation into workplace incidents

Code	Title
120337	Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place
365183	Implement safety procedures for open hole or deep excavations
120325	Monitor, report and advise on the application of safety and health principles regarding the movement of people and materials in and around a working place
120362	Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights
254220	Provide primary emergency care/first aid as an advanced first responder
120329	Respond to, implement and manage emergencies according to an emergency action plan in a workplace
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
120341	Conduct a Task Analysis and take appropriate action to address identified risks
120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation
120370	Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place
120349	Monitor and make recommendations on the application of health and safety principles regarding lifting equipment in the working place
120354	Monitor and make recommendations on the application of health and safety principles regarding pressure vessels and pressure systems in the working place
120359	Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment
119472	Accommodate audience and context needs in oral/signed communication
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations
9013	Describe, apply, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts
119457	Interpret and use information from texts
9012	Investigate life and work-related problems using data and probabilities
119467	Use language and communication in occupational learning programmes
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
119465	Write/present/sign texts for a range of communicative contexts
116283	Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation
259601	Participate in the implementation and evaluation of a safety and health management programme in the workplace
253638	Sling and communicate during crane operations
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet
120317	Measure noise levels, and take appropriate action
114218	Demonstrate an understanding and implement environmental initiatives on a construction project

ISO/SANS COURSE DIRECTORY

ISO	Course	Novice	Refresher	Delivery	Max
ISO9001	ISO9001:2018 Quality Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO13485	ISO13485:2016 Medical Devices	2.5 Days	1 Day	Classroom/Elearning	5
ISO14001	ISO14001:2015 Environmental Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO31000	ISO31000:2018 Risk Management	2.5 Days	1 Day	Classroom/Elearning	5
ISO45001	ISO45001:2018 Occupational Health and Safety Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO22000	ISO22000: Food Safety Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO22301	ISO22301:2019 Business Continuity Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO27001	ISO27001:2022 Information Security Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO50001	ISO50001: Energy Management System	2.5 Days	1 Day	Classroom/Elearning	5
HACCP - BRC	HACCP - BRC Global Standard for Food Safety (BRCGS)	2.5 Days	1 Day	Classroom/Elearning	5
SANS FIRE	SANS 246 - SANS 10400 Fire Detection and System	2.5 Days	1 Day	Classroom/Elearning	5

ISO TRAINING IS SPLIT INTO SECTIONS PER COURSE

Section	Duration
Awareness	1 Day
Introduction	1 Day
Implementation	2 Days
Auditor	1 Day
Lead Auditor	3 Days

MANAGEMENT COURSE DIRECTORY

Code	Course	Novice	Delivery	Max
IG-MTC01	Analytical Thinking	4 Days	Classroom/Elearning	10
IG-MTC02	Apply Principles of Knowledge Management	4 Days	Classroom/Elearning	10
IG-MTC03	Apply Professional Values and Ethics	4 Days	Classroom/Elearning	10
IG-MTC04	Assertive Leadership	4 Days	Classroom/Elearning	10
IG-MTC05	Build Teams to Achieve Goals and Objectives	4 Days	Classroom/Elearning	10
IG-MTC06	Change Management	4 Days	Classroom/Elearning	10
IG-MTC07	Coach Team Members	4 Days	Classroom/Elearning	10
IG-MTC08	Communicate Effective	4 Days	Classroom/Elearning	10
IG-MTC09	Communication Techniques	4 Days	Classroom/Elearning	10
IG-MTC10	Create and Manage Innovation	4 Days	Classroom/Elearning	10
IG-MTC11	Dreaded Diseases	4 Days	Classroom/Elearning	10
IG-MTC12	Emotional Intelligence	4 Days	Classroom/Elearning	10
IG-MTC13	Environmental, Social and Governance Training	4 Days	Classroom/Elearning	10
IG-MTC14	Ethics in the Workplace	4 Days	Classroom/Elearning	10
IG-MTC15	Identify Brand Mix Elements	4 Days	Classroom/Elearning	10
IG-MTC16	Induct a New Employee	4 Days	Classroom/Elearning	10
IG-MTC17	Interpret and Manage Conflict	4 Days	Classroom/Elearning	10
IG-MTC18	Lead People Development and Talent Management	4 Days	Classroom/Elearning	10
IG-MTC19	Leadership Theories	4 Days	Classroom/Elearning	10
IG-MTC20	Manage a Diverse Workforce	4 Days	Classroom/Elearning	10
IG-MTC21	Manage a Training Intervention	4 Days	Classroom/Elearning	10
IG-MTC22	Manage Finance of a Unit	4 Days	Classroom/Elearning	10
IG-MTC23	Performance Management for Line Managers	4 Days	Classroom/Elearning	10
IG-MTC24	Power Project Management	4 Days	Classroom/Elearning	10
IG-MTC25	Root Cause Analysis	4 Days	Classroom/Elearning	10
IG-MTC26	Safety Officer	4 Days	Classroom/Elearning	10
IG-MTC27	Select First Line Managers	4 Days	Classroom/Elearning	10

SMARTCERTS

SmartCerts is a powerful digital vault designed to simplify the way individuals and organisations store, manage, and access their training certifications and licenses. Instead of dealing with scattered documents, lost certificates, or time-consuming manual record-keeping, SmartCerts brings everything together in one secure, centralised platform. Built with advanced encryption and private server access, the system ensures your credentials are always protected while remaining instantly accessible whenever you need them.

SmartCerts is ideal for professionals, companies, and training providers seeking a streamlined, compliant, and professional approach to document management. With automated alerts, barcode verification, unlimited downloads, and 24/7 access, the platform helps you stay compliant, audit-ready, and organised at all times. No matter the size of your organisation, SmartCerts gives you complete control over your certification records—securely, reliably, and effortlessly.

Your certificates, secured and always within reach

01
Client Vault Storage
All certificates stored securely in one place.

02
Barcoded Certificates
Quick and easy authenticity verification.

03
Personal Server Access
Private, secure login to your vault.

04
Audit Reports
Instant quarterly or yearly report downloads.

05
24/7 Access
View and manage certificates anytime.

06
Unlimited Downloads
Download certificates whenever needed.

07
Expiry Alerts
Automatic reminders before certificates expire.

08
SABS/SANS Aligned
Built to support South African compliance standards.





FROM CETA TO QCTO

What is QCTO?

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act (Act 97 of 1998) as amended in 2008.

The QCTO also offers guidance to skills development providers (private and public) and assessment centres who must be accredited by the QCTO in order to implement occupational qualifications.

The QCTO is responsible for quality assurance and the oversight of the design, accreditation, implementation, assessment and certification of occupational qualifications, part-qualifications and skills programmes.

Major changes are coming to the skills development landscape from 30 June 2024 — is your BEE plan ready? The Quality Council for Trades and Occupations (QCTO) will take over all accreditation, implementation, and certification of occupational qualifications from SETAs.



This shift will impact:

- Accredited training
- New qualification registration
- Learnerships – cost, implementation, timing, absorption
- Workplace Skills Plans

⚠ Failing to prepare may impact both your Skills Development and BEE scorecard.

WHAT DOES THIS MEAN FOR YOU AND YOUR COMPANY?

As of 1 July 2024, companies will need to follow a new process to register both employed and unemployed learners for full qualifications, part qualifications, and skills programmes. Below are the steps to follow:

OCCUPATIONAL QUALIFICATIONS

01 Stage 1 – A: Submit Learner Enrolment Spreadsheet within 21 days after the start date of training to learnerenrolments@qcto.org.za

02 Stage 1 – B: Submit Workplace Agreements to the Employer SETA within 30 days from the signature date.

03 Stage 2: Submit EISA readiness spreadsheet at least 3 months prior to anticipated EISA date to eisareadiness@qcto.org.za

SKILLS PROGRAMMES

01 Stage 1: Submit Implementation Plan to the QCTO at least five (5) days after the start date of training to SPLearnerEnrolments@qcto.org.za

02 Stage 2: Submit learner achievements within 21 working days of the PISA being conducted to SPResults@qcto.org.za

DIFFERENCES BETWEEN SETA & QCTO

One of the key differences between SETA and QCTO qualifications is that QCTO qualifications are standardised across all sectors. This means that a qualification obtained in one sector is recognized in all other sectors.

Comparison	SETA Learnerships	QCTO Learnerships
Components	Learnerships comprised of two components: • 30% classroom time • 70% on the job work experience	Learnerships are comprised of three components: • Knowledge component – classroom sessions exploring theory • Practical component – includes simulated workplace training subject to assessment by accredited workplace assessors • External Integrated Summative Assessment – a final exam written at an Accredited Assessment centre
Assessment	Assessments were conducted by accredited Training Service Providers following the completion of each learning programme throughout the duration the learnership (12 months).	Includes ongoing assessments during practical components and culminates in an External Integrated Summative Assessment (final exam).
Duration	SETA learnerships are mostly 12 months long.	The duration of QCTO learnerships will depend on the number of credits for specific qualifications.
Recognition	Recognition may be limited to specific sectors.	Qualifications are standardised across all sectors, meaning a qualification obtained in one sector is recognized in all other sectors.

WHY CHOOSE SKILLFORM?

Our teams include Advanced Life Support Practitioners, aeromedical doctors, and paramedics trained in emergency and remote care, with SkillForm having completed successful remote medical operations in Mozambique, Botswana, South Sudan, and across sub-Saharan Africa, supported by a fully managed offering that covers on-site care, medical evacuation, training, and compliance support.

01

Experienced & Qualified Team

Our medical professionals and occupational health practitioners are highly trained and industry experienced.

02

Comprehensive Services

From pre-employment to ongoing medical surveillance, we offer a full range of occupational health solutions.

03

Nationwide Coverage

With branches across South Africa and on-site medicals available nationwide, we come to you.

04

Compliance Focused

We help you stay compliant with legal requirements and industry standards, reducing risk and ensuring peace of mind.

05

Fast, Reliable & Efficient

We deliver professional, efficient, and confidential services with minimal disruption to your operations.

06

Continuous Improvement

We are committed to ongoing improvement in our processes, systems, and service delivery.



ACCREDITED WITH LGSETA

What is the LGSETA?

The Local Government Sector Education and Training Authority (LGSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act to drive skills development in the local government sector.

It accredits training providers, approves the qualifications and unit standards they may offer, and monitors the quality of their teaching, learning and assessment.

SkillForm Group (Pty) Ltd is an **LGSETA-accredited training provider**. We are formally approved to offer five qualifications and their unit standards, and our learners are assessed by LGSETA-registered assessors.

This accreditation covers:

- **Environmental Practice**
  National Certificate · NQF Level 2
- **Disaster Risk Management**
  FET Certificate: Generic Management · NQF Level 4
- **Leadership Development**
  FET Certificate · NQF Level 4
- **Fire and Rescue Operations**
  National Certificate: Emergency Services Supervision · NQF Level 4
- **Environmental Management**
  National Certificate · NQF Level 5
- **Unit standards**
  Core, fundamental and elective, listed in this profile

WHAT DOES THIS MEAN
FOR YOU AND YOUR COMPANY?

Training with SkillForm Group is quality-assured by the SETA. Our qualifications and unit standards are approved by the LGSETA, and your learners are assessed by registered assessors, so you can rely on the quality and credibility of the training you buy.



ISO CERTIFIED

What is ISO certification?

ISO (the International Organization for Standardization) publishes international standards for how organisations manage quality, their environmental impact, and the health and safety of their people.

Certification means an independent certification body has audited an organisation's management system against a standard and confirmed that it complies. Our certificates were issued by ESS Holdings (PTY) Ltd in accordance with ISO/IEC 17021-1.

SkillForm Group (Pty) Ltd is certified to **all three** of these management-system standards, covering how we deliver quality, protect the environment and keep people safe.

Our certifications cover:

- Quality management — ISO 9001:2015
- Environmental management — ISO 14001:2015
- Occupational health & safety — ISO 45001:2018
- Education, training and onboarding — Plus safety learning and HSE compliance

ISO 9001:2015

ISO 45001:2018

ISO 14001:2015

WHAT DOES THIS MEAN FOR YOU AND YOUR COMPANY?

You are working with a provider whose quality, environmental and health and safety systems have been independently audited. Our education, training, onboarding and HSE compliance services run under these systems, and we are re-audited every year to keep the certificates in force.



OUR NATIONAL & AFRICAN FOOTPRINT

With an expanding footprint across Africa, we are committed to delivering innovative solutions, dependable support, and exceptional service to organisations throughout the continent. Our network allows us to respond efficiently while maintaining the highest standards of quality.

CONNECTING POSSIBILITIES. ACROSS AFRICA.

From North to South, East to West — we are committed to delivering excellence, support, and solutions across the entire continent.



- Algeria
- Angola
- Benin
- Botswana
- Burkina Faso
- Burundi
- Cabo Verde
- Cameroon
- Central African Republic
- Chad
- Comoros
- Congo
- Democratic Republic of the Congo
- Djibouti
- Egypt
- Equatorial Guinea
- Eritrea
- Eswatini
- Ethiopia
- Gabon
- The Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Ivory Coast (Côte d'Ivoire)
- Kenya
- Lesotho
- Liberia
- Libya
- Madagascar
- Malawi
- Mali
- Mauritania
- Mauritius
- Morocco
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- São Tomé and Príncipe
- Senegal
- Seychelles
- Sierra Leone
- Somalia
- South Africa
- South Sudan
- Sudan
- Tanzania
- Togo
- Tunisia
- Uganda
- Zambia
- Zimbabwe



GET IN TOUCH

Have questions about pricing, bookings, or on-site medicals? We're here to help — reach out and our team will get back to you promptly.

Website	www.skillform.co za
Phone	079 915 5578
Email	info@skillform.co za
Location	Unit 9 – First Floor, Old Trafford Office Park, Yaldwyn Rd, Impala Park, Boksburg, 1472

