



Course List 2018 v001

	Acts and Regulations	Days	NQF Level	Credits
1	COID Act	1 Day	4	4
2	Legal Requirements of the OHS Act, No. 181 Of 1993.	1 Day	4	4
3	Construction Regulations 2014	1 Day	N/A	N/A
4	Mine Health and Safety Act, 1996	1 Day	N/A	N/A
5	AARTO	1 Day	N/A	N/A

Occupational Emergency				
1	First Aid Level 1	2 Days	3	2
2	First Aid Level 2	3 Days	3	8
3	First Aid Level 3	3 Days	3	6
4	Fire Fighting Level 1	1 Day	2	4
5	Fire Fighting Level 2	2 Days	3	3
6	Fire Marshall	1 Day	1	3
7	Liquid Petroleum Gas Fire Fighting (LPG)	1 Day	1	3
8	Hatchery Fire Fighting	1 Day	3	3
9	Causes Fires in Workplace	2 Days	3	3
10	Breathing Apparatus	1 Day	4	4
11	Emergency Response Evacuate	1 Day	3	2

Occupational Health

1	Personal Hygiene	1 Day	4	4
2	Noise Levels in the Workplace	1 Day	3	3
3	Working in Confined Spaces	2 Days	4	4
4	Control Workplace Hazardous Substances - Handling and Storage	1 Day	3	4
6	Chemical Weed Application	1 Day	4	4
7	HIV/AIDS specific to a business sector and a workplace	1 Day	3	4
8	HIV-AIDS in the Workplace	1 Day	3	4
9	Apply basic food safety practices	1 Day	1	1

Environmental Management

1	Basic Environmental Awareness	1 Day	2	3
2	High Level Environmental	2 Days	4	4
3	Oil Spillage	2 Days	2	3
4	Maintain basic water quality	1 Day	1	1

Occupational Safety

1	Convey Dangerous Goods by Road	3 Days	3	4
2	SHE Representatives	2 Days	3	10
3	General Health and Safety	1 Day	2	3
4	Maintaining occupational health, safety and general housekeeping	1 Day	3	8
5	HIRA (Hazard Identification & Risk Assessment)	2 Days	3	4
6	Health & Safety Inductions	1 Day	4	4
7	Risk Assessments	2 Days	3	5
8	Incident Investigation	1 Day	3	4

9	Personal Protective Equipment	1 Day	4	4
10	Behavioral Based Safety	1 Day	4	4
11	Basic Factory Safety	1 Day	4	4
12	Basic Warehouse Safety	1 Day	4	4
13	Basic Laboratory Safety	1 Day	4	4
14	Working at Heights	1 Day	3	4
15	Fall Arrest	1 Day	3	4
16	Scaffolding	1 Day	3	4
17	Lock Out Tag Out Procedures	1 Day	4	4
18	Electric Safety-Workplace	1 Day	3	4
19	Warehouse Stacking & Storage	1 Day	3	2
20	Dust Explosion	1 Day	2	4
21	Hot-works Permit	1 Day	4	4
22	Basic Artisan Safety	2 Days	4	N/A
23	Anti-Hijacking Awareness	1 Day	N/A	N/A

Consulting & Auditing Training Programs

1	Ind. Specific Program Design	2 Days	3	5
2	Safety Audit Inspections	2 Days	3	5
3	Task Planning in the Workplace	1 Day	3	2
4	JHA and PJO (Job Hazard Analysis and Planned Job Observation)	2 Days	4	4
5	Monitor, Report & Advice on Material Movement & People in the Workplace	1 Day	3	7
6	Control of Contractors	1 Day	4	4

Driven Machinery

1	Forklift (Code 1 - 4) - Novice	3 -5 Days	3	6
2	Forklift (Code 1 - 4) - Refresher	1 Day	3	6
3	Overhead Crane (Code 30, 31) - Novice	3 -5 Days	3	10
4	Overhead Crane (Code 30, 31) - Refresher	1 Day	3	10
5	Truck Mounted Crane (Code 32) - Novice	3 -5 Days	3	8
6	Truck Mounted Crane (Code 32) - Refresher	1 Day	3	8
7	Mobile Cranes (Code 35, 36) - Novice	3 -5 Days	3	14
8	Mobile Cranes (Code 35, 36) - Refresher	1 Day	3	14
9	Reach Trucks (Code 5) - Novice	3 -5 Days	3	7
10	Reach Trucks (Code 5) - Refresher	1 Day	3	7
11	Pallet Stackers (Code 6, 7, 12) - Novice	3 -5 Days	3	7
12	Pallet Stackers (Code 6, 7, 12) - Refresher	1 Day	3	7
13	Pedestrian Controlled Stacker - Novice	3 -5 Days	3	4
14	Pedestrian Controlled Stacker - Refresher	1 Day	3	4
15	Combi-Lift/ Side-loader (Code 10) - Novice	3 -5 days	3	8
16	Combi-Lift/ Side-loader (Code 10) - Refresher	1 Day	6	8
17	Hoist Operation - Novice	3 -5 Days	2	5
18	Hoist Operation - Refresher	1 Day	2	5
19	Basic Lift Gear Inspection - Novice	3 -5 Days	3	10
20	Basic Lift Gear Inspection - Refresher	1 Day	3	10
21	Basic Rigging and Slings - Novice	3 -5 Days	3	5
22	Basic Rigging and Slings - Refresher	1 Day	3	5
23	Narrow Isle Stacker - Novice	3 -5 Days	3	6

24	Narrow Isle Stacker - Refresher	1 Day	3	6
25	Access Platform / Cherry Picker - Novice	3 -5 Days	2	2
26	Access Platform / Cherry Picker - Refresher	1 Day	2	2
27	Hydraulic Heavy Mobile Crane - Novice	3 -5 Days	3	8
28	Hydraulic Heavy Mobile Crane - Refresher	1 Day	3	8
29	Tractor - Novice	3 -5 Days	3	6
30	Tractor - Refresher	1 Day	3	6
31	Operate Defined Purpose Lift Trucks - Novice	3 -5 Days	2	2
32	Operate Defined Purpose Lift Trucks - Refresher	1 Day	2	2

Construction Equipment Operations

1	Excavators - Novice	3 -5 Days	2	15
2	Excavators - Refresher	1 Day	2	15
3	Front End Loaders - Novice	3 -5 Days	2	12
4	Front End Loaders - Refresher	1 Day	2	12
5	Tractors - Novice	3 -5 Days	2	8
6	Tractors - Refresher	1 Day	2	8
7	Dozers - Novice	3 -5 Days	2	15
8	Dozers - Refresher	1 Day	2	15
9	Graders - Novice	3 -5 Days	2	15
10	Graders - Refresher	1 Day	2	15
11	Dump Trucks - Novice	3 -5 Days	2	10
12	Dump Trucks - Refresher	1 Day	2	10
13	Skid Steer Loader (Bobcat) - Novice	3 -5 Days	2	8
14	Skid Steer Loader (Bobcat) - Refresher	1 Day	2	8
15	Backhoe Loader (TLB) - Novice	3 -5 Days	2	15
16	Backhoe Loader (TLB) - Refresher	1 Day	2	15
17	Articulated Dump Truck - Novice	3 -5 Days	2	10
18	Articulated Dump Truck - Refresher	1 Day	2	10
19	Water Trucks - Novice	3 -5 Days	2	10
20	Water Trucks - Refresher	1 Day	2	10

Basic Construction

1	Erect, Use and Dismantle access Equipment	5 Days	3	4
2	Build Masonry Superstructures Using Concrete Hollow Units	5 Days	3	14
3	Set up, excavate, cast concrete Strip Foundation and Foundation Walling	5 Days	2	6
4	Build masonry Superstructures Using Solid Units	5 Days	3	14

Hand and Power Tools

1	Cutting Equipment - Novice	3 -5 Days	1	4
2	Cutting Equipment - Refresher	1 Day	1	4
3	Chain Saw - Novice	3 -5 Days	1	4
4	Chain Saw - Refresher	1 Day	1	4
5	Lawnmowers & Brush Cutters - Novice	3 -5 Days	1	4
6	Lawnmowers & Brush Cutters - Refresher	1 Day	1	4
7	Select use and care for hand tools and basic equipment and infrastructure	1 Day	1	4

Management Development

1	Apply basic business principles	3 Days	3	9
3	Assertiveness	2 Days	3	5
4	Conflict Management	2 Days	3	5
5	Time Management	2 Days	3	5
6	Identify the causes of stress and techniques to manage it in the workplace	2 Days	3	5
7	Facilitation Skills	2 Days	3	5
8	Performance Management	2 Days	3	5
9	Levels of Work Theory	2 Days	3	5

10	Leadership Model & styles	2 Days	3	5
11	Project Management	2 Days	3	5
12	Incapacity Management	2 Days	3	5
13	Strategy	2 Days	3	5
14	Diversity and Change Management	2 Days	3	5
15	Industrial Relations	2 Days	3	5
16	Recruitment and Selection	2 Days	3	5
17	Collection Bargaining	2 Days	3	5
18	Disciplinary Codes and Procedures	2 Days	3	5
19	Manage time effectively to enhance productivity and enable a balanced lifestyle	1 Day	3	2
20	Supervisory Skills	2 Days	3	5
21	HR Basic	2 Days	3	5
22	Outline the Legal Environment of a Select Industry	2 Days	3	5
23	Business Law	2 Days	3	2
24	Accommodate Audience & Context Needs in Oral or Signed Communication	2 Days	3	5
25	Accommodate Audience & Context Needs in Oral Communication	2 Days	3	5
26	Interpret & Use Information from Texts	2 Days	3	5
27	Interpret a Variety of Literary Texts	2 Days	3	5
28	Investigating Life & Work Related Problems Using Data and Probabilities	2 Days	3	5
29	Use Mathematics to Investigate and Monitor the Financial Aspects of Personal, Business, National and International Issues	2 Days	4	6
30	Write, Present or Sign Texts for a Range of Communicative Contexts	2 Days	3	5
31	Demonstrate an understanding of the basics of local and international trade	4 Days	4	15
32	Communicate in an assertive manner with clients and fellow workers	2 Days	4	4
33	Critically analyse how mathematics is used in social, political and economic relations	1 Day	1	2

34	Write for a variety of different purposes	2 Days	1	6
35	Write for a wide range of contexts	2 Days	4	5
36	Demonstrate an understanding of agri/ecotourism as a system at micro level	2 Days	1	5
37	Demonstrate an understanding of the importance of marketing	1 Day	1	2
38	Develop administrative procedures in a selected organisation	2 Days	4	8
39	Implement project administration processes according to requirements	2 Days	4	5
40	Apply efficient time management to the work of a department/division/section	2 Days	5	4
41	Monitor and control reception area	2 Days	3	4
42	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	2 Days	4	6
43	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 & 3 dimensional space in the life and workplace of adult with increasing responsibilities	2 Days	4	4
44	Work as a project team member	2 Days	4	8

Strategic Management

1	Develop, implement and evaluate an operational plan	2 Days	5	6
2	Formulate recommendations for a change process	2 Days	5	8
3	Apply a systems approach to decision making	2 Days	5	6
4	Develop, implement and evaluate a project plan	2 Days	5	8

Developing and Leading Teams

1	Monitor and evaluate team members against performance standards	2 Days	5	8
2	Create and manage an environment that promotes innovation	2 Days	5	6
3	Build teams to achieve goals and objectives	2 Days	5	6
4	Analyse leadership and related theories in a work context	2 Days	5	5
5	Operate in a team	2 Days	2	4
6	Manage a diverse workforce to add value	2 Days	5	6
7	Lead people development and talent management	2 Days	5	8
8	Select and coach first line managers	2 Days	5	8
9	Apply the principles of ethics to improve organisational culture	2 Days	5	5
10	Motivate and Build a Team	3 Days	4	10
11	Prioritise time and work for self and team	2 Days	4	5
12	Apply knowledge of self and team in order to develop a plan to enhance team performance	2 Days	3	5

Customer Care

1	Monitor the level of service to a range of customers	2 Days	5	5
2	Ensuring customer satisfaction and competitive practice	2 Days	3	2
3	Foster and maintain customer relations	2 Days	3	10
4	Build customer relations in an operational unit.	2 Days	3	10

5	Process incoming and outgoing telephone calls	2 Days	3	3
6	Analyse new developments reported in media that could impact a business sector or industry	2 Days	4	10
7	Apply the basic skills of customer service	2 Days	2	2
8	Display cultural awareness in dealing with customers and colleagues	2 Days	4	4

Financial Management

1	Apply the budget function in a business unit	2 Days	4	5
2	Describe and apply the management of stock and fixed assets in a business unit	1 Day	4	2
3	Identify the need for capital and understand the need for the recording of the income and different costs in an agri-business	1 Day	1	2
4	Explain the factors that impact on the bottom line of a Wholesale and Retail unit.	2 Days	3	10
5	Manage finance in a small business	2 Days	4	8
6	Estimating and Tendering	2 Days	N/A	N/A
7	Financial Freedom	2 Days	3	5
8	Prepare and process documents for financial and banking processes	2 Days	3	5
9	Conduct basic financial transactions	2 Days	2	3
10	Apply mathematical analysis to economic and financial information	2 Days	5	6
11	Manage the finances of a unit	2 Days	5	8
12	Use Mathematics to Investigate and Monitor the Financial Aspects of Personal, Business and National Issues	2 Days	3	5
13	Monitor, assess and manage risk	2 Days	5	8

Relationship Building

1	Devise and apply strategies to establish and maintain workplace relationships	2 Days	5	6
2	Use communication techniques effectively	2 Days	5	8
3	Empower team members through recognising strengths, encouraging participation in decision making and delegating	2 Days	5	4
4	Managing self-development	2 Days	4	12

General Management

1	Promote a learning culture in an organisation	2 Days	5	5
2	Recruit and select candidates to fill defined positions	2 Days	5	9
3	Evaluate current practices against best practices	2 Days	5	4
4	Interpret and manage conflicts within the workplace	2 Days	5	8
5	Apply the principles and concepts of emotional intelligence to the management of self and others	2 Days	5	4
6	Conduct negotiations to deal with conflict situations	2 Days	5	8
7	Develop and implement a strategy and action plans for a team, department or division	2 Days	5	4
8	Apply the principles of knowledge management	2 Days	5	6

Administrative Procedures

1	Controlling & locating stock	2 Days	3	8
2	Count stock for a stock take	2 Days	2	5
3	Working with numbers in various contexts	2 Days	1	6
4	Read and respond to a range of text types	2 Days	1	6
5	Read analyse and respond to a variety of texts	2 Days	4	5
6	Handle inputs and stock in agri-business	2 Days	1	2
7	Use maps to access and communicate information concerning routes, location and direction	1 Day	1	1
8	Demonstrate an understanding of and use the numbering system	1 Day	1	1
9	Collect, analyse, use and communicate numerical data	1 Day	1	2
10	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	2 Days	3	2
11	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	2 Days	3	4
12	Manage administration records	2 Days	4	4

13	Processing & controlling documentation	2 Days	4	4
14	Present information in report format	2 Days	4	6
15	Engage in sustained oral communication and evaluate spoken texts	2 Days	4	5
16	Use the writing process to compose texts required in the business environment	2 Days	4	5
17	Contract service providers	2 Days	4	3
18	Manage service providers in a selected organisation	2 Days	4	5
19	Achieve personal effectiveness in business environment	2 Days	4	6
20	Comply with organisational ethics	2 Days	4	4
21	Describe and represent objects and the environment in terms of shape, space, time and motion	1 Day	1	2
22	Co-ordinate meetings, minor events and travel arrangements	1 Day	3	3
23	Conduct skills development administration in an organisation	2 Days	5	4
24	Provide information and advice regarding skills development in an organisation	2 Days	5	4
25	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	2 Days	5	8

Freight Handling

1	Taking basic care of freight handling machinery	1 Day	3	2
2	Allocating freight for packaging and grouping	2 Days	3	6
3	Receiving and dispatching freight, and handling freight returns	2 Days	3	5
4	Load general freight	2 Days	2	6
5	Describe basic freight logistic principles	2 Days	3	6

Professional Driving

1	Meet the requirements in order to obtain a provisional license	5 Days	2	15
2	Meet the requirements of being a safe driver to obtain a valid driving license for a motor vehicle	10 Days	2	22
3	Operate a rigid light vehicle	10 Days	2	10
4	Provide commuter services	2 Days	3	8
5	Provide long distance coach/bus services	2 Days	3	10
6	Provide tour coach services	2 Days	3	8
7	Operate a rigid heavy vehicle	3 Days	4	15
8	Operate a vehicle combination	5 Days	4	20
9	Obtain and communicate road transport operational information	3 Days	3	10
10	Plan road transport service delivery	3 Days	3	8

Wholesale and Retail Operations

1	Count stock for stock take	2 Days	2	5
2	Dispatch stock	3 Days	3	10
3	Evaluate a visually merchandised display	3 Days	3	12
4	Present a visual display in a wholesale or retail outlet	2 Days	3	8
5	Receive stock	3 Days	3	12
6	Explain the role of visual merchandising in the organisation	2 Days	3	4
7	Sell products to customers in a wholesale and retail outlet	3 Days	3	8
8	Receive stock in a DC/Warehouse	3 Days	3	15
9	Maintain stock balances in a distribution centre	2 Days	3	8
10	Define the core concepts of the wholesale and retail environment	2 Days	2	10

Small Business Development

1	Develop a business plan for a small business	2 Days	4	5
2	Start up a small business	5 Days	3	15
3	Apply basic business ethics in a work environment	1 Day	2	2
4	Behave in a professional manner in a business environment	2 Days	2	4
5	Determine financial requirements of a new venture	2 Days	2	8
6	Identify and demonstrate entrepreneurial ideas and opportunities	2 Days	2	7
7	Identify the composition of a selected new venture's industry/sector and its procurement systems	2 Days	2	8
8	Manage business operations	2 Days	2	8
9	Manage finances for a new venture	3 Days	2	10
10	Manage marketing and selling processes of a new venture	2 Days	2	7
11	Match new venture opportunity to market need	2 Days	2	6
12	Produce a business plan for a new venture	2 Days	2	8
13	Access and use information from texts	2 Days	2	5
14	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	1 Day	2	3
15	Demonstrate understanding of rational and irrational numbers and number systems	1 Day	2	3
16	Identify, describe, compare, classify, explore shape and motion in 2 and 3 dimensional shapes in different contexts	1 Day	2	3
17	Maintain and adapt oral communication	2 Days	2	5
18	Use language and communication in occupational learning programmes	2 Days	2	5
19	Use mathematics to investigate and monitor the financial aspects of personal and community life	1 Day	2	2
20	Work with a range of patterns and functions and solve problems	2 Days	2	5
21	Administer contracts for selected new ventures	3 Days	3	10
22	Write for a defined context	2 Days	2	5
23	Monitor and control the receiving and satisfaction of guests	2 Days	3	4
24	Tender for business in a selected new venture	2 Days	3	8

IT, Security and Surveillance

1	Surveillance Operator Training	3 -5 Days	N/A	N/A
2	CCTV Operations	3 -5 Days	N/A	N/A
3	IT Surveillance Stations	3 -5 Days	N/A	N/A
4	EBI Honeywell Controlling	3 -5 Days	N/A	N/A
5	Demonstrate understanding of crime prevention	2 Days	5	6
6	Conduct a security threat assessment in a defined operational area	2 Days	5	6
7	Compile a threat and risk assessment for a close protection operation	2 Days	5	5
8	Apply principles of risk management	2 Days	5	8
9	Handle a crime situation	2 Days	3	6
10	Apply theft, fraud and safety controls in a Wholesale and Retail outlet	2 Days	3	8
11	Describe and assist in the control of fraud in an office environment	2 Days	4	4
12	Operating computer systems	2 Days	3	8

Plant Production

1	Apply basic agricultural enterprise selection principles	1 Day	1	2
2	Apply basic human resource management principles and practices in an agricultural environment	1 Day	1	2
3	Apply elementary farm layout and infrastructure	1 Day	1	2
4	Collect agricultural data	1 Day	1	2
5	Define production and understand the basic activities of production/conversion in the agri-business environment	1 Day	1	2
6	Demonstrate a basic understanding of the structure and function of a plant in relation to its environment	2 Days	1	4
7	Demonstrate an understanding of the basic concepts of sustainable farming	2 Days	1	4
8	Fertilise soil and attend to basic plant nutrition	2 Days	1	5

9	Harvest agricultural crops	2 Days	1	5
10	Manipulate plants	2 Days	1	5
11	Operate and maintain irrigation systems	1 Day	1	2
12	Plant the crop under supervision	2 Days	1	4
13	Propagate plants	2 Days	1	4
14	Recognise pests, diseases and weeds on crops	2 Days	1	5
15	Understand how sustainable farming systems conserve natural resources	2 Days	1	4
16	Analyse cultural products and processes as representations of shape, space and time	1 Day	1	2
17	Assess the influence of the environment on sustainable livestock production	2 Days	1	4
18	Engage in a range of speaking and listening interactions for a variety of purposes	3 Days	1	6
19	Explore and use a variety of strategies to learn	2 Days	1	5
20	Perform basic routine operations in a defined hydroponic context	2 Days	1	5
21	Understand organic market requirements	2 Days	1	3
22	Identify and explain permaculture principles	3 Days	1	8

ISS Learnerships & Full Qualifications

	Qualification Name	NQF Level	Credits
1	National Certificate: Plant Production	1	120
2	GETC: Food and Beverage Handling Processes	1	128
3	GETC: Adult Basic Education and Training	1	120
4	New Venture Creation (SMME)	2	138
5	FETC: Business Administration Services	4	140
6	National Certificate: Generic Management	5	162
7	National Certificate: Professional Driving	3	122
8	National Certificate: Freight Handling	3	128
9	National Certificate: Freight Forwarding & Customs Compliance	3	132
10	General Education and Training Certificate: Transport	1	120
11	National Certificate: Wholesale and Retail Operations	3	120
12	National Certificate: Supply Chain Management	5	150