



# SHORT COURSE PRODUCT GUIDE

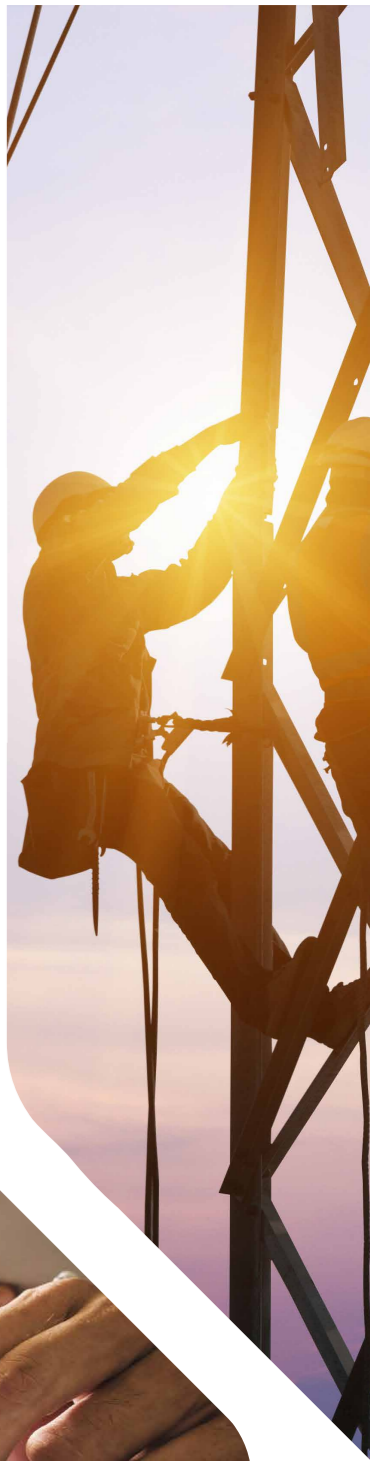
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COURSE TRAINING NEEDS**



# AWARENESS TRAINING: NON - ACCREDITED

HEALTH & SAFETY	DURATION	ALIGNED TO U/S
KBC Basic Safety – Level 1	1 Day	259639
KBC Basic Safety – Level 2	1 Day	9964
Legal Liability (OHSA or MHSA)	1 Day	120344
Legal Appointment – 2.6.1 & 2.9.2 (MHSA)	2 Day	Not Aligned
Hazard Identificaton and Risk Assessment (HIRA)	1 Day	244383
Office Safety	1 Day	Not Aligned
SHE Representative (OHSA or MHSA)	2 Days	259622
Lockout Tag-out	1 Day	Not Aligned
Fire Awareness	1 Day	120331
VIRTUAL INSTRUCTOR-LED TRAINING	DURATION	ALIGNED TO U/S
KBC Basic Safety – Level 1	1 Day	259639
KBC Basic Safety – Level 2	1 Day	9964
Legal Liability (OHSA or MHSA)	1 Day	120344
Legal Appointment – 2.6.1 & 2.9.2 (MHSA)	2 Day	Not Aligned
Hazard Identification and Risk Assessment (HIRA)	1 Day	244383
Office Safety	1 Day	Not Aligned
SHE Representative (OHSA or MHSA)	2 Days	259622
eLEARNING	DURATION	ALIGNED TO U/S
KBC Basic Safety – Level 1	Self-paced	259639
KBC Basic Safety – Level 2	Self-paced	9964
Legal Liability (OHSA or MHSA)	Self-paced	120344
SHE Representative (OHSA or MHSA)	Self-paced	259622
Hazard Identification and Risk Assessment (HIRA)	Self-paced	244383
Office Safety	Self-paced	Not Aligned
Construction Regulations	Self-paced	Not Aligned

MICROLEARNING PROGRAMMES	DURATION	ALIGNED TO U/S
Hazardous Chemicals	Self-paced	N/A
Confined Spaces	Self-paced	N/A
Electrical Safety	Self-paced	N/A
Emergency Preparedness and Response	Self-paced	N/A
Environmental Awareness	Self-paced	N/A
Noise-Induced Hearing Loss	Self-paced	N/A
Nip Points and Pinch Points	Self-paced	N/A
Office Ergonomics	Self-paced	N/A
Slips, Trips and Falls	Self-paced	N/A
Working at Height	Self-paced	N/A





# ACCREDITED TRAINING:

TETA	DURATION	UNIT STANDARD	
Perform Basic Life Support and First Aid Procedures	2 Days	119567	
Provide Risk-based Primary Emergency Care / First Aid in the Workplace	2 Days	120496	
Provide First Aid as an Advanced First Responder	3 Days	376480	
Perform Basic Fire Fighting	1 Day	12484	
Apply Fire Fighting Techniques	1 Day	252250	
Demonstrate an Understanding of Sexuality and Sexually Transmitted Infections including HIV / AIDS	2 Days	14656	
Maintaining Occupational Health, Safety and General Housekeeping	3 Days	8016	
Demonstrate Knowledge and Application of the Occupational Health and Safety Act, 85 of 1993 (OHS) (as amended) and the Responsibilities of Management in terms of the Act	2 Days	242668	
Conduct Workplace Occupational Health and Safety (OHS) Inspections	2 Days	259619	
Handle dangerous goods during warehousing and storage	2 Days	242996	
LIFTING MACHINERY AND CRANES	DURATION	UNIT STANDARD	LMO CODE
Operate a Mobile Elevating Work Platform (MEWP)	5 Day Novice 1 Day Recert	243272	C53
Operate a Telescopic Boom Handler	5 Day Novice 1 Day Recert	260781	C46
Operate Rough Terrain / Earthmoving / Agricultural Equipment	5 Day Novice 1 Day Recert	260762	F11
Lift and move a load using Mechanical Lifting Equipment	5 Day Novice 1 Day Recert	244407	C54
Operate Overhead / Gantry Cranes	5 Day Novice 1 Day Recert	242976	C30; C31
Operate Truck-mounted Cranes	5 Day Novice 1 Day Recert	242978	C32
Operate Heavy Cranes	5 Day Novice 1 Day Recert	242982	C35; C36
Operate a Mobile Crane	5 Day Novice 1 Day Recert	116254	C33; C34; C37; C38; C43
Operate a Tower Crane	5 Day Novice 1 Day Recert	116255	C41; C42
Operate Counter-balanced Lift Truck	5 Day Novice 1 Day Recert	242974	F1; F2; F3

Operate advanced defined purpose Lift Trucks	5 Day Novice 1 Day Recert	242972	F5; F8; F9
Operate advanced defined purpose Lift Trucks	5 Day Novice 1 Day Recert	242972	F13; F14; F15; F16
Operate defined purpose Lift Trucks	5 Day Novice 1 Day Recert	242981	F6; F7; F12
PROFESSIONAL DRIVING	DURATION	UNIT STANDARD	
Convey Dangerous Goods by Road	2 Days	123259	
Operate a Rigid Light Vehicle	5 Days	123257	
Operate a Rigid Heavy Vehicle	5 Days	123253	
Operate a Vehicle Combination	5 Days	123254	
AGRISETA	DURATION	UNIT STANDARD	
Store and Control Agrochemical Products Effectively and Responsibly	2 Days	116065	
Control Pests, Diseases and Weeds on all Crops Effectively and Responsibly	1 Day	116124	
MERSETA	DURATION	UNIT STANDARD	
Provide Risk-based Primary Emergency Care / First Aid in the Workplace	2 Days	120496	
Perform Basic Rigging Procedures	1 Day	14706	
Perform Basic Fire Fighting	1 Day	12484	
Weld Carbon Steel Workpieces using the Gas Metal Arc Welding Process in the Down-hand Position	5 Days	243066	
Cut Materials using the Oxy-fuel Gas Cutting Process (Manual cutting)	2 Days	243067	
Weld Carbon Steel Workpieces using the Gas Tungsten Arc Welding Process in the Down-hand Position	5 Days	243068	
Select, Use and Care for Engineering Measuring Equipment	1 Day	12476	
Select, Use and Care for Engineering Hand Tools	3 Days	119744	
Select, Use and Care for Engineering Power Tools	2 Days	12219	
Identify Potential Hazards and Critical Safety Issues in the Workplace	1 Day	13167	
Sling Loads	5 Day Novice 1 Day Recert	12481	



CETA	DURATION	UNIT STANDARD
Use and Maintain Small Plant and Equipment on a Construction Site	2 Days	12875
Use and Maintain Hand Tools on a Construction Site	1 Day	12877
Use and Maintain Power Hand Tools on a Construction Site	1 Day	12878
Work in Confined Spaces on Construction Sites	1 Day	15034
Erect, Use and Dismantle Access Equipment for Construction Work	2 Days	261664
Inspect Access Scaffolding	1 Day	263205
Erect, Use and Dismantle Access Scaffolding	2 Days	263245
Plan, Organise and Control the Erection, Alteration / Repositioning and Dismantling of Access Scaffolding	4 Days	116692
Supervise Health and Safety on a Construction Project	1 Day	262884
Verify Compliance to Safety, Health and Environmental Requirements in the Workplace	1 Day	259604
Apply Health and Safety to a Work Area	1 Day	9964
Handle, Transport, Store and Utilize Hazardous Materials on a Civil Construction Site	2 Days	14560
Implement Roadside Safety Procedures	3 Days	14561
Assess a Worksite for Work at Height and Prepare a Fall Protection Plan	2 Days	229994
Install, Use and Perform Basic Rescues from Fall Arrest Systems and Implement the Fall Protection Plan	2 Days	229995
Explain and Perform Fall Arrest Techniques when Working at Height	1 Day	229998
Perform a Range of Advanced Fall Arrest Rescues	3 Days	229999
Conduct a Continuous Risk Assessment in a Workplace	2 Days	120330
Demonstrate Knowledge and Understanding of Relevant Current Occupational Health and Safety Legislation	1 Day	120344
Conduct an Investigation into Workplace Incidents	2 Days	120335
Operate a Front End Loader	5 Day Novice 1 Day Recert	262747
Operate a Skid Steer Loader	5 Day Novice 1 Day Recert	262712
Operate a Tractor	5 Day Novice 1 Day Recert	262804
Operate a Grader	5 Day Novice 1 Day Recert	262735
Operate a Backhoe / Loader	5 Day Novice 1 Day Recert	262727
Operate a Tracked Dozer	5 Day Novice 1 Day Recert	262729

Operate an Excavator	5 Day Novice 1 Day Recert	262744
Operate an Articulated Dump Truck	5 Day Novice 1 Day Recert	262745
Operate a Rigid Body Dump Truck	5 Days	262731
Operate a Roller	5 Days	262805

HWSETA		
HWSETA SKILLS PROGRAMMES:		
HW/SP/1202002: SHE REPRESENTATIVE	DURATION: 10 DAYS	UNIT STANDARD
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	NB: All referenced Unit Standards contained in this HWSETA skills programme are required to be completed in full.	120325
Conduct a Continuous Risk Assessment in a Workplace		120330
Conduct, Report and Follow Up on a Pre-use, Safety and / or Audit Inspection		120333
Demonstrate Knowledge and Understanding of Relevant Current Occupational Health and Safety Legislation		120344
Participate in the Implementation and Evaluation of a Safety and Health Management Programme in the Workplace		259601
Describe the Functions of the Workplace Health and Safety Representative		259622
HW/SP/160004372A: FIRST AID AND FIRE FIGHTING	DURATION: 6 DAYS	UNIT STANDARD
Perform Basic Life Support and First Aid Procedures	NB: All referenced Unit Standards contained in this HWSETA skills programme are required to be completed in full.	119567
Provide First Aid as an Advanced First Responder		376480
Apply Fire Fighting Techniques		252250
HW/SP/1202001: SHE AWARENESS / INDUCTION	DURATION: 10 DAYS	UNIT STANDARD
Apply Health and Safety to a Work Area	NB: All referenced Unit Standards contained in this HWSETA skills programme are required to be completed in full.	9964
Maintain and Adapt Oral / Signed Communication		119454
Demonstrate Knowledge Pertaining to Fires in Working Places		120331
Demonstrate an Understanding of Sexuality and Sexually Transmitted Infections including HIV / AIDS		14656
Provide Risk-based Primary Emergency Care / First Aid in the Workplace		120496
Explain Basic Health and Safety Principles in and around the Workplace		259639





MQA		
MQA SKILLS PROGRAMMES:		
<b>MQA/SP/0120/10: SHE REPRESENTATIVE</b>	<b>DURATION: 4 DAYS</b>	<b>UNIT STANDARD</b>
Conduct Continuous Hazard Identification and Risk Assessment within a Workplace	NB: All referenced Unit Standards contained in this MQA skills programme are required to be completed in full.	244383
Describe the Functions of the Workplace Health and Safety Representative		259622
Explain Basic Health and Safety Principles in and around the Workplace		259639
<b>MQA/SP/0192/22: EMERGENCY BASED CARE (FIRST AID) ADVANCED - NQF LEVEL 3</b>	<b>DURATION: 6 DAYS</b>	<b>UNIT STANDARD</b>
Provide Risk-based Primary Emergency Care / First Aid in the Workplace	NB: All referenced Unit Standards contained in this MQA skills programme are required to be completed in full.	120496
Provide Information about HIV and AIDS and Treatment Options in Community Care and Support Situations		260597
Provide First Aid as an Advanced First Responder		376480
<b>MQA/SP/0183/21: BASIC FIRE FIGHTING AND RESPONSE TO LIBERATED GASES IN SURFACE EXCAVATIONS</b>	<b>DURATION: 3 DAYS</b>	<b>UNIT STANDARD</b>
Perform Basic Fire Fighting	NB: All referenced Unit Standards contained in this MQA skills programme are required to be completed in full.	12484
Demonstrate Knowledge of the Most Common Harmful Gases and Vapours		244422

ISO ACCREDITED COURSES	
<b>ISO 9001:2015 QUALITY MANAGEMENT SYSTEM</b>	<b>DURATION</b>
ISO 9001:2015 Quality Management System Awareness	1 Day
ISO 9001:2015 Introduction to Quality Control, Techniques, Basic Statistics and Problem Solving Tools	2 Days
ISO 9001:2015 Quality Management System Internal Auditing	3 Days
ISO 9001:2015 Quality Management System Lead Implementer	5 Days
ISO 9001:2015 Quality Management System Lead Auditor	5 Days
<b>ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM</b>	<b>DURATION</b>
ISO 14001:2015 Environmental Management System Awareness	1 Day
ISO 14001:2015 Environmental Management System Internal Auditing	3 Days
ISO 14001:2015 Environmental Management System Lead Implementer	5 Days
ISO 14001:2015 Environmental Management System Lead Auditor	5 Days
<b>ISO 45001:2018 OCCUPATIONAL HEALTH &amp; SAFETY MANAGEMENT SYSTEM</b>	<b>DURATION</b>
ISO 45001:2018 Occupational Health and Safety Management System Awareness	1 Day
ISO 45001:2018 Internal Occupational Health and Safety Management System Internal Auditing	3 Days
ISO 45001:2018 Occupational Health and Safety Management System Lead Implementer	5 Days
ISO 45001:2018 Occupational Health and Safety Management System Lead Auditor	5 Days
ISO 45001:2018 Occupational Health and Safety Act	4 Days
Incident and Accident Investigations	2 Days
International Labour Organizations (ILO)	1 Day









COMMITTED | COMPETENT | COMPLIANT

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HEALTH & SAFETY  
A WORKFORCE HOLDINGS COMPANY