



# SECUDAC

Training and Development for a Just and Empowered Society

## COURSES AVAILABLE FROM SECUDAC

Contact us: [Info@secudac.co.za](mailto:Info@secudac.co.za)

## SAQA Qualifications

Qual ID	Qualification	NQF Level	Credits
<b>Road Transport &amp; Freight Handling</b>			
50285	<u>National Certificate:</u> Professional Driving	3	122
57831	<u>National Certificate:</u> Freight Handling	3	128
59365	<u>National Certificate:</u> Freight Forwarding and Customs Compliance	3	130
<b>Generic Management</b>			
57712	<u>Further Education and Training Certificate:</u> Management	4	150
<b>Available Learning Program towards 57712 Generic Management:</b>			
58344 Administration			
59201	<u>National Certificate:</u> Generic Management	5	162
<b>Available Learning Programs towards 59201 Generic Management:</b>			
	60269 General Management		
	74511 Security Management		
<b>Business Administration</b>			
23833	<u>National Certificate:</u> Business Administration Services	2	130
61595	<u>National Certificate:</u> Business Administration Services	4	140
67465	<u>National Certificate:</u> Business Administration Services	3	120
<b>New Venture Creation</b>			
49648	<u>National Certificate:</u> New Venture Creation (SMME)	2	138
66249	<u>Further Education and Training Certificate:</u> New Venture Creation	4	149
<b>Information Technology</b>			
61591	<u>National Certificate:</u> Information Technology: End User Computing	3	130
<b>Project Management</b>			
50080	<u>Further Education and Training Certificate:</u> Project Management	4	136
<b>Wholesale &amp; Retail</b>			
49280	<u>National Certificate:</u> Wholesale and Retail Distribution	2	120

Qual ID	Qualification	NQF Lev	Credits
<b>Security</b>			
58577	<u>National Certificate:</u> General Security Practices	3	124
58696	<u>National Certificate:</u> Close Protection	5	131
<b>Contact Centre Operations</b>			
71489	<u>National Certificate:</u> Contact Centre Operations	4	135
71490	<u>National Certificate:</u> Contact Centre Support	2	128
80566	<u>National Certificate:</u> Contact Centre and Business Process Outsourcing Support	3	124
<b>Development Practices</b>			
50334	<u>National Certificate:</u> Occupationally Directed Education, Training and Development Practices	5	120
<b>Debt Recovery</b>			
49021	<u>Further Education and Training Certificate:</u> Debt Recovery	4	140
<b>Building &amp; Civil Construction</b>			
65409	<u>National Certificate:</u> Building and Civil Constructions	3	140
58782	<u>Further Education and Training Certificate:</u> Plumbing	4	160
<b>Marketing</b>			
67464	<u>Further Education and Training Certificate:</u> Marketing	4	139
<b>Health &amp; Welfare</b>			
64697	<u>Further Education and Training Certificate:</u> Community Health Work	4	156
74269	<u>National Certificate:</u> Occupational Health, Safety and Environment	2	120
<b>Beauty &amp; Nail Technology</b>			
80646	<u>Further Education and Training Certificate:</u> Beauty and Nail Technology	4	156

## NATIONAL TVET CERTIFICATES AND DIPLOMAS

PROGRAMME	SUBJECTS/MODULES	CERTIFICATE
<p><b>PC ENGINEERING: INFORMATION TECHNOLOGY</b></p> <p>(Focuses on computer repairs, network installation &amp; assembling)</p>	<p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Architecture</li> <li>• Computer Network</li> <li>• IT Communication Skills</li> <li>• Information Systems</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Contact Centre Operations System</li> <li>• Analysis &amp; Design Operating System</li> <li>• Logic Design</li> </ul>	National Certificate
<p><b>MECHANICAL ENGINEERING</b></p> <p>(Focuses on mechanical maintenance &amp; design.)</p>	<p><b><u>1st Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Engineering Drawing</li> <li>• Fitting &amp; Machining Theory</li> <li>• Metalworkers Theory</li> <li>• Motor trade Theory</li> <li>• Metal work</li> <li>• Platting &amp; structural Steel Drawing</li> </ul> <p><b><u>2nd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Engineering Drawing</li> <li>• Fitting &amp; Machining Theory</li> <li>• Motor trade Theory</li> <li>• Diesel trade Theory</li> <li>• Platters Theory</li> <li>• Platting &amp; structural Steel Drawing</li> </ul> <p><b><u>3rd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Engineering Drawing</li> <li>• Motor trade Theory</li> <li>• Diesel trade Theory</li> <li>• Mechanotechnology</li> <li>• Platting &amp; structural Steel Drawing Courses</li> </ul>	N4, N5 & N6 Certificates

	<p><b><u>N4-N6</u></b></p> <ul style="list-style-type: none"> <li>• 1st Trimester</li> <li>• Mathematics</li> <li>• Mechano-Technics</li> <li>• Engineering Science</li> <li>• Mechanical Draughting</li> <li>• Mechanical Drawing &amp; Design</li> </ul> <p><b><u>2nd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mechano-Technics</li> <li>• Mechanical Drawing &amp; Design</li> <li>• Power Machines</li> </ul> <p><b><u>3rd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Mechano-Technics</li> <li>• Mechanical Drawing &amp; Design</li> <li>• Power Machines</li> </ul>	
<p><b>CIVIL ENGINEERING</b></p> <p>(Focuses on building &amp; construction of infrastructure)</p>	<p><b><u>1st Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building Science</li> <li>• Building Drawing</li> <li>• Plumbing Theory</li> <li>• Plastering Theory</li> </ul> <p><b><u>2nd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building Science</li> <li>• Building Drawing</li> <li>• Plumbing Theory</li> <li>• Plastering Theory</li> </ul> <p><b><u>3rd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Building Science</li> <li>• Building Drawing</li> <li>• Building &amp; civil Technology</li> </ul>	<p>N4, N5 &amp; N6 Certificates</p>

	<p><b><u>N4-N6</u></b></p> <p><b><u>1st Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• or Quantity Surveying</li> <li>• Building Administration</li> <li>• Building &amp; Structural Construction</li> <li>• Building &amp; Structural Survey</li> </ul> <p><b><u>2nd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• or Quantity Surveying</li> <li>• Building Administration</li> <li>• Building &amp; Structural Construction</li> <li>• Building &amp; Structural Survey</li> </ul> <p><b><u>3rd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• or Quantity Surveying</li> <li>• Building Administration</li> <li>• Building &amp; Structural Construction</li> <li>• Building &amp; Structural Survey</li> </ul>	
<p><b>ELECTRICAL ENGINEERING</b></p> <p>(Focuses on electronics &amp; electrical oriented infrastructure)</p>	<p><b><u>1st Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Electro-Technology</li> <li>• Electrical Trade Theory</li> <li>• Industrial Electronics</li> </ul> <p><b><u>2nd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Electro-Technology</li> <li>• Electrical Trade Theory</li> <li>• Industrial Electronics</li> </ul> <p><b><u>3rd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Electro-Technology</li> <li>• Electrical Trade Theory</li> <li>• Industrial Electronics</li> </ul>	<p>N4, N5 &amp; N6 Certificates</p>

	<p><b><u>N4-N6</u></b></p> <p><b><u>1st Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Electrotechnics</li> <li>• Industrial electronics</li> </ul> <p><b><u>2nd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Electrotechnics</li> <li>• Industrial electronics</li> <li>• Power Machines</li> </ul> <p><b><u>3rd Trimester</u></b></p> <ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Engineering Science</li> <li>• Electrotechnics</li> <li>• Industrial electronics</li> <li>• Power Machines</li> </ul>	
<p><b>MANAGEMENT ASSISTANT</b></p> <p>The course is aimed at those who wish to acquire basic and advanced knowledge of a Secretary.</p> <p>The course package develops students' skills in managing of an office. Career prospect among others, include the following: Secretary, Assistant Manager.</p>	<p><b><u>N4-N6</u></b></p> <p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Information Processing</li> <li>• Office Practice</li> <li>• Communication</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Information Processing</li> <li>• Office Practice</li> <li>• Communication</li> </ul> <p><b><u>3rd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Information Processing</li> <li>• Office Practice</li> <li>• Communication</li> </ul>	<p>N4 &amp; N5 Certificates</p>

<p><b>Human Resource Management</b></p>	<p><b><u>N4-N6</u></b></p> <p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Personnel Management</li> <li>• Entrepreneurship and Business Management</li> <li>• Management Communication</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Management Communication</li> <li>• Labour relation</li> <li>• Personnel training</li> </ul> <p><b><u>3rd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Management Communication</li> <li>• Labour relation</li> <li>• Personnel training</li> </ul>	
<p><b>PUBLIC MANAGEMENT</b></p> <p>The course is aimed at those who wish to acquire basic and advanced knowledge of Public Management. The course package develops students' skills in interpreting managing the public. Career prospect among others, include the following: Event Organising.</p>	<p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Computer Practice</li> <li>• Management Communication</li> <li>• Entrepreneurship and Business Management</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Public Finance</li> <li>• Municipal Administration</li> <li>• Computer Practice</li> </ul>	<p>N4 &amp; N5 Certificates</p>
<p><b>MARKETING MANAGEMENT</b></p> <p>The course is aimed at those who wish to acquire basic and advanced knowledge of marketing. The course package develops students' skills in marketing environment. Career prospect among others, include the following: Marketing &amp; Sale Consultant</p>	<p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Marketing Management</li> <li>• Entrepreneurship and Business Management</li> <li>• Management Communication</li> <li>• Computer Practice.</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Marketing Management</li> <li>• Entrepreneurship and Business Management</li> <li>• Sales Manager</li> <li>• Computer Practice</li> </ul>	<p>N4 &amp; N5 Certificates</p>



<p><b>SAFETY IN SOCIETY</b></p> <p>This programme is offered to candidates who never had the opportunity to complete grade 12 (Senior Certificate). It focuses on maintenance of law &amp; order in communities and also provide an insight to Learners who want to proceed at a higher level of training within the same field</p>	<p><b><u>The Course Content include:</u></b></p> <ul style="list-style-type: none"> <li>- Introduction to Governance</li> <li>- Introduction to Law</li> <li>- Principles of Criminal Justice</li> <li>- Introduction To Policing Practice</li> <li>- Math Literacy</li> <li>- Life Orientation</li> <li>- English (Language)</li> </ul>	<p>N4 &amp; N5 Certificates</p>
<p><b>BUSINESS MANAGEMENT</b></p> <p>The course is aimed at those who wish to acquire basic and advanced knowledge of Business Management. The course package develops students' skills in interpreting different business situations and maximizing business opportunities at hand. Career prospect among others, include the following: Entrepreneur, Business Manager or Business Analyst.</p>	<p><b><u>N4-N6</u></b></p> <p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Entrep Business Management</li> <li>• Financial Accounting</li> <li>• Management Communication</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Entrep Business Management</li> <li>• Financial Accounting</li> <li>• Sales Management</li> </ul> <p><b><u>3rd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Computer Practice</li> <li>• Entrep Business Management</li> <li>• Sales Management</li> </ul>	<p>N4 &amp; N5 Certificates</p>

<p><b>PUBLIC RELATIONS</b></p> <p>The course is aimed at those who wish to acquire basic and advanced knowledge of Public Relations. The course package develops students' skills in dealing with the public in different aspect. Career prospect among others, include the following: Public Relation Officer.</p>	<p><b><u>N4-N6</u></b></p> <p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Office Practice</li> <li>• Information Processing</li> <li>• Communication</li> <li>• Computer Practice</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Office Practice</li> <li>• Information Processing</li> <li>• Communication</li> <li>• Public Relation</li> </ul> <p><b><u>3rd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Office Practice</li> <li>• Information Processing</li> <li>• Communication</li> <li>• Public Relation</li> </ul>	<p>N4 &amp; N5 Certificates</p>
<p><b>TOURISM</b></p> <p>The course is aimed at those who wish to acquire basic and advanced knowledge of the Travel &amp; Tourism Industry. The course package develops students' skills in dealing with Travel &amp; Tourism Industry. Career prospect among others, include the following: Tour Guide, Tour Operator.</p>	<p><b><u>1st Semester</u></b></p> <ul style="list-style-type: none"> <li>• Travel Services</li> <li>• Travel Office Procedures</li> <li>• Tourism Destination</li> <li>• Tourism Communication</li> </ul> <p><b><u>2nd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Travel Services</li> <li>• Travel Office Procedures</li> <li>• Tourism Destination</li> <li>• Tourism Communication</li> <li>• Hotel reception</li> </ul> <p><b><u>3rd Semester</u></b></p> <ul style="list-style-type: none"> <li>• Travel Services</li> <li>• Travel Office Procedures</li> <li>• Tourism Destination</li> <li>• Hotel reception</li> </ul>	<p>N4 &amp; N5 Certificates</p>

<p><b>SYSTEMS DEVELOPMENT</b></p>	<p><u><b>1st Semester</b></u></p> <ul style="list-style-type: none"> <li>• Programming Principles</li> <li>• Development Software</li> <li>• Web Development</li> <li>• System Analysis &amp; Design</li> </ul> <p><u><b>2nd Semester</b></u></p> <ul style="list-style-type: none"> <li>• Information System Computer</li> <li>• Architecture Computer Network</li> <li>• IT Communication Skills</li> </ul>	<p>N4 &amp; N5 Certificates</p>
<p><b>COMPUTER LITERACY</b></p>	<ul style="list-style-type: none"> <li>• Introduction to Computer</li> <li>• Microsoft Word</li> <li>• Microsoft Excel Microsoft</li> <li>• Power Point Microsoft Access</li> <li>• Microsoft Outlook</li> </ul>	<p>Unit Standard Certificate</p>
<p><b>SECRETARY &amp; COMPUTER SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Entrepreneurship and Business Management</li> <li>• Information Processing</li> <li>• Computer Practice</li> <li>• Management Communication</li> </ul>	<p>Unit Standard Certificate</p>
<p><b>CALL CENTER OPERATOR</b></p>	<ul style="list-style-type: none"> <li>• Inbound Call Center</li> <li>• Telephone Etiquette</li> <li>• Computer Practice</li> <li>• Outbound Call Center</li> <li>• Communication Typing Skills</li> </ul>	<p>Unit Standard Certificate</p>
<p><b>CERTIFIED BOOKKEEPER</b></p>	<ul style="list-style-type: none"> <li>• Financial Statements</li> <li>• Cost &amp; Management Accounting</li> </ul>	<p>Unit Standard Certificate</p>

## Individual SAQA Unit Standards

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
1	7175	Provide customer service in a banking environment	3	3
2	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5
3	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
4	7547	Operate a personal computer system	2	6
5	7566	Operate personal computer peripherals	2	3
6	7568	Demonstrate knowledge of and produce word processing documents using basic functions	2	3
7	7571	Demonstrate the ability to use electronic mail software to send and receive messages	2	3
8	7782	Analyse a business and determine the way it functions	4	3
9	7785	Function in a Business environment	3	4
10	7790	Process incoming and outgoing telephone calls	3	3
11	7791	Display cultural awareness in dealing with customers and colleagues	4	4
12	7854	Provide First Aid	4	4
13	7996	Operating computer systems	3	8
14	7997	Managing self-development	4	12
15	8000	Applying basic business principles	3	9
16	8016	Maintaining occupational health, safety and general housekeeping	3	8
17	8021	Taking basic care of freight handling machinery	3	2
18	8024	Receiving and dispatching freight, and handling freight returns	3	5
19	8025	Controlling and locating stock	3	8
20	8035	Processing and controlling documentation	4	4
21	8036	Packing, handling and securing freight	4	8

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
22	8037	Ensuring customer satisfaction and competitive practice	3	2
23	8039	Operating Cranes	3	10
24	8104	Operate and take care of equipment in an office environment	2	2
25	8418	Do basic research	2	4
26	8420	Operate in a team	2	4
27	8480	Introduce South Africa to tourists	4	7
28	8618	Organise oneself in the workplace	2	3
29	8965	Respond to literary texts	2	5
30	8968	Accommodate audience and context needs in oral communication	3	5
31	8969	Interpret and use information from texts	3	5
32	8970	Write texts for a range of communicative contexts	3	5
33	8972	Interpret a variety of literary texts	3	5
34	8973	Use language and communication in occupational learning programmes	3	5
35	8974	Engage in sustained oral communication and evaluate spoken texts	4	5
36	8975	Read analyse and respond to a variety of texts	4	5
37	8976	Write for a wide range of contexts	4	5
38	8979	Use language and communication in occupational learning programmes	4	5
39	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	3	2
40	9012	Investigate life and work related problems using data and probabilities	3	5
41	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4
42	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
43	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
44	9324	Communicate with fellow workers and supervisors	2	4

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
45	9964	Apply health and safety to a work area	2	3
46	9965	Render basic first aid	2	3
47	9969	Prepare for plastering	3	15
48	9971	Apply screeds to a concrete floor	3	15
49	10003	Apply specialist tiling to surfaces	4	18
50	10022	Comply with organisational ethics	4	4
51	10037	Take orders from customers to fulfil a need for goods and/or service	4	10
52	10038	Conduct follow-up with customers to evaluate satisfaction levels	4	14
53	10135	Work as a project team member	4	8
54	10139	Implement project administration processes according to requirements	4	5
55	10170	Demonstrate an understanding of employment relations in an organisation	3	5
56	10255	Select, use and care for power tools	2	5
57	10313	Comply with service levels as set out in a Contact Centre Operation	4	10
58	10321	Monitor and maintain performance standards in a Contact Centre	4	12
59	10322	Retrieve and correlate statistical data applicable to Contact Centres	4	12
60	10323	Implement Contact Centre specific sales techniques to generate sales through a Contact Centre	4	12
61	10324	Describe features, advantages and benefits of a range of products or services	4	6
62	10326	Identify customers of Contact Centres	4	4
63	10327	Provide coaching to personnel within a Contact Centre	4	10
64	10330	Implement and co-ordinate campaigns within Contact Centres	4	10
65	10331	Identify and analyse customer and market related trends impacting on Contact Centres	4	10
66	10348	Identify and respond to customer needs in a Contact Centre	2	12
67	10349	Input data received onto appropriate computer packages within a Contact Centre	2	12

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
68	10350	Collect and record information queries and requests from customers	2	8
69	10353	Meet performance standards within a Contact Centre	2	6
70	10354	Contribute to a diverse working environment in a Contact Centre	2	8
71	10358	Apply in-bound Contact Centre Operations within a commercial environment	2	8
72	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	4	12
73	10985	Conduct a disciplinary hearing	6	5
74	11235	Maintain effective working relationships with other members of staff	2	1
75	11241	Perform Basic business calculations	3	6
76	11286	Institute disciplinary action	5	8
77	11505	Identify, Handle and Defuse Security Related Conflict	4	12
78	11533	Apply specialist plastering and screeding to surface	4	18
79	11985	Inspect, drive and maintain an official vehicle	4	3
80	12140	Recruit and select candidates to fill defined positions	5	9
81	12153	Use the writing process to compose texts required in the business environment	4	5
82	12219	Select, use and care for power tools	2	6
83	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	4	4
84	12433	Use communication techniques effectively	5	8
85	12483	Perform basic first aid	2	4
86	12484	Perform basic fire fighting	2	4
87	12877	Use and maintain power tools on a construction site	1	4
88	12988	Record income and receipts	5	10
89	13223	Apply safety, health and environmental protection procedures	3	6

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
90	13224	Monitor the application of safety, health and environmental protection procedures	4	4
91	13872	Instil in myself a personal Contact Centre culture	4	4
92	13874	Work as a member of a Contact Centre Team	4	5
93	13883	Apply out-bound Contact Centre Operations within a commercial environment	3	8
94	13885	Provide information to customers in a Contact Centre	2	12
95	13886	Gather and provide relevant information to contribute to contact centre problem solving	3	5
96	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
97	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
98	13916	Identify and keep the records that a team manager is responsible for keeping	3	4
99	13919	Investigate and explain the structure of a selected workplace or organisation	3	10
100	13928	Monitor and control reception areas	3	4
101	13931	Monitor and control the maintenance of office equipment	3	4
102	13933	Plan, monitor and control an information system in a business environment	3	3
103	13934	Plan and prepare meeting communications	3	4
104	13935	Plan and conduct basic research in an office environment	3	5
105	13936	Outline the legal environment of a selected industry	3	2
106	13941	Apply the budget function in a business unit	4	5
107	13943	Analyse new developments reported in the media that could impact on a business sector or industry	4	10
108	13945	Describe and apply the management of stock and fixed assets in a business unit	4	2
109	13948	Negotiate an agreement or deal in an authentic work situation	4	5
110	13952	Demonstrate basic understanding of the primary legislation that impacts on a business unit	4	8
111	13961	Demonstrate Knowledge and Use of Hand Operated Fire Fighting Equipment	2	4
112	14063	Apply Self Management through the Concepts of Positive Self-esteem and Resiliency	3	2



#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
113	14182	Comply with organisation ethics	3	4
114	14338	Attend to customer enquiries in an office setting	2	2
115	14339	Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	2	5
116	14340	Maintain an existing information system in a business environment	2	4
117	14341	Keep informed about current affairs related to one's own industry	2	4
118	14342	Manage time and work processes within a business environment	2	4
119	14343	Investigate the structure of an organization as a workplace	2	8
120	14344	Demonstrate an understanding of a selected business environment	2	10
121	14346	Process numerical and text data in a business environment	2	2
122	14348	Process incoming and outgoing telephone calls	2	3
123	14349	Receive and execute instructions	2	2
124	14352	Manage a diary for self and others	2	4
125	14353	Conduct basic financial transactions	2	3
126	14355	Order and distribute office supplies	2	2
127	14359	Behave in a professional manner in a business environment	2	5
128	14491	Apply industrial protective coatings	4	8
129	14493	Apply special surface coatings	4	8
130	14494	Apply wallpaper	3	8
131	14552	Contact Service Providers	4	3
132	14580	Read and interpret construction drawings and specifications	3	10
133	14632	Build decorative masonry elements	3	25
134	14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	1	5
135	14662	Set out, excavate, cast concrete strip foundations and build foundation walling	2	6

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
136	14667	Describe and apply the management functions of an organisation	4	10
137	14672	Describe the composition, roleplayers and the role of the construction industry in the South African economy	3	4
138	14706	Perform basic rigging procedures	2	4
139	14912	Investigate the use of computer technology in an organisation	3	6
140	14913	Explain the principles of computer networks	3	5
141	14917	Explain computer architecture concepts	4	7
142	14932	Describe Synchronous/ Asynchronous Communication with computers	4	7
143	14937	Apply the principles of supporting users of local area networks	4	7
144	14947	Describe data communications	4	4
145	15034	Work in confined spaces on construction sites	2	2
146	15123	Select and use vehicle lifting equipment	2	3
147	15217	Develop an organisational training and development plan	5	6
148	15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4
149	15219	Develop and implement a strategy and action plans for a team, department or division	5	4
150	15221	Provide information and advice regarding skills development and related issues	5	4
151	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	5	4
152	15227	Conduct skills development administration in an organisation	4	4
153	15232	Coordinate planned skills development interventions in an organisation	5	6
154	15234	Apply efficient time management to the work of a department / division / section	5	4
155	109999	Manage service providers in a selected organisation	4	5
156	110003	Develop administrative procedures in a selected organisation	4	8
157	110009	Manage administration records	4	4
158	110021	Achieve personal effectiveness in a business environment	4	6

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
159	110023	Present information in report format	4	6
160	110025	Process data using information technology	4	5
161	110026	Describe and assist in the control of fraud in an office environment	4	4
162	110053	Conduct a basic community needs assessment	4	12
163	110064	Contribute to the health, safety and security of the workplace	2	4
164	113825	Secure the vehicle load	3	10
165	113843	Obtain and communicate road transport operational information	3	10
166	113852	Apply occupational health, safety and environmental principles	3	10
167	113909	Coach a team member in order to enhance individual performance in work environment	3	5
168	113924	Apply basic business ethics	2	2
169	114076	Use computer technology to research a computer topic	4	3
170	114218	Demonstrate an understanding and implement environmental initiatives on a construction project	4	6
171	114226	Interpret and manage conflicts within the workplace	5	8
172	114491	Educate and work closely with the community with regard to sexually transmitted infections (STIs) including Human Immune Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)	4	10
173	114584	Finance a new venture	4	5
174	114585	Plan Strategically to improve business performance	4	4
175	114586	Manage finances of a new venture	4	5
176	114587	Determine and manage the human resource needs of a new venture	4	4
177	114588	Develop, implement and monitor a quality policy for a new venture	4	4
178	114589	Manage time productively	4	4
179	114592	Produce business plans for a new venture	4	8
180	114593	Tender to secure business for a new venture	4	5
181	114595	Demonstrate an understanding of the function of the market mechanisms in a new venture	4	5

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
182	114596	Research the viability of new venture ideas/opportunities	4	5
183	114598	Demonstrate an understanding of an entrepreneurial profile	4	5
184	114600	Apply innovative thinking to the development of a small business	4	4
185	114618	Monitor productivity in a business venture	4	5
186	114636	Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	3	6
187	114742	Calculate tax payable by a small business	4	6
188	114805	Manage general administration	4	4
189	114828	Prepare for and perform a facial consultancy service	3	5
190	114871	Know and apply diplomatic protocols and etiquette	5	8
191	114873	Apply basic financial procedures to PFMA principles	5	3
192	114891	Count stock for a stock-take	2	5
193	114892	Dispatch Stock	3	10
194	114895	Define the core concepts of the wholesale and retail environment	2	10
195	114911	Resolve customer queries/complaints	3	8
196	114912	Maintain a safe and secure wholesale and retail environment	2	10
197	114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
198	114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	3	4
199	114942	Describe how to manage reactions arising from a traumatic event	3	2
200	114950	Apply ways of leading in different situations	2	3
201	114959	Behave in a professional manner	2	4
202	114974	Apply the basic skills of customer service	2	2
203	114979	Operate a computer workstation in a business environment	3	2
204	115311	Apply advanced driving skills / techniques in defensive and offensive situations	5	9

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
205	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	4	3
206	115407	Apply the principles of change management in the workplace	5	10
207	115753	Conduct outcomes based assessments	5	15
208	115755	Design and develop outcomes based assessments	6	10
209	115759	Conduct moderation of outcomes-based assessments	6	10
210	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5	5
211	115790	Write and present for a wide range of purposes, audiences and contexts	5	5
212	116231	Operate a cab controlled overhead crane C31	2	8
213	116235	Operate a pendant controlled overhead crane C30	2	5
214	116254	Operate a mobile crane C33,C34,C43	2	20
215	116255	Operate a tower crane C41 to C42	2	20
216	116394	Implement and manage human resource and labour relations policies and acts	5	9
217	116518	Conduct safety and health representation activities	2	3
218	116534	Carry out basic first aid treatment in the workplace	3	2
219	116720	Show understanding of diversity in the workplace	3	3
220	116820	Drive a tractor	2	10
221	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5
222	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4
223	116932	Operate a personal computer system	1	3
224	116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	1	3
225	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2
226	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases	3	3
227	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
228	116938	Use a Graphical User Interface (GUI)-based word processor to create and edit documents	1	4
229	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6
230	116942	Use a GUI-based word processor to create merged documents	3	3
231	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph/charts to a spreadsheet	4	3
232	116945	Use electronic mail to send and receive messages	2	2
233	117156	Interpret basic financial statements	4	3
234	117171	Manage time productively to enhance productivity and enable a balanced life style	3	2
235	117241	Develop a business plan for a small business	4	5
236	117244	Investigate the possibilities of establishing and running a small business enterprise (SMME)	4	3
237	117420	Administer payments and expenses	3	4
238	117449	Apply the general principles of criminal law to the investigation of crime	5	8
239	117500	Manage finance in a small business	4	8
240	117507	Develop and implement a client ARV treatment plan	4	6
241	117668	Demonstrate an understanding of the basics of local and international trade	4	15
242	117705	Demonstrate knowledge of the Firearms control act	3	3
243	117833	Handle a crime situation	3	6
244	117853	Conduct negotiations to deal with conflict situations	5	8
245	117865	Assist and support learners to manage their learning experiences	4	5
246	117867	Managing files in a Graphical User Interface (GUI) environment	1	3
247	117870	Conduct targeted training and development using given methodologies	4	10
248	117871	Facilitate learning using a variety of given methodologies	5	10
249	117874	Guide learners about their learning, assessment and recognition opportunities	5	6
250	117877	Perform one-to-one training on the job	3	4

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
251	117891	Despatch stock from a distribution centre	3	12
252	117897	Maintain stock balances in a distribution centre	3	8
253	117898	Move, pack and maintain stock in a distribution centre/warehouse	2	12
254	117899	Pick stock in a distribution centre/warehouse	2	12
255	117902	Use generic functions in a Graphical User Interface (GUI)-environment	1	4
256	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5
257	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5
258	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3
259	117927	Use a Graphical User Interface (GUI)-based database application to solve a given problem	4	6
260	117928	Describe the application and effect of Information and Communication Technologies (ICT) on society	4	5
261	118028	Supervise customer service standards	4	8
262	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5
263	119362	Work with numbers; operations with numbers and relationships between numbers	1	4
264	119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	1	6
265	119454	Maintain and adapt oral/signed communication	2	5
266	119456	Write/present for a defined context	2	5
267	119457	Interpret and use information from texts	3	5
268	119459	Write for a range of contexts	4	5
269	119460	Use language and communication in occupational learning programmes	2	5
270	119462	Engage in sustained oral communication and evaluate spoken texts	4	5
271	119463	Access and use information from texts	2	5
272	119465	Write texts for a range of communicative contexts	3	5
273	119467	Use language and communication in occupational learning programmes	3	5

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
274	119469	Read, analyse and respond to a variety of texts	4	5
275	119471	Use language and communication in occupational learning programmes	4	5
276	119472	Accommodate audience and context needs in oral communication	3	5
277	119533	Supervise and control the use of construction plant and equipment	3	9
278	119553	Take action to address impacts on the environment	2	10
279	119554	Apply environmental management tools to assess impacts	2	5
280	119567	Perform basic life support and first aid procedures	1	5
281	119631	Explore and use a variety of strategies to learn	1	5
282	119649	Handle and use a handgun	3	2
283	119650	Handle and use a self-loading rifle or carbine	3	2
284	119651	Handle and use a manually operated rifle or carbine	3	2
285	119652	Handle and use a shotgun	3	2
286	119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	5	12
287	119666	Determine financial requirements	2	8
288	119670	Produce a business plan for a new venture	2	8
289	119672	Manage marketing and selling processes	2	7
290	119674	Manage finances for a new venture	2	10
291	119712	Tender for business or work in a selected new venture	3	8
292	120300	Analyse leadership and related theories in a work context	5	8
293	120303	Apply principles of risk management	5	8
294	120308	Apply knowledge of self in order to make a personal decision	2	3
295	120329	Respond to, implement and manage emergencies according to an emergency action plan in a workplace	3	2
296	120330	Conduct a continuous risk assessment in a workplace	3	4
297	120331	Demonstrate knowledge pertaining to fires in working places	3	3



#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
298	120333	Conduct, report and follow up on a pre-use, safety and/or audit inspection	3	5
299	120335	Conduct an investigation into workplace incidents	3	5
300	120337	Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place	3	2
301	120341	Conduct a Task Analysis and take appropriate action to address identified risks	4	4
302	120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	4	4
303	120359	Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment	4	4
304	120362	Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights	3	4
305	120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place	4	9
306	120372	Explain fundamentals of project management	4	5
307	120373	Contribute to project initiation, scope definition and scope change control	4	9
308	120374	Contribute to the management of project risk within own field of expertise	4	5
309	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	4	6
310	120376	Conduct project documentation management to support project processes	4	6
311	120379	Work as a project team member	4	8
312	120381	Implement project administration processes according to requirements	4	5
313	120382	Plan, organise and support project meetings and workshops	4	4
314	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
315	120384	Develop a simple schedule to facilitate effective project execution	4	8
316	120385	Apply a range of project management tools and techniques	4	7
317	120387	Monitor, evaluate and communicate simple project schedules	4	4
318	120388	Supervise a project team of a small project to deliver project objectives	5	14
319	120389	Explain and apply the concept, principles and theories of motivation in a leadership context	4	6

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
320	120394	Apply communication principles, strategies and processes in a leadership role	4	6
321	120476	Adhere to professional conduct and organisational ethics	5	4
322	120486	Demonstrate physical defensive restraining techniques	5	6
323	120496	Provide risk-based primary emergency care/first aid in the workplace	2	5
324	123252	Provide long distance coach/bus services	3	10
325	123253	Operate a rigid heavy vehicle	4	15
326	123254	Operate a vehicle combination	4	20
327	123255	Provide tour coach services	3	8
328	123256	Provide commuter services	3	8
329	123257	Operate a rigid light vehicle	2	10
330	123258	Foster and maintain customer relations	3	10
331	123259	Convey dangerous goods by road	3	4
332	123261	Plan road transport service delivery	3	8
333	123262	Load general freight	2	6
334	123394	Develop outcomes-based learning programmes	5	10
335	123396	Define target audience profiles and skills gaps	4	6
336	123397	Evaluate a learning intervention using given evaluation instruments	5	10
337	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	6	5
338	123401	Design outcomes-based learning programmes	6	15
339	123510	Apply tactical knowledge in the use of firearms	4	5
340	123511	Handle and use a self loading rifle or carbine for business	4	3
341	123513	Demonstrate tactical proficiency with a handgun	4	5
342	123514	Handle and use a shotgun for business purposes	4	3
343	123515	Handle and use a handgun for business purposes	4	3

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
344	123516	Supervise shooting exercises	4	3
345	229995	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan	2	3
346	229998	Explain and perform fall arrest techniques when working at height	1	2
347	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	4	4
348	242810	Manage Expenditure against a budget	4	6
349	242811	Prioritise time and work for self and team	4	5
350	242812	Induct a member into a team	3	4
351	242813	Explain the contribution made by own area of responsibility to the overall organisational strategy	4	5
352	242814	Identify and explain the core and support functions of an organisation	3	4
353	242815	Apply the organisation's code of conduct in a work environment	4	4
354	242816	Conduct a structured meeting	4	5
355	242817	Solve problems, make decisions and implement solutions	4	8
356	242819	Motivate and Build a Team	4	10
357	242821	Identify responsibilities of a team leader in ensuring that organisational standards are met	4	6
358	242822	Employ a systematic approach to achieving objectives	4	10
359	242824	Apply leadership concepts in a work context	4	12
360	242825	Conduct evacuations and emergency drills	4	4
361	242829	Monitor the level of service to a range of customers	4	5
362	242830	Conduct a security threat assessment in a defined operational area	4	6
363	242840	Make oral presentations	4	2
364	242875	Describe basic freight logistic principles	3	6
365	242901	Apply the principles of good customer service to achieve public sector objectives	4	6
366	242972	Reach trucks F5,F8,F9,F13-F16	3	7

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367	242974	Counterbalanced Lift Trucks F1,F2,F3	3	7
368	242976	Operate overhead/gantry cranes C30 to C31	2	5
369	242978	Operate truck-mounted cranes C32	3	8
370	242981	Pedestrian & Pallet trucks F6; F7; F12	2	4
371	242982	Lattice boom mobile crane C33 C35,C36,C37,C38,C40 C43	3	14
372	242991	Facilitate the forwarding and clearing of dangerous goods for transportation	4	4
373	242996	Handle dangerous goods during warehousing and storage	4	4
374	243189	Manage personal finances	1	8
375	243272 Incl 243273	Operate a Mobile Elevating Work Platform (MEWP)	2	10
376	243273 Inc 243272	Monitor and control the safety and operations of Mobile Elevating Work Platforms C53	4	8
377	243275	Erect and dismantle prefabricated aluminium alloy scaffolding	1	4
378	243665	Meet the requirements in order to obtain a provisional licence	2	15
379	243666	Meet the requirements of being a safe driver to obtain a valid driving licence for a motor vehicle	2	22
380	244176	Use security equipment	2	2
381	244177	Conduct a security patrol in an area of responsibility	3	7
382	244179	Handle complaints and problems	3	6
383	244181	Perform handover and takeover responsibilities	3	6
384	244182	Give evidence in court	3	4
385	244184	Apply legal aspects in a security environment	3	8
386	244189	Conduct access and egress control	4	7
387	244288	Demonstrate understanding of occupational health and safety legislation in the workplace	5	8
388	244317	Provide static protection to designated persons	5	15
389	244319	Provide close protection to designated persons whilst in transit	5	15

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
390	244327	Provide pedestrian escort to designated persons within a close protection environment	5	15
391	244330	Compile a threat and risk assessment for a close protection operation	5	5
392	244334	Provide protection to designated persons whilst embussing or debussing	5	10
393	244335	Conduct security at an event	4	5
394	244383	Conduct continuous hazard identification and risk assessment within a workplace	2	2
395	244407	Lift and move a load using mechanical lifting equipment C54 ( Includes Electric Hoist)	3	7
396	244491	Fabricate and install sheet metal components	4	8
397	244492	Install, maintain and repair sanitary ware appliances	4	8
398	244493	Procure resources for construction works	4	4
399	244494	Perform specialised fault-finding and repairs to plumbing systems	4	12
400	244495	Install, maintain and test Rainwater Systems	4	5
401	244496	Install, maintain and test hot water supply systems	4	12
402	244497	Perform building works	4	5
403	244498	Install, maintain and test below ground drainage systems	4	14
404	244499	Install and maintain solar water heating systems	4	10
405	244502	Install and maintain soil, waste and vent pipe systems	4	12
406	244507	Install, maintain and test cold water supply systems	4	14
407	244514	Apply occupational health, safety and environmental legislation in the workplace	5	12
408	244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	3	4
409	244589	Identify causes of stress and techniques to manage it in the workplace	3	2
410	244608	Demonstrate ability to lead a team or group	2	3
411	246694	Explain the requirements for becoming a security service provider	3	4
412	252020	Create and manage an environment that promotes innovation	5	6
413	252021	Formulate recommendations for a change process	5	8

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414	252022	Develop, implement and evaluate a project plan	5	8
415	252024	Evaluate current practices against best practice	5	4
416	252025	Monitor, assess and manage risk	5	8
417	252026	Apply a systems approach to decision making	5	6
418	252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
419	252029	Lead people development and talent management	5	8
420	252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4
421	252032	Develop, implement and evaluate an operational plan	5	8
422	252035	Select and coach first line managers	5	8
423	252036	Apply mathematical analysis to economic and financial information.	5	6
424	252037	Build teams to achieve goals and objectives	5	6
425	252040	Manage the finances of a unit	5	8
426	252041	Promote a learning culture in an organisation	5	5
427	252042	Apply the principles of ethics to improve organisational culture	5	5
428	252043	Manage a diverse work force to add value	5	6
429	252044	Apply the principles of knowledge management	5	6
430	252191	Identify internal and external stakeholders	4	4
431	252193	Identify potential and existing customers of the business	4	4
432	252194	Meet marketing performance standards	4	4
433	252195	Identify expertise and resources	4	3
434	252196	Describe features, advantages and benefits of products and services	4	4
435	252197	Identify and use marketing resources to meet objectives	4	4
436	252200	Implement activity plans to meet agreed deadlines	4	6
437	252202	Deal with brand, product and service promotions	4	4

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438	252203	Demonstrate an understanding of the target market	4	4
439	252204	Monitor marketing information flow and collect and process marketing data	4	4
440	252206	Demonstrate an understanding of product positioning	4	4
441	252210	Handle a range of customer complaints	4	4
442	252211	Demonstrate an understanding of the competitive environment and product positioning	4	4
443	252214	Conduct follow-up with customers to evaluate satisfaction levels	4	6
444	252216	Comply with legal requirements and organisational and professional codes of conduct	4	4
445	252217	Comply with organisational ethics	4	4
446	252218	Liaise with a range of customers of a business	4	4
447	252250	Apply fire fighting techniques	1	3
448	252413	Describe and apply the regulations and documentary requirements which govern international trade	3	8
449	252415	Identify equipment and infrastructure used in international transport	3	5
450	252416	Describe and apply the Customs and Excise Act	3	6
451	252417	Apply geographic principles in mapping a trade route	3	5
452	252423	Explain the administration of a freight forwarding and clearing operations	3	5
453	252424	Outline the structure of the surface freight forwarding environment	3	4
454	252426	Administer multimodal surface freight import clearances	3	5
455	252427	Outline the structure of the airfreight forwarding environment	3	4
456	252429	Explain the concept of international trade	3	6
457	252430	Explain and identify sea freight carriers and agents	3	4
458	252433	Document and handle export surface general non-hazardous cargo	3	6
459	252435	Apply basic invoicing and accounting principles	3	6
460	252437	Interpret and apply International commercial terms	3	3
461	252438	Apply groupage processes and procedures to cargo imported by surface	3	5

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
462	252510	Demonstrate knowledge and understanding of HIV and AIDS, other Sexually Transmitted Infections (STIs) and Tuberculosis (TB) for counselling purposes	4	3
463	252512	Counsel an individual in a structured environment	4	12
464	252532	Provide on-going counselling and support to individuals infected or affected by HIV and AIDS	4	3
465	252533	Provide pre and post HIV test counselling	4	5
466	253582	Lift and move a load using manual lifting equipment and tackle	2	8
467	253638	Sling and communicate during crane operations	2	4
468	254154	Apply advanced techniques for operating four wheel drive (4WD) vehicles in on-road and off-road conditions	3	8
469	254217	Describe evacuation procedures for all affected persons and movable critical resources/effects	3	3
470	254220	Provide primary emergency care/first aid as an advanced first responder	3	8
471	258155	Explain the factors that impact on the bottom line of a Wholesale and Retail unit	3	10
472	259197	Test and inspect a three phase industrial/commercial installation	4	10
473	259597	Explain emergency preparedness and response procedures	2	3
474	259599	Participate in the establishment, implementation and monitoring of a health and safety agreement	2	2
475	259601	Participate in the implementation and evaluation of a safety and health management programme in the workplace	2	2
476	259604	Verify compliance to safety, health and environmental requirements in the workplace	2	4
477	259610	Demonstrate basic understanding of the procedure for submission of compensation claims for injuries and occupational diseases	2	2
478	259617	Conduct an investigation into workplace safety, health and environmental incidents	2	3
479	259619	Conduct workplace Occupational Health and Safety (OHS) inspections	2	3
480	259620	Manoeuvre materials safely by hand in a workplace	2	2
481	259621	Manage the prevention of fatigue in the workplace	2	3
482	259622	Describe the functions of the workplace health and safety representative	2	3
483	259624	Control workplace hazards and risks	2	4
484	259639	Explain basic health and safety principles in and around the workplace	2	4



#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
485	260139	Undertake an emergency rescue operation	5	5
486	260378	Manage the effects of fatigue in the workplace	4	9
487	260379	Assist with planning and implementing advocacy campaigns for primary health care	4	10
488	260383	Plan and promote nutritional programmes to improve health	4	12
489	260406	Assist in facilitating and implementing primary health care projects within the community	4	12
490	260480	Facilitate the prevention of fatigue in the workplace	2	3
491	260757	Straddle carrier C49	3	10
492	260759	Operate a wharf side crane (rail mounted)C47	3	8
493	260761	Reach Stacker C48	3	10
494	260762	Rough Terrain lift truck (Bell Tri-wheeler) F11	3	11
495	260781	Telescopic boom handler C46	3	10
496	260797	Operate a side loader lift truck F10	3	8
497	260818	Operate a counter balanced lift truck in excess of 15 tons F4	3	9
498	260837	Move and store a hazardous load	3	8
499	261657	Plaster surfaces	3	12
500	261658	Identify, use and maintain tools, machines, equipment and materials for building and civil construction activities	3	4
501	261659	Build masonry superstructures using solid units	3	12
502	261660	Apply paint by spray	3	8
503	261661	Develop construction work plans	3	8
504	261663	Build masonry superstructures using concrete hollow units	3	10
505	261664	Erect, use and dismantle access equipment for construction work	3	6
506	261665	Prepare surfaces and apply tiles	3	20
507	261666	Prime and apply paint to surfaces	3	18
508	261697	Prepare surfaces for painting	3	20

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
509	261737	Procure building and civil construction materials, tools and equipment	3	8
510	262519	Supervise the functions of a hairdressing salon	4	8
511	262625	Provide reception and administrative services	3	12
512	262626	Market retail products and services in the salon environment	3	6
513	262627	Explain employment in a specific occupation	3	6
514	262712	Operate skid steer loader	2	8
515	262727	Operate backhoe loader	2	15
516	262729	Operate a tracked dozer	2	15
517	262731	Operate a rigid body dump truck	2	10
518	262735	Operate a grader	2	15
519	262744	Operate excavator	2	15
520	262745	Operate articulated dump truck	2	10
521	262747	Operate front end loader	2	12
522	262804	Operate tractor	2	8
523	262805	Operate a roller	2	5
524	263205	Inspect access scaffolding	4	6
525	263245	Erect, use and dismantle access scaffolding	3	5
526	263356	Demonstrate an understanding of an entrepreneurial profile	4	5
527	263414	Process data using information technology	3	4
528	263434	Plan and manage production/operations in a new venture	4	6
529	263455	Apply the principles of costing and pricing to a business venture	4	6
530	263456	Plan strategically to improve new venture performance	4	4
531	263474	Manage finances of a new venture	4	6
532	263514	Demonstrate an understanding of the function of the market mechanisms in a new venture	4	5

#	Unit Std ID	Unit Standard Title	NQF Lev	Credits
533	263534	Implement an action plan for a new venture	4	4
534	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
535	264182	Operate brushcutters in the horticultural environment	2	4
536	264195	Operate chainsaws for limbing and logging at ground level	2	6
537	264974	Develop a community profile for a specific community	4	5
538	376480	Provide first aid as an advanced first responder	3	8
539	377201	Apply advanced driving skills: defensive driving	5	6
540	377220	Apply advanced driving skills: offensive driving	5	3
541	377441	Communicate with customers in a Contact Centre and BPO	3	10
542	377480	Perform a specialised manicure and pedicure using various techniques,	4	2
543	377482	Perform eye lash tint and eyebrow tinting and shaping	3	2
544	377483	Identify disorders of the skin and hair	3	8
545	377484	Perform nail services using an electric nail drill	4	2
546	377485	Perform air brushing nail services	4	2
547	377486	Perform make-up services for all occasions	4	6
548	377487	Perform a relaxing back and neck massage	4	6
549	377488	Perform a facial and back cleanse service	4	8
550	377500	Demonstrate and explain the importance of deportment in the workplace	3	2
551	377501	Apply gel nail enhancement	4	5
552	377502	Apply occupational health and safety standards in a salon environment	4	4
553	377503	Apply fibre/silk nail technology	4	5
554	377505	Perform manicure and pedicure services	3	8
555	377520	Apply liquid and powder nail enhancement	4	4
556	377541	Prepare and perform nail art services	3	2
557	377542	Perform temporary hair removal by means of waxing and bleaching	3	6