



Human Resource Training Centre

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Courses offered by Human Resource Training Centre:

1. SHEQ Awareness
2. SHE Representative
3.SHE Incident Investigation
4.Fire Fighter
5.First Aid Level 1 & 2
6.First Aid Level 3
7.Hazard identification & Risk Assessment

8.Emergency Planning & Response
9.Harazardous Chemical Substance Handling
10.SHE Principles and Procedures
11.Planned Task Observation
12.ISO 9001:2008 Awareness
13.ISO 14001:2004 Awareness
14.OHSAS 18001 Awareness

15.ISO 9001 Internal Auditor
16. OHSAS 18001 Internal Auditor
17.Basic Environmental Awareness
18.ISO 9001 Implementation
19.ISO 14001 Implementation
20.OHSAS 18001 Implementation
21. Overview of the OHS Act & Liability
22.Occupational Health and Safety Regulations
23.Safe Stacking and Storage
24.Work at Height
25.Lock Out Procedures
26.Permit to Work Training
27.Operating Cranes 8039
28. Operating a Lift Truck 8038
29. Operate a Pendant Controlled Overhead Crane 11625 C30
30. Operate a Cab Controlled Overhead Crane 116231 C31

31. Operate a Mobile Crane 116254 C33,34,37,38,43
32. Operate a Reach Truck 242981 C5
33. Operate a Truck Mounted Loader Crane / Sky Jack 116253 C32
34. Operate defined Purpose Lift Truck 242981 F6,F7,F12
35. Slinging loads 12481
36. Operate a Side Loader Lift Truck 260797 Code 10
37. Operate Counter- balanced lift truck 242974 F1
38. Front End Loader / Bob cat 2429872
39. Operate advanced defined Purpose Lift Truck 242972
40. Confined spaces
42. Self-Contained Breathing Apparatus
43. Elevated / Platforms / Scaffolding
44. Emotional Intelligence

45. Creative Problem Solving skills
46. Personal Money Management
47. Time Management
48. Conflict Resolution
49. Stress Management
50. Generation Gap at Workplace

51. Supervising Others
52. Charing Disciplinary Hearing
53. Investigation / Institute Disciplinary Action
54. Customer Service
55. Waste Management
56. Basic Safety

SHORT SKILLS PROGRAMMES

(1).QUALIFICATION: GET: CONSTRUCTION: 49411: LEVEL 1

1.1. SKILLS PROGRAMME: BRICKLAYING

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATI ON
ID No.	Title		Class room 10%	Experie ntial 20%		
9964	Apply Health and Safety to a work area.	3	3 hrs	6 hrs	26 hrs	35 hrs

9966	Establish and prepare a work area	4	4hrs	8hrs	28hrs	40hrs
119069	Build masonry superstructures using hollow units	12	12hrs	24hrs	36hrs	72hrs
119073	Build masonry superstructures using solid units	12	12hrs	24hrs	36hrs	72hrs
12916	Batch and mix concrete by volume	5	10hrs	20hrs	30hrs	60hrs
14014	Read and interpret construction drawing and specifications	3	3hrs	6hrs	26hrs	35hrs
	TOTAL	39 Credits	44hrs	88hrs	182hrs	314hrs

1.2. SKILLS PROGRAMME: PLUMBING

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATI ON
ID No.	Title		Class room 10%	Experie ntial 20%		
9964	Apply Health and Safety to a work area.	3	3 hrs	6 hrs	26 hrs	35 hrs
119064	Install and maintain basic plumbing components	12	12hrs	24hrs	36hrs	72hrs
119059	Install and maintain a below a below ground drainage system	10	10 hrs	20 hrs	70 hrs	100 hrs
119062	Install and maintain a water supply system	10	10 hrs	20 hrs	70 hrs	100 hrs
119057	Install, test and maintain above ground drainage system	10	10 hrs	20 hrs	70 hrs	100 hrs
	TOTAL	45 Credits	45hrs	90hrs	272hrs	407hrs

1.3. SKILLS PROGRAMME: PLASTERING AND TILING

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATI ON
ID No.	Title		Class room 10%	Experie ntial 20%		
9964	Apply Health and Safety to a work area.	3	3 hrs	6 hrs	26 hrs	35 hrs
9966	Establish and prepare a work area	4	4hrs	8hrs	28hrs	40hrs
119065	Apply plaster and screeds to surfaces	11	11hrs	22hrs	72hrs	102hrs
119070	Prepare and apply tiles to plastered surfaces, and apply plaster and screeds to walls and floors	11	11hrs	22hrs	72hrs	102hrs
	TOTAL	29	29hrs	58 hrs	198hrs	279hrs

1.4. SKILLS PROGRAMME: CARPENTRY

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Classroom 10%	Experiential 20%		
9964	Apply Health and Safety to a work area.	3	3 hrs	6 hrs	26 hrs	35 hrs
119045	Fabricate, erect and strip timber formwork for straight walls, columns and bases	6	6 hrs	12 hrs	42 hrs	60 hrs
119050	Erect ceiling and timber frame partitions	18	18hrs	36hrs	108hrs	162hrs
119066	Install carpentry finishing components	15	15 hrs	30hrs	105 hrs	150hrs
119071	Prepare, manufacture and erect roof trusses	15	15 hrs	30hrs	105 hrs	150hrs
	TOTAL	57	57hrs	114hrs	386hrs	557hrs

(2)QUALIFICATION: NC: ELECTRICAL ENGINEERING 73313: LEVEL 2

SKILLS PROGRAMME: ELECTRICAL.

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Class room 10%	Experiential 20%		
258925	Apply Health and Safety in a working environment	5	10hrs	20hrs	30hrs	60hrs
258932	Apply soldering techniques	2	2hrs	4hrs	8hrs	14hrs
258935	Design and construct a single phase circuit.	5	10hrs	20hrs	30hrs	60hrs
253960	Install electric wire ways	6	6 hrs	12 hrs	42 hrs	60 hrs
10255	Select, use and care for power tools.	5	10hrs	20hrs	30hrs	60hrs
258936	Construct, maintain and dismantle low voltage overhead networks	10	10 hrs	20 hrs	70 hrs	100 hrs

	TOTAL	33	48hrs	96hrs	210hrs	354hrs
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(3)QUALIFICATION: NC: CONSTRUCTION ROADWORKS: 24133: LEVEL 2

SKILLS PROGRAMME: ROADWORKS.

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATI ON
ID No.	Title		Class room 10%	Experie ntial 20%		
9964	Apply Health and Safety to a work area	3	3 hrs	6 hrs	26 hrs	35 hrs
14555	Conduct a bituminous seal	5	10hrs	20hrs	35hrs	65hrs
12909	Install road studs	2	2hrs	4hrs	8hrs	14hrs
13958	Maintain and repair bituminous surfaces	8	8hrs	16hrs	36hrs	60hrs

119715	Maintain and repair un-surfaced road shoulders	6	6 hrs	12 hrs	42 hrs	60 hrs
14564	Repair concrete and segmented concrete (block) road surface.	4	4 hrs	8 hrs	28 hrs	40 hrs
14575	Set out control point for centre line and edge line marking for road marking	5	10hrs	20hrs	35hrs	65hrs
	TOTAL	33 Credits	43hrs	78hrs	210hrs	339hrs

(4)QUALIFICATION: NC: BUILDING AND CIVIL CONSTRUCTION: 65409: LEVEL 3

4.1. SKILLS PROGRAMME: BRICKLAYING

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Classroom 10%	Experiential 20%		
259604	Verify compliance to safety, health and environment	4	4 hrs	8 hrs	28 hrs	40 hrs
14580	Read and interpret construction drawings	3	3 hrs	6 hrs	21 hrs	30 hrs

14662	Set out, excavate, cast concrete strip foundation	6	6 hrs	12 hrs	42 hrs	60 hrs
261663	Building superstructure using hollow unit	10	10 hrs	20 hrs	70 hrs	100 hrs
261659	Building superstructure using solid unit	20	20 hrs	40 hrs	140 hrs	200 hrs
	TOTAL	43 credits	43 hrs	86 hrs	301 hrs	430 hrs

4.2. SKILLS PROGRAMME: PLASTERING

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Class room 10%	Experiential 20%		
9969	Prepare for plastering	15	15 hrs	30hrs	105 hrs	150hrs
261657	Plaster surfaces	12	12 hrs	24 hrs	84 hrs	120 hrs
10002	Plaster walls and screeds to a floor and steps	15	15 hrs	30hrs	105 hrs	150hrs

11533	Apply specialist plastering and screeding to surface	18	18hrs	36hrs	108hrs	162hrs
	TOTAL	60 credits	60 hrs	120 hrs	402 hrs	582 hrs

4.3. SKILLS PROGRAMME: CARPENTRY

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Classroom 10%	Experiential 20%		
14676	Erect roof trusses	14	14 hrs	38 hrs	98 hrs	140 hrs
14674	Clad roof structures	6	6 hrs	12 hrs	42 hrs	60 hrs
14679	Manufacture timber roof trusses	6	6 hrs	12 hrs	42 hrs	60 hrs
243757	Prepare a site for ceiling and partition installation	13	13hrs	36hrs	96hrs	138hrs

259604	Verify compliance to safety, health and environmental requirements in the workplace	4	4 hrs	8 hrs	28 hrs	40 hrs
	TOTAL	30 credits	20 hrs	70 hrs	210 hrs	300hrs

4.4. SKILLS PROGRAMME: PAVING, PAINTING AND TILING

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Classroom 10%	Experiential 20%		
259604	Verify compliance to safety, health and environmental requirements in the workplace	4	6 hrs	12 hrs	42 hrs	60 hrs
14650	Pave surfaces using flexible segmental paving	9	9hrs	18hrs	36hrs	63hrs
14654	Pave surfaces using rigid segmental clay paving	9	9hrs	18hrs	36hrs	63hrs
261717	Prepare and lay precast block paving	10	10 hrs	20 hrs	70 hrs	100 hrs
261665	Prepare surfaces and apply tiles	20	20 hrs	40 hrs	140 hrs	200 hrs
10003	Apply specialist tiling to surfaces	8	8hrs	16hrs	36hrs	60hrs

14993	Apply special surface coatings	8	8hrs	16hrs	36hrs	60hrs
	TOTAL	68 credits	70hrs	128hrs	396hrs	543hrs

(5)QUALIFICATION: FETC: PLUMBING: 58782: LEVEL 4

SKILLS PROGRAMME: PLUMBING.

Unit Standard		Credits	OFF-SITE TRAINING		ON-SITE 70 %	DURATION
ID No.	Title		Class room 10%	Experiential 20%		
13224	Monitor the application of safety, health and environmental protection procedures	4	6 hrs	12 hrs	42 hrs	60 hrs
244492	Install, maintain and repair sanitary ware appliances	8	8hrs	22hrs	56hrs	80hrs
244507	Install, maintain and test cold water supply systems	14	14 hrs	38 hrs	98 hrs	140 hrs
244498	Install, maintain and test below ground drainage system	14	14 hrs	38 hrs	98 hrs	140 hrs

244496	Install, maintain and test hot water supply systems	12	12 hrs	24 hrs	84 hrs	120 hrs
244502	Install and maintain soil, waste and vent pipe systems	12	12 hrs	24 hrs	84 hrs	120 hrs
244494	Perform specialised fault finding and repairs to plumbing system	12	12 hrs	24 hrs	84 hrs	120 hrs
	TOTAL	76 credits	78hrs	182 hrs	546 hrs	780 hrs