



## Electronic OFO mapping tool

### User Manual

## Introduction to the tool:

Welcome to the Organising Framework for Occupations (OFO) open access online mapping application. This application is designed to assist employers, Sector Education and Training Authorities (SETAs) and any other stakeholders with mapping their jobs to occupations. The ultimate purpose of the application is to make it simpler and easier for employers to find their occupations on the OFO. This will ensure that more accurate occupational data is provided to the SETAs. By providing more accurate data regarding occupations to the relevant SETA the right skills can be provided to employers at the right time.

This application was made possible through funding provided by BankSETA and Services SETA. Please take note that the government department responsible for the OFO is the Department of Higher Education and Training (DHET).

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# OFO Code Mapping Tool

### Tasks Search

Use this Section to Search for a Specific Task for an occupation, this will eventually show a list of Occupations.

### Occupation & OFO Code Search

Search for an Occupation using the OFO Code or by entering a Keyword for an Occupation.

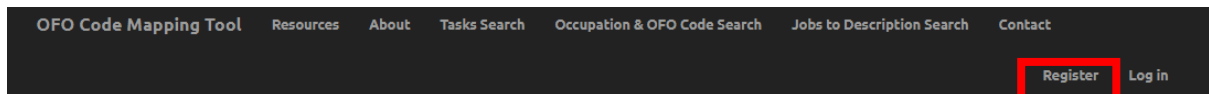
 

### Jobs to Description Search

Using the Drop down boxes Search using All Levels of the OFO code.

## Creating an account:

1. Navigate to the tool: [www.ofomapping.co.za](http://www.ofomapping.co.za)
2. Click on Register on the navigation bar



3. Enter all your details in the fields and click "Register"

## Register.

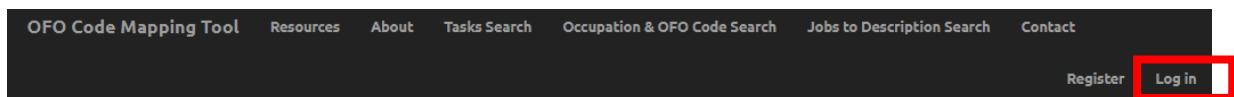
Create a new account

A screenshot of the registration form. It has a title 'Create a new account' followed by three input fields: 'Email', 'Password', and 'Confirm password'. Below these fields is a 'Register' button, which is highlighted with a red rectangular box.

4. Once you click register, your account will be created and automatically logged in.
5. You can click Log Off in the navigation bar to be logged out of the tool.

## Logging in:

1. Click on "Log In", in the navigation bar.



2. Enter in your login details and click on the login button.

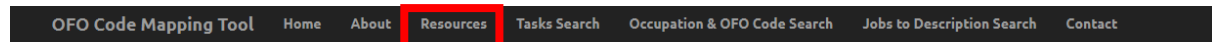
## Log in.

Use a local account to log in.

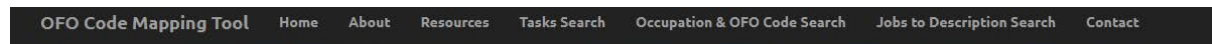
A screenshot of the login form. It has two input fields: 'Email' (containing 'test@test.com') and 'Password' (containing masked characters). Below the password field is a checkbox labeled 'Remember me?'. At the bottom is a 'Log in' button, which is highlighted with a red rectangular box.

## Resources:

1. Navigate to the tool: [www.ofomapping.co.za](http://www.ofomapping.co.za)
2. Click on Resources on the navigation bar.



3. The Resources page will open, if you require any of the documents listed in the resources page click the “Download Here” links. This will download the file to your PC.



### Resources

- DHET OFO Guidelin [Download Here](#)
- Latest version of OFO 2017 spreadsheet [Download Here](#)
- OFO Mapping Guide [Download Here](#)
- OFO Jobs to Occupation Guide [Download Here](#)

Supported by

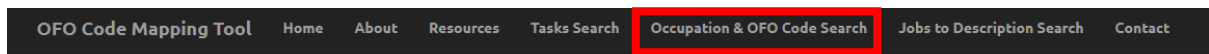


higher education  
& training  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

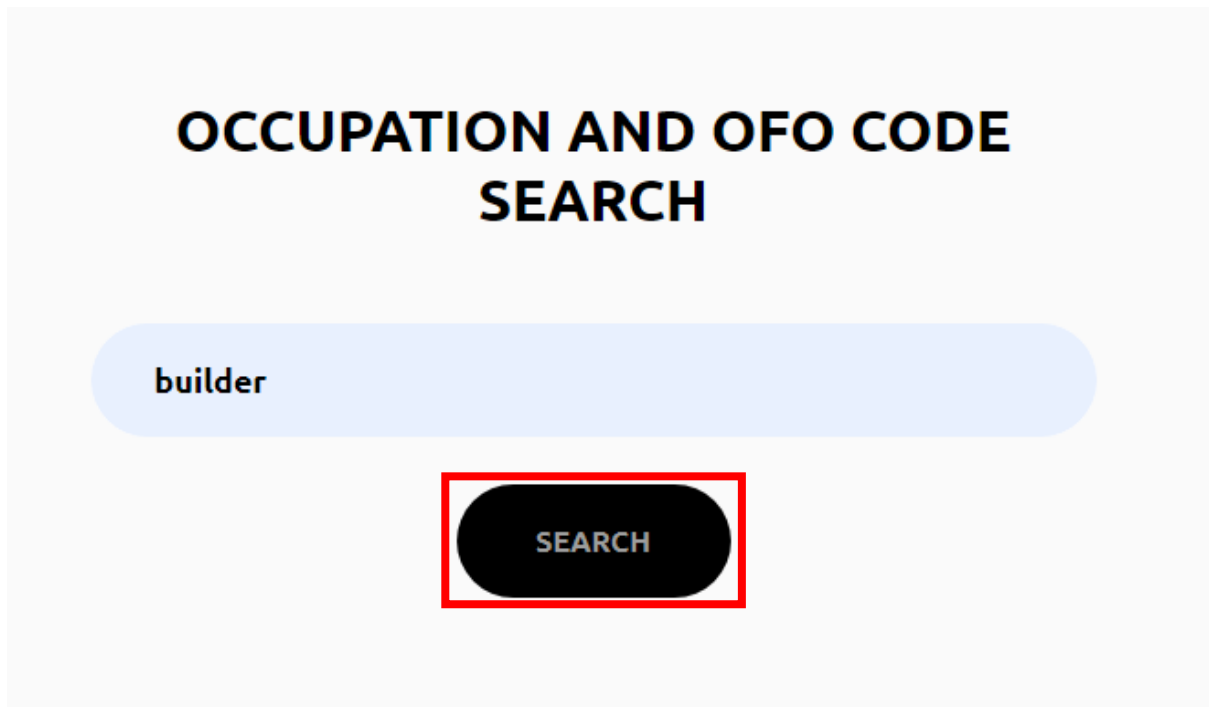


## Occupation and OFO Code Search:

1. Click on "Occupation & OFO Code Search"



2. Enter either an Occupation or OFO code in the search box, and click "Search"

A light gray rectangular area containing a search form. At the top, the text 'OCCUPATION AND OFO CODE SEARCH' is centered in a large, bold, black font. Below this is a light blue rounded rectangular input field containing the text 'builder'. Centered below the input field is a black rounded rectangular button with the word 'SEARCH' in white, which is highlighted with a red rectangle.

3. The result set is returned by scrolling down the page.

	Rank	OFO Code	Occupation	Major Group	Sub Major Group	Minor Group	Unit Group
Select	1	2017-641101	Civil Construction Worker	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	House Builders
Select	2	2017-641101	House Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	House Builders
Select	3	2017-684905	Vehicle Body Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers	Handicraft Workers	Craft and Related Workers not Elsewhere Classified
Select	4	2017-831301	Builder's Worker	Elementary Occupations	Construction, Manufacturing and Transport	Mining and Construction Labourers	Building Construction Labourers
Select	5	2017-132302	Professional Builder	Managers	Production and Specialised Services Managers	Manufacturing, Mining, Construction and Distribution Managers	Construction Managers
Select	6	2017-132302	Project Builder	Managers	Production and Specialised Services Managers	Manufacturing, Mining, Construction and Distribution Managers	Construction Managers
Select	7	2017-641201	Kiln Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	8	2017-641201	Arch Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	9	2017-641201	Chimney Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	10	2017-641403	Road Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Concrete Placers, Concrete Finishers and Related Workers
123							

4. Click on the numbers at the bottom to check the difference result pages.

Select	10	2017-641403	Road Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Concrete Placers, Concrete Finishers and Related Workers
123							

5. Once you find the correct Occupation, click on the Select text. This will open the Occupation Detail page.

	Rank	OFO Code	Occupation	Major Group	Sub Major Group	Minor Group	Unit Group
Select	1	2017-641101	Civil Construction Worker	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	House Builders
Select	2	2017-641101	House Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	House Builders
Select	3	2017-684905	Vehicle Body Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers	Handicraft Workers	Craft and Related Workers not Elsewhere Classified

6. The occupation detail page will give you an overview of all the details for that occupation.

## Occupation Profile

Occupation: House Builder

OFO Code: 2017-641101

### Occupational Purpose "Descriptor"

Erects, maintains and repairs houses and similar small buildings using either traditional or modern techniques and materials.

### Tasks (At Unit Level)

Fixing rafters to roof and covering with roofing material

Preparing ground for erecting building or other structures

Levelling floor to make it smooth and serviceable

Maintaining and repairing existing structures

Arranging for specialised work such as bricklaying, painting, plumbing and electrical wiring to be done by subcontractors

Erecting structures to support roof, and building and covering walls with appropriate materials

Coordinating and supervising the activities of subcontractors, labourers and other workers

### Specialisations / Alternate Titles:

Civil Construction Worker

House Builder

### Group Information

#### MajorGroups

Skilled Agricultural, Forestry, Fishery, Craft  
And Related Trades Workers

#### SubMajorGroup

Building and Related Trades Workers

#### MinorGroups

Building Frame and Related Trades Workers

#### UnitGroups

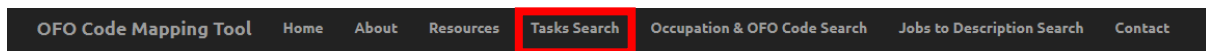
House Builders

Green Skill NO Trade NO

7. If you need to go back to the results page, you can click on back in your browser without searching.

## Tasks Search:

1. Click on “Tasks Search”



2. Enter an occupation task, and click “Search”

A screenshot of the 'TASKS SEARCH' page. At the top, the text 'TASKS SEARCH' is displayed in a large, bold, black font. Below this, there is a light gray rounded rectangular input field containing the text 'lay bricks'. Underneath the input field is a dark gray rounded rectangular button with the word 'SEARCH' in white capital letters. The button is highlighted with a red rectangular box.

3. The result set is returned by scrolling down the page

	OFO Code	Description
Select	2017-6412	Laying bricks or other masonry to build patios, garden walls and other decorative installations
Select	2017-6412	Laying stone, brick and similar building blocks to construct or repair walls, partitions, fireplaces and other structures such as smokestacks, furnaces, converters, kilns and ovens, piers and abutments
Select	2017-7181	Operating and monitoring kilns which bake pottery, porcelain ware and bake bricks and tiles
Select	2017-8313	Cleaning used building bricks and doing other simple work on demolition sites
Select	2017-6522	Positioning, securing and measuring metal stock or castings to lay out for machining
Select	2017-6412	Laying footpaths, kerbs and pavements
Select	2017-6425	Laying glass over patterns on padded tables and in jigs
Select	2017-6421	Laying a waterproof shield and fixing metallic or synthetic materials to a building's frame
Select	2017-6422	Setting tiles and constructing and laying mosaic panels to walls, floors and other surfaces
Select	2017-6621	Preparing and exposing carbon tissue for laying on cylinders by transfer method, and developing images
Select	2017-6711	Measuring and laying out installation reference points
Select	2017-6832	Laying out master pattern on fabric and cutting sample pattern
Select	2017-6834	Laying out, cutting, fabricating and installing upholstery in aircrafts, motor vehicles, railway cars, boats and ships
Select	2017-6834	Laying out, measuring and cutting upholstery materials following patterns, templates, sketches, or design specifications
Select	2017-6841	Working under water to lay and repair bridges, piers and harbour-wall foundations
Select	2017-6842	Planning and giving instructions for the lay out, depth and diameter of blast holes
Select	2017-6433	Cleaning exterior surfaces of stone, brick, metal or similar materials by means of chemicals, or a jet of steam or sand applied under high pressure
Select	2017-6522	Laying out lines and reference points on metal stock to guide other workers who cut, turn, mill, grind or otherwise shape metal
Select	2017-6615	Laying out cutting and grinding optical and other glass to specified dimensions and weight for moulding into lens blanks and for use as watch crystals
Select	2017-6616	Laying out and painting in one or more languages letters, figures, monograms and designs to make signs
Select	2017-7172	Operating and monitoring plywood core-laying machines and hot-plate plywood presses and machines which cut veneer
Select	2017-6422	Assembling carpet, tiles or other materials and laying them on floors according to design and other specifications
Select	2017-6426	Laying clay, concrete or cast-iron pipes in ditches to form sewers, drains or water mains, or for other purposes

4. When you find the best result that matched your search click on the “Select” text. This will open the occupation result set. Click “Select” text to open the occupation profile- page.



	OFO Code	Occupation	Major Group	Sub Major Group	Minor Group	Unit Group
Select	2017-641201	Bricklayer	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	2017-641201	Bricklayer and Plasterer	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	2017-641201	Kiln Builder	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	2017-641201	Chimney Repairman	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers
Select	2017-641201	Bricklaying Pointer	Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers

5. Once done on the Occupation Profile page, you can return to the result set by using the back button in your browser.

## Occupation Profile

Occupation: Bricklayer

OFO Code: 2017-641201

### Occupational Purpose "Descriptor"

Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

### Tasks (At Unit Level)

Laying footpaths, kerbs and pavements

Laying stone, brick and similar building blocks to construct or repair walls, partitions, fireplaces and other structures such as smokestacks, furnaces, converters, kilns and ovens, piers and abutments

Laying bricks or other masonry to build patios, garden walls and other decorative installations

### Specialisations / Alternate Titles:

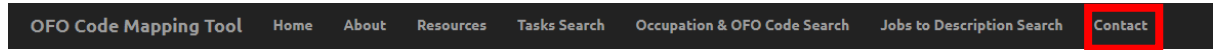
Arch Builder  
Blocklayer  
Bricklayer  
Bricklayer (Refractory And/Or Chemical)  
Bricklayer (Refractory)  
Bricklayer and Plasterer  
Bricklaying Contractor  
Bricklaying Pointer  
Bricklaying Stopper  
Chimney Builder  
Chimney Repairman  
Kiln Builder  
Retort Setter (Bricklaying)  
Tuckpointer

### Group Information

MajorGroups	SubMajorGroup	MinorGroups	UnitGroups
Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers	Building and Related Trades Workers	Building Frame and Related Trades Workers	Bricklayers and Related Workers

## Contact Page:

1. Click on the "Contact" link



2. Fill in all your details and then click the submit button.

## CONTACT

First Name

Surname

Role/Position

Company

E-mail

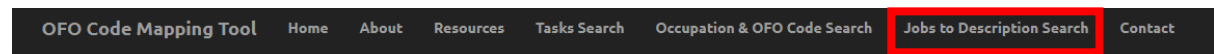
Select a SETA

Your Message

SUBMIT

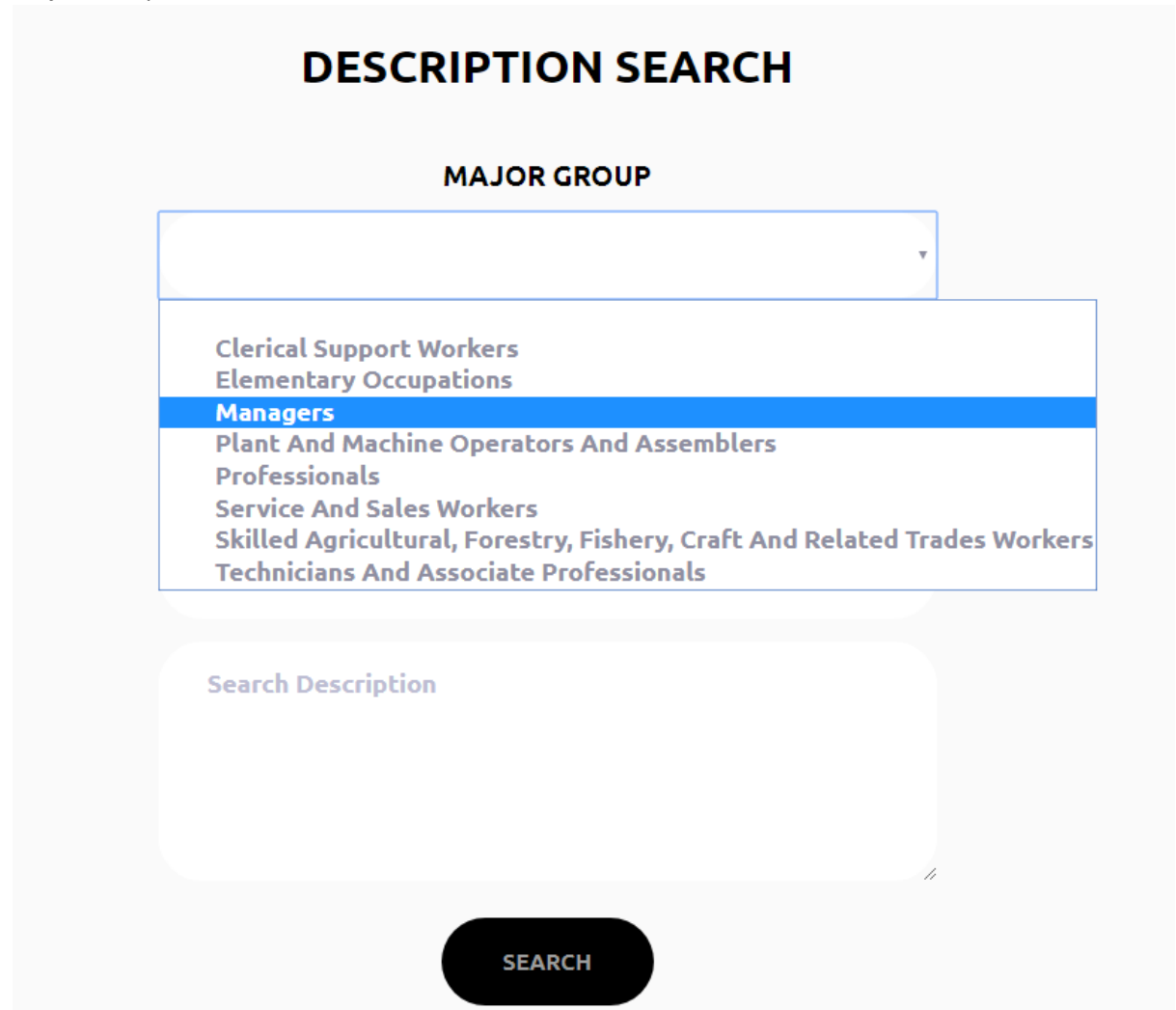
## Jobs to Description Search:

1. Click on “Jobs to Description Search”



2. The groups work in a Cascade effect, once you select a Major group the Sub Major groups load, once a sub major group is selected the minor groups then load. As shown in the following screen shots.

Major Group

The screenshot shows a web interface titled 'DESCRIPTION SEARCH'. Under the heading 'MAJOR GROUP', there is a dropdown menu. The menu is open, showing a list of job categories: 'Clerical Support Workers', 'Elementary Occupations', 'Managers' (highlighted in blue), 'Plant And Machine Operators And Assemblers', 'Professionals', 'Service And Sales Workers', 'Skilled Agricultural, Forestry, Fishery, Craft And Related Trades Workers', and 'Technicians And Associate Professionals'. Below the dropdown is a large text input field labeled 'Search Description'. At the bottom of the form is a black button with the word 'SEARCH' in white capital letters.

Sub Major Group

# DESCRIPTION SEARCH

## MAJOR GROUP

Managers

## SUB MAJOR GROUP

Chief Executives, Senior Officials and Legislators  
Administrative and Commercial Managers  
Production and Specialised Services Managers  
Hospitality, Retail and Other Services Managers

Search Description

SEARCH

Minor Group

# DESCRIPTION SEARCH

## MAJOR GROUP

Managers

## SUB MAJOR GROUP

Chief Executives, Senior Officials and Legislators

## MINOR GROUP

Legislators and Senior Officials

Legislators and Senior Officials

Managing Directors and Chief Executives

SEARCH

3. After selecting the Groups, enter in a “Descriptor” and then click search. (note: not all group levels need to be selected Minor group could be left blank and this will return a greater result set)

# DESCRIPTION SEARCH

## MAJOR GROUP

Managers

## SUB MAJOR GROUP

Chief Executives, Senior Officials and Legislators

## MINOR GROUP

Legislators and Senior Officials

Plan

SEARCH

4. The result set will be returned by scrolling down the page.

OFOCode	Occupations	Description	MajorGroups	SubMajorGroup	MinorGroups	UnitGroups
Select 2017-111204	Senior Government Official	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Chief of Staff	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Secretary (Government Department)	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions)	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Plenipotentiary	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Spokesperson	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Chief Operating Officer (Government Department)	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Trade Commissioner AttachÃ©	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	AttachÃ©	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
Select 2017-111204	Commissioner	Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.	Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials
1234						

5. Depending on the results they may be split on different pages, use the page number navigation at the bottom of the screen, once you find a result you would like to see the Occupation Profile, click on the text "Select" this will open the occupation profile page.

## Occupation Profile

Occupation: Senior Government Official

OFO Code: 2017-111204

### Occupational Purpose "Descriptor"

Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation.

### Tasks (At Unit Level)

Recommending, reviewing, evaluating and approving documents, briefs and reports submitted by middle managers and senior staff members  
 Advising national, state, regional or local governments and legislators on policy matters  
 Formulating or approving and evaluating programs and procedures for the implementation of government policies in conjunction or consultation with government:  
 Coordinating activities with other senior government managers and officials  
 Ensuring appropriate systems and procedures are developed and implemented to provide budgetary control  
 Overseeing the interpretation and implementation of government policies and legislation by government departments and agencies  
 Establishing objectives for government departments or agencies in accordance with government legislation and policy  
 Advising on the preparation of government budgets, laws and regulations, including amendments  
 Making presentations to legislative and other government committees regarding policies programs or budgets

### Specialisations / Alternate Titles:

Administrative AttachÃ©  
 AttachÃ©  
 Chief Electoral Officer  
 Chief of Staff  
 Chief Operating Officer (Government Department)  
 Commissioner  
 Consular Officer  
 Plenipotentiary  
 Registrar (Including Legal / Court etc. But Excluding Tertiary Institutions)  
 Secretary (Government Department)  
 Senior Government Official  
 Spokesperson  
 Trade Commissioner AttachÃ©

### Group Information

MajorGroups	SubMajorGroup	MinorGroups	UnitGroups
Managers	Chief Executives, Senior Officials and Legislators	Legislators and Senior Officials	Senior Government Officials