



Course Prospectus

Memberships



Sales & Marketing:

Zintle Nonyongo | 060 998 7412 | zintle@swiftskillsacademy.co.za



swiftskillsacademy.co.za



021 828 0772



info@swiftskillsacademy.co.za



6 Monaco Road Killarney Gardens, CAPE TOWN 7441





SSA Courses, Skills Programmes & Workshops

Page	Training Category
03	Business and Entrepreneurship
04	Communication and Language Literacy
04	Construction Operations
04	Fabrication
05	Foundational Numeracy and Mathematical Literacy
06	Health, Safety and Environment
06	Information and Digital Literacy

Page	Training Category
07	NDT Testing Services
07	Plant & Equipment Operation
08	Technical and Trade Skills
09	Welding
11	Skills Programmes
12	Qualifications
13	Workshops

Partnered Courses

Page	Training Category
13	Business & Entrepreneurship
14	Communication and Language Literacy
14	Communication and Teamwork
15	Compliance and Governance
15	Construction Operations
17	Construction Operations & Materials Management
17	Construction Operations and Site Practice
18	Construction Supervision and Project Control
18	Construction Supervision and Site Management
18	Drainage, Piping & Corrosion Protection
19	Driver Training and Licensing
19	Education, Training and Development Practices
19	Foundational Numeracy and Mathematical Literacy
20	Governance, Compliance and Management
20	Health, Safety and Environment
23	Information and Digital Literacy

Page	Training Category
23	Labour-Intensive Construction Methods
23	Leadership and Team Development
24	Personal Effectiveness and Workplace Readiness
24	Plant & Equipment Operation
26	Quality, Testing & Environmental Management
26	Service Sales & Customer Care
26	Services Cleaning and Hiring Operations
27	Site Operations, Manufacturing and Recordkeeping
27	Technical & Trade Skills
28	Transport and Licensing
28	Transport, Operations and Logistics
28	Wholesale, Retail and Distribution
29	Workplace Safety Representation & Advocacy
29	Concrete Production
29	Online Courses
29	Partner Workshops

SSA COURSES

Classroom

Business & Entrepreneurship

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
117499	Demonstrate entrepreneurial competence
114737	Cost and price a product
10981	Supervise work unit to achieve work unit objectives (individuals and teams)
13254	Contribute to the implementation and maintenance of business processes
12457	Develop learning strategies and techniques
12488	Complete feasibility and commissioning reports
9528	Communicate with clients
9897	Manage inventory
14712	Identify and select material to specification
13172	Understand the employer/employee relationship
7489	Show, explain, discuss and analyse the relationship between society and natural environment
13157	Read, interpret and understand information on a payslip
13996	Identify, discuss, describe and compare major economic systems, with emphasis on the South African economy
12537	Identify personal values and ethics in the workplace
13174	Identify and discuss inappropriate behaviours in the workplace
13162	Identify and describe inputs, outputs, stages and quality indicators of the manufacturing, assembly or engineering process
12471	Explore and use a variety of strategies to learn (revised)
7511	Analyse how scientific skills and knowledge contribute to sustainable use of resources
7509	Apply basic concepts and principles in the natural sciences
7513	Assess the impact of scientific innovation on quality of life
10229	Discuss development, utilisation and management of human and natural resources
13171	Describe and show how the NQF can help me to plan a learning and career pathway
13176	Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability
13998	Demonstrate an understanding of the principles of supply and demand, and the concept: production
13995	Demonstrate an understanding of contracts and their sources

Communication & Language Literacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
119459	Write/present/sign for a wide range of contexts
119471	Use language and communication in occupational learning programmes
119469	Read/view, analyse and respond to a variety of texts
119466	Interpret a variety of literary texts
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts
119458	Analyse and respond to a variety of literary texts
119465	Write/present/sign texts for a range of communicative contexts
119457	Interpret and use information from texts
119472	Accommodate audience and context needs in oral/signed communication
119456	Write/present for a defined context
119460	Use language and communication in occupational learning programmes
119454	Maintain and adapt oral/signed communication
119463	Access and use information from texts
12470	Write for a variety of different purposes
12469	Read and respond to a range of text types
12473	Identify and respond to selected literary texts
12462	Engage in a range of speaking and listening interactions for a variety of purposes

Construction Operations

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
9672	Erect and dismantle scaffolding

Fabrication

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
12240	Form and shape sheetmetal using hand or power operated machines

Foundational Numeracy & Mathematical Literacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
9012	Investigate life and work related problems using data and probabilities
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
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issue
9007	Work with a range of patterns and functions and solve problems
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life
12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts
7480	Demonstrate understanding of rational and irrational numbers and number systems
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems
7447	Working with numbers in various contexts
7448	Work with patterns in various contexts
7450	Work with measurement in a variety of contexts
7461	Use maps to access and communicate information concerning routes, location and direction
7452	Describe, represent and interpret mathematical models in different contexts
7463	Describe and represent objects and the environment in terms of shape, space, time and motion
7507	Demonstrate an understanding of the concept of science
7449	Critically analyse how mathematics is used in social, political and economic relations
7508	Conduct an investigation in the natural science
7451	Collect, analyse, use and communicate numerical data

Health, Safety & Environment

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
243273	Monitor and control the safety and operations of Mobile Elevating Work Platforms
12483	Perform basic first aid
12484	Perform basic fire fighting
13222	Deal with safety, health and environmental emergencies in the workplace
243061	Assemble work pieces in jigs (minor amendments include the use of manipulators)
14683	Apply work site practices
13165	Describe the properties of materials found in the workplace and describe their impact on the environment
13169	Describe and discuss issues relating to HIV-AIDS, TB and sexually transmitted illnesses and their impact on the workplace
9964	Apply health and safety to a work area
13167	Identify potential hazards and critical safety issues in the workplace
13220	Keep the work area safe and productive
259597	Explain emergency preparedness and response procedures

Information & Digital Literacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
243070	Programme, use and maintain an industrial robot system
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
117902	Use generic functions in a Graphical User Interface (GUI)-environment
116932	Operate a personal computer system
117867	Managing files in a Graphical User Interface (GUI) environment
9357	Develop and use keyboard skills to enter text

NDT Testing Services

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
119237	Perform and evaluate liquid penetrant testing
119243	Conduct ultrasonic testing
119239	Conduct radiographic testing
119252	Conduct non-destructive ultrasonic testing
119247	Conduct non-destructive radiographic tests
119250	Conduct non-destructive eddy current testing
119253	Conduct magnetic particle testing
119232	Conduct magnetic particle inspection
119245	Conduct eddy current testing
119235	Conduct dye penetrant testing
9533	Use communication skills to handle and resolve conflict in the workplace

Plant & Equipment Operation

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
117001	Use a mobile crane to carry out pile driving
253660	Supervise advanced mobile crane operations
243021	Shift loads using lifting equipment
116583	Perform tandem lifting
243078	Perform destructive testing on welded specimens
253658	Perform a lifting task by using a mobile crane
8038	Operating lift trucks
8039	Operating cranes
242978	Operate truck-mounted cranes
123260	Operate tailgates and tail-lifts
260762	Operate rough terrain/earthmoving/agricultural equipment
242976	Operate overhead/gantry cranes
242982	Operate heavy crane
242981	Operate defined purpose lift trucks
242974	Operate counter-balanced lift truck
242972	Operate advanced defined purpose lift trucks

Plant & Equipment Operation (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
260758	Operate a wall-mounted jib
116253	Operate a truck mounted loader crane
116255	Operate a tower crane
260781	Operate a telescopic boom handler
260780	Operate a sugar cane crane
260757	Operate a straddle carrier
260797	Operate a sideloader lift truck
262824	Operate a Sideboom
260764	Operate a ships crane
260817	Operate a scotch derrick crane (ship mounted)
260765	Operate a rubber tyred gantry crane
260761	Operate a reach stacker
243272	Operate a Mobile Elevating Work Platform (MEWP)
116254	Operate a mobile crane
260760	Operate an inland container crane (rail mounted)
260763	Operate a floating crane
260818	Operate a counter balanced lift truck in excess of 15 tons
260777	Operate a container side loader
260798	Operate a cantilever container crane (ship to shore)
116231	Operate a cab controlled overhead crane
244407	Lift and move a load using mechanical lifting equipment
14706	Perform basic rigging procedures
116235	Operate a pendant controlled overhead crane

Technical & Trade Skills

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
14497	Identify, interpret and produce working structural steel drawings
14473	Develop and produce computer aided drawings
114194	Demonstrate understanding of regulations codes and drawing office practices for structural steel detailing
12238	Draw and interpret simple engineering drawings
243086	Draw and interpret complex plate, pipe and structural steel plate, pipe and structural steel drawings



Technical & Trade Skills

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
12476	Select, use and care for engineering measuring equipment
119744	Select, use and care for engineering hand tools
243075	Draw and interpret simple plate, pipe and structural steel plate, pipe and structural steel drawings
12219	Select, use and care for engineering power tools
14779	Describe chemical process operations and related process chemistry and technology used in the chemical industry
13159	Care for, select and use hand and measuring tools

Welding

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
243051	Weld steel workpieces, using the plasma arc welding process in all positions
243050	Weld pipe within the stainless steel material group, using the gas tungsten arc welding process in all positions
243062	Weld carbon steel pipe, using the shielded metal arc welding process in all positions
243049	Weld carbon steel pipe using the cored-wire welding process in all positions
243054	Weld carbon steel pipe, using the gas tungsten arc welding process in all positions
243060	Weld pipe within the stainless steel material group, using the gas metal arc welding process in all positions
243087	Weld pipe within the aluminium material group, using the gas tungsten arc welding process in all positions
243083	Weld pipe within the aluminium material group, using the gas metal arc welding process in all positions
14721	Weld pipe with oxy-acetylene gas process
243063	Weld carbon steel work-pieces using the shielded metal arc welding process in the down-hand position.
243053	Weld carbon steel workpieces using the oxy-acetylene gas welding process in all positions
243088	Weld carbon steel pipe, with combination welding processes using the gas tungsten arc welding and gas metal arc welding, in all positions

Welding (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
243085	Weld carbon steel workpieces, using the shielded metal arc and gas tungsten arc combination welding processes, in all positions
14701	Join sheetmetal with resistance arc welding process
243065	Weld carbon steel pipe using the gas metal arc welding process in all positions
14698	Cut materials using plasma cutting
243057	Weld workpieces within the stainless steel material group, using the gas tungsten arc welding process in all positions
243079	Weld workpieces within the aluminium material group, using the gas tungsten arc welding process in all positions.
243089	Weld workpieces within the aluminium material group, using the gas metal arc welding process in all positions
243059	Weld workpieces in the stainless steel material group, using the gas metal arc welding process in all positions
243058	Weld carbon steel workpieces using the gas tungsten arc welding process in all positions
243052	Weld carbon steel workpieces using the cored-wire welding process in all positions
14695	Remove material with the shields metal arc gouging process
14707	Gouge material with air-carbon-arc gouging process
243081	Cut material using the oxy-fuel straight-line cutting machine
243080	Cut material using the oxy-fuel profile cutting machine
243077	Cut material using the oxy-fuel pipe cutting device
243072	Weld workpieces using the oxy-acetylene gas welding process in the downhand position
243064	Weld carbon steel workpieces, using the gas metal arc welding process in all positions
243056	Weld carbon steel workpieces using the shielded metal arc welding process in all positions
243068	Weld carbon steel workpieces using the gas tungsten arc welding process in the downhand position
243066	Weld carbon steel workpieces using the gas metal arc welding process in the down-hand position
243076	Weld carbon steel workpieces using the cored-wire welding process in the downhand position
243074	Weld carbon steel components, using the submerged arc welding process in a downhand position
14713	Use welding definitions and symbols
243055	Prepare and secure work pieces for welding (includes the use of manipulators)
14722	Describe the welding industry's composition its productivity requirements and communication techniques
243067	Cut materials using the oxy-fuel gas cutting process (manual cutting)
243069	Braze metals using the oxy-fuel brazing process

Skills Programmes

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
SP 0233/08-17	Basic Fire Fighting
SP 0327/09-17	Operate an Advanced Carbon and Steel Pipe Welding Business
SP 0393/09-17	Assistant Carbon Steel Welder
SP 0508/10-17	Carbon Steel Welder 2
SP 0544/11-17	Basic Arc and Gas Welder
SP 0566/11-17	Production and Finishing Operator
SP 0619/11-17	Basic Skills for the Workplace
SP 0635/12-17	Carbon Steel Arc and Gas Welding Operator
SP 0689/12-17	Carbon Steel Tack Welder for Coding
SP 0690/12-17	Carbon Steel Plate (Structural Welding)
SP 0691/12-17	Shielded Metal (Arc Welding)
SP 0705/12-17	Basic Engineering Fabrication Skills
SP 0752/13-17	Welding an A Down-Hand Position
SP 0756/13-17	Basic Fabrication Skills
SP 0854/13-17	Welding Workshop Assistant
SP 0858/13-17	Gas Tungsten and Metal Arc Welding Skills
SP 0864/13-17	Welding Machine Operator
SP 0936/15-17	Brazing and Spot Welding Skills
SP 0948/15-17	Health and Safety Skills
SP 0299/09-17	General Workshop Assistant
SP 0302/09-17	Assistant Welder
SP 0425/10-17	Assistant Arc Welder
SP 0552/11-17	Basic Welding Course Level 2
SP 0556/11-17	Basic Shielded Metal Arc Welder
SP 0559/11-17	Individual's Role and Safe Use of Workshop Tools
SP 0628/11-17	Basic Welding Skills
SP 0634/12-17	Safe Use of Gas Cutting Tools
SP 0950/15-17	Assistant Arc Welder (Phase 2)
SP 0951/15-17	Assistant Welder Phase 2
SP 0938/15-17	Basic Gas Tungsten Arc Welding & Forming of Sheetmetal Skills
SP 0672/12-17	Basic Shield and Tungsten Arc Welder
SP 0707/12-17	Basic Shield Metal Arc Welding (Down Hand)

Skills Programmes (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
SP 0940/15-17	Basic Shielded and Metal Welding Skills
SP 1028/18-17	Basic Shielded Metal Welder
SP 0921/14-17	Basic Welding Skills
SP 0391/09-17	Fabrication Assistance Welder
SP 0937/15-17	Forming and Shaping of Metal Plate
SP 0843/13-17	Gas Metal Arc Welding Operator
SP 0326/09-17	Operate Metal Arc Welding Business
SP 0007/06-17	Introduction to Manufacturing Environment
SS 0040/17-17	Manual Load Lifting Equipment Operator
SP 0865/13-17	Basic Shielded Metal Arc Welding in All Positions Using Jigs
SP 0704/12-17	Carbon & Stainless Steel Plate & Pipe Welding For Coding
SP 0685/12-17	Coded Wire Welder
SP 0684/12-17	Submerged Arc Welding Skills Programme
SP 1034/18-17	Workpieces Securer and Welder
SP 0960/15-17	Carbon Steel Pipe Welder (In All Positions)
SP-191208	Occupational Skills Programme: Shielded Metal Arc Welder
SP-210402	Occupational Skills Programme: Coded Welding
SP-220320	Occupational Skills Programme: Skills Development Facilitation Practitioner
SP-220321	Occupational Skills Programme: Assessment Practitioner
SP-230801	Occupational Skills Programme: Basic Emergency First Aid Responder
SP-230802	Occupational Skills Programme: Intermediate Emergency First Aid Responder
SP-230803	Occupational Skills Programme: Advanced Emergency First Aid Responder

Qualifications

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
58534	National Certificate: Welding Application and Practice: Manufacturing and Engineering
23253	National Certificate (GETC): Manufacturing, Engineering and Related Activities
94100	Occupational Certificate: Welder

Workshops

WORKSHOP TITLE

COVID-19 in the workplace

Understanding the NQF

Understanding the Skills Development Levy

Basic Understanding of BBBEE

Telephone Skills



**PARTNERED
COURSES**
Classroom | Online | Virtual

Business & Entrepreneurship

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
117241	Develop a business plan for a small business
117244	Investigate the possibilities of establishing and running a small business enterprise (SMME)
117500	Manage finance in a small business
114738	Perform financial planning and control functions for a small business
14353	Conduct basic financial transactions
13414	Conduct a financial analysis of a small business
8000	Apply basic business principles
7997	Managing self-development
252259	Plan, organise and manage own activities in the organisation

Business & Entrepreneurship (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
10007	Identify, analyse and select business opportunities
14445	Frame and implement an individual action plan to improve productivity within an organisational unit
114977	Use a spreadsheet package to produce and manage business documents
243189	Manage personal finances
12429	Develop a personal financial plan
9526	Manage basic finance

Communication & Language Literacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
9012	Investigate life and work related problems using data and probabilities
119460	Use language and communication in occupational learning programmes
119454	Maintain and adapt oral/signed communication
119457	Interpret and use information from texts
119465	Write/present/sign texts for a range of communicative contexts
119467	Use language and communication in occupational learning programmes
119472	Accommodate audience and context needs in oral/signed communication
119463	Access and use information from texts
8964	Write for a defined context
8967	Use language and communication in occupational learning programmes
8962	Maintain and adapt oral communication
8963	Access and use information from texts
119459	Write/present/sign for a wide range of contexts
119471	Use language and communication in occupational learning programmes
119469	Read/view, analyse and respond to a variety of texts
119461	Make and motivate judgements on selected literary texts
13174	Identify and discuss inappropriate behaviours in the workplace
12537	Identify personal values and ethics in the workplace

Compliance & Teamwork

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
8420	Operate in a team
119456	Write/present for a defined context
116594	Function in a team
9322	Work in a team

Compliance & Governance

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
14633	Adhere to disciplinary code
9986	Apply quality principles on a construction site
14556	Apply productivity principles on a construction site
15137	Apply contract documentation
120377	Identify, suggest and implement corrective actions to improve quality of project work
13995	Demonstrate an understanding of contracts and their sources
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit
11286	Institute disciplinary action
10985	Conduct a disciplinary hearing

Construction Operations

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
236205	BSCI/SSCI/Scaffold Inspector
262785	Operate bitumen spray equipment
263224	Supervise the erection and dismantling of access scaffolding
243274	Monitor and control the use of prefabricated aluminium alloy scaffolding
119060	Install ARMCO pipes
263247	Assist to erect, use and dismantle access scaffolding
119075	Understand and describe basic plumbing principles
119072	Prepare, prime and paint new and previously coated surfaces
119071	Prepare, manufacture and erect roof trusses

Construction Operations (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
119070	Prepare and apply tiles to plastered surfaces, and apply plaster and screeds to walls and floors
119057	Install, test and maintain above ground drainage systems
119068	Install roof covering
119079	Install pressure pipes
119077	Install control valves
119066	Install carpentry finishing components
119062	Install and maintain a water supply system
119059	Install and maintain a below ground drainage system
119045	Fabricate, erect and strip timber formwork for straight walls, columns and bases
119042	Erect, alter/reposition and dismantle access scaffolding
119050	Erect ceilings and timber frame partitions
119041	Erect and strip steel formwork for straight walls, columns and bases
119067	Build masonry superstructures using solid units
14884	Build masonry superstructures using solid and hollow units
119065	Apply plaster and screeds to surfaces
119064	Install and maintain basic plumbing components
119073	Build masonry superstructures using solid units
119069	Build masonry superstructures using hollow units
116581	Supervise under water concreting
116579	Supervise the installation of precast concrete elements
116685	Plan, organise and control the fabrication and erection of formwork
116686	Plan, organise and control piling operations
15195	Plan organize and control the installation of drainage structures for stormwater flow
116615	Plan and prepare for the erection of structural steelwork
116583	Perform tandem lifting
9672	Erect and dismantle scaffolding
119074	Erect and dismantle scaffolding
243275	Erect and dismantle prefabricated aluminium alloy scaffolding
116690	Plan, organise and control the erection, alteration/repositioning and dismantling of suspended scaffolding
116691	Plan, organise and control the erection, alteration/repositioning and dismantling of load bearing scaffolding
15189	Organize and control road rehabilitation by milling
15187	Organize and control general road maintenance activities

Construction Operations (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
15185	Organise and control the spraying of bitumen on road surfaces
15180	Organise and control the installation of jacked pipes
263205	Inspect access scaffolding
262591	Finish off steel structure and explain hand over procedures
263245	Erect, use and dismantle access scaffolding
262884	Supervise health and safety on a construction project
262845	Supervise construction teams
116692	Plan, organise and control the erection, alteration/repositioning and dismantling of access scaffolding
263265	Perform site administration functions

Construction Operations & Materials Management

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
14565	Use a concrete dumper to haul and dump material
116563	Demonstrate knowledge and apply concrete materials technology
116591	Demonstrate an understanding of and adjust concrete mix design
116572	Control concrete material quality
116680	Conduct specialist sealing and repairs to concrete
116571	Carry out routine tests on raw materials for concrete production

Construction Operations & Site Practice

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
262724	Demonstrate knowledge of civil construction works
12875	Use and maintain small plant and equipment on a construction site
15182	Install manholes and chambers on a civil construction site
13972	Identify describe and use materials in civil engineering construction
119076	Use and maintain small plant and equipment on a construction site
12878	Use and maintain Power Hand Tools on a construction Site
12877	Use and maintain Hand tools on a Construction Site
119056	Identify, describe and utilise materials in construction
13973	Identify and use protective clothing and equipment in general construction
263266	Set out construction work areas

Construction Supervision & Project Control

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
9978	Describe the construction industry composition its work procurement systems and communication techniques
13971	Describe and interpret the composition, roleplayers, processes and role of the construction industry
15192	Plan, organise and control bituminous surfacing seal construction
15190	Plan, organise and control asphalt paving construction
15175	Plan, organise and control the construction of stabilized and unstabilized pavement layers
15170	Organize and control the utilization of plant and equipment in civil engineering construction
15169	Organize and control the construction of bulk earthworks
263284	Supervise the use and storage of construction materials
263267	Analyse the nature and scope of the construction industry

Construction Supervision & Site Management

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
119063	Monitor and control cost and production of a construction work activity and implement productivity improvements
119080	Lead and supervise construction teams
262844	Monitor and control cost and productivity of a construction project

Drainage, Piping & Corrosion Protection

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
119049	Demonstrate and apply knowledge of pipes, associated fittings and valves
119046	Apply on-site corrosion protection of pipes
15188	Plan, organise and control the maintenance of pressure pipelines
15186	Plan, organise and control the maintenance of gravity drainage structures
116688	Plan, organise and control the jacking of concrete structures
15184	Plan, organise and control the installation of pressure and gravity drainage pipes
15177	Plan, organise and control the installation of Armco pipes

Driver Training & Licensing

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
123257	Operate a rigid light vehicle
123256	Provide commuter services
123254	Operate a vehicle combination
123253	Operate a rigid heavy vehicle

Education, Training & Development Practices

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
117871	Facilitate learning using a variety of given methodologies
115759	Conduct moderation of outcomes-based assessments
115753	Conduct outcomes-based assessment
117877	Perform one-to-one training on the job

Foundational Numeracy & Mathematical Literacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts
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
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues
9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts
7461	Use maps to access and communicate information concerning routes, location and direction
9007	Work with a range of patterns and functions and solve problems
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life
12444	Measure, estimate and calculate physical quantities and explore, describe and represent geometrical relationships in 2-dimensions in different life or workplace contexts
7480	Demonstrate understanding of rational and irrational numbers and number systems
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems

Foundational Numeracy & Mathematical Literacy (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
7484	Describe, represent, analyse and explain changes in shape and motion in 2- and 3-dimensional space with justification
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems

Governance, Compliance & Management

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
244558	Comply with organisational ethics in a project environment
13936	Outline the legal environment of a selected industry
242824	Apply Leadership concept in a work context
116380	Supervise worker at level 2 & 3
15225	Identify and interpret related legislation and its impact on the team
10981	Supervise work unit to achieve work unit objectives (individuals and teams)

Health, Safety & Environment

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
120329	Fire Watch/Marshall (Inc Emergency Planning and Evacuation Coordinator)
116534	Carry out basic first aid treatment in the workplace
115093	Control workplace hazardous substances
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace
113852	Apply occupational health, safety and environmental principles
12484	Perform basic fire fighting
8016	Health & Safety Representative
119567	Perform basic life support and first aid procedures
120496	Provide risk-based primary emergency care/first aid in the workplace
120539	Permit to Work
230000	Perform a limited range of rope access tasks and rescues

Health, Safety & Environment (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
257041	Bar down loose rocks using appropriate equipment
12463	Understand and deal with HIV/AIDS
262687	Apply regulatory requirements in plant operations
9965	Render basic first aid
229995	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan
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
257077	Illuminate an area using a lighting plant
229998	Explain and perform fall arrest techniques when working at height
12512	Practice environmental awareness
9966	Establish and prepare a work area
120384	Develop a simple schedule to facilitate effective project execution
229994	Assess a worksite for work at height and prepare a fall protection plan
243273	Monitor and control the safety and operations of Mobile Elevating Work Platforms
262592	Guide the lifting and positioning of loads
114218	Demonstrate an understanding and implement environmental initiatives on a construction project
120317	Measure noise levels, and take appropriate action
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace
252250	Apply fire Fighting techniques
259601	Participate in the implementation and evaluation of a safety and health management programme in the workplace
120359	Monitor, report and make recommendations on the requirements applicable to permit to work systems in a working environment
120354	Monitor and make recommendations on the application of health and safety principles regarding pressure vessels and pressure systems in the working place
259619	Conduct workplace Occupational Health and Safety (OHS) inspections
120349	Monitor and make recommendations on the application of health and safety principles regarding lifting equipment in the working place
376480	Provide first aid as an advanced first responder
120370	Monitor and make recommendations on the application of health and safety principles regarding hazardous substances in the working place
120341	Conduct a Task Analysis and take appropriate action to address identified risks
120329	Respond to, implement and manage emergencies according to an emergency action plan in a workplace
9964	Apply health and safety to a work area
254220	Provide primary emergency care/first aid as an advanced first responder

Health, Safety & Environment (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
120362	Monitor, report and make recommendations pertaining to specified requirements in terms of working at heights
120325	Monitor, report and advise on the application of safety and health principles regarding the movement of people and materials in and around a working place
365183	Implement safety procedures for open hole or deep excavations
120337	Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place
120335	Conduct an investigation into workplace incidents
120330	Conduct a continuous risk assessment in a workplace
15034	Work in confined spaces on construction sites
13165	Describe the properties of materials found in the workplace and describe their impact on the environment
376981	Perform the role of a safety, health and environmental protection representative
259639	Explain basic health and safety principles in and around the workplace
13220	Keep the work area safe and productive
13223	Apply safety, health and environmental protection procedures
253575	Inspect, use and care for manual lifting equipment and tackle
243301	Manage safety and emergency incidences
123369	Implement environmental improvements to a site, facility, operation or process
120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the workplace
14683	Apply work site practices
120344	Demonstrate knowledge and understanding of relevant current occupational health and safety legislation
117416	Comply With Good Housekeeping Practices
117391	Investigate an incident

Information & Digital Literacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem
9532	Demonstrate basic knowledge of computers
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet
119078	Use a GUI-based word processor to enhance a document through the use of tables and columns
116945	Use electronic mail to send and receive messages
117924	Use a Graphical User Interface (GUI)-based word processor to format documents
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets
117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief

Labour-Intensive Construction Methods

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
114930	Use labour intensive construction methods to construct, repair and maintain structures
114916	Use labour intensive construction methods to construct and maintain roads and stormwater drainage
114921	Apply labour intensive construction systems and techniques to work activities
114917	Apply labour intensive construction methods to construct and maintain water and sanitation services
15166	Use labour intensive construction methods to construct, repair and maintain structures
15159	Use labour intensive construction methods to construct and maintain water and sanitation services
15165	Use labour intensive construction methods to construct and maintain roads and stormwater drainage
15168	Implement labour intensive construction systems and techniques

Leadership & Team Development

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
114215	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path
113909	Coach a team member in order to enhance individual performance in work environment
242819	Motivate And Build A Team
14609	Participate in management of conflict
11473	Manage individual and team performance
244605	Demonstrate ability to participate effectively in a team or group

Personal Effectiveness & Workplace Readiness

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
117171	Manage time effectively to enhance productivity and enable a balanced lifestyle
15091	Plan to manage one's time
242811	Prioritise time and work for self and team
12461	Communicate at work
9530	Manage work time effectively

Plant & Equipment Operation

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
116976	Apply generic crane operational skills
116254	Operate a mobile crane
116235	Operate a pendant controlled overhead crane
116231	Operate a cab controlled overhead crane
12481	Sling loads
8038	Operating lift trucks
262728	Grade to final levels using a motor grader
262744	Operate an excavator
262685	Demonstrate an understanding of earthworks
262726	Demonstrate a basic understanding of the mechanics of plant
14567	Use a small self propelled compactor to compact material
14566	Use a sideboom to lift, lower and carry material
116177	Operate a tractor
262745	Operate an articulated dump truck
262713	Operate a wheeled dozer
262764	Operate a water cart
262804	Operate a tractor
242972	Operate advanced defined purpose lift trucks
242974	Operate counter-balanced lift truck
242976	Operate overhead/gantry cranes
242978	Operate truck-mounted cranes (C32)
242981	Operate defined purpose lift trucks
243272	Operate a Mobile Elevating Work Platform (MEWP)

Plant & Equipment Operation (continued)

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
262729	Operate a tracked dozer
262734	Operate a tip truck
262712	Operate a skid steer loader
244407	Lift and move a load using mechanical lifting equipment
262824	Operate a Sideboom
262790	Operate a service truck
262710	Operate a scraper
253582	Lift and move a load using manual lifting equipment and tackle
253595	Direct the operation of an overhead crane
262805	Operate a roller
260762	Operate rough terrain/earthmoving/agricultural equipment
262731	Operate a rigid body dump truck
262789	Operate a paving screed
262788	Operate a milling machine
262787	Operate a hot mix asphalt paving machine
262735	Operate a grader
262747	Operate a front end loader
262746	Operate a face shovel
262730	Operate a dragline
262732	Operate a continuous bucket trencher
262727	Operate a backhoe/loader
244365	Lift and move material and equipment by means of a forklift
253638	Sling and communicate during crane operations
116283	Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation
14706	Perform basic rigging procedures

Quality, Testing & Environmental Management

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
114219	Demonstrate an understanding and implement environmental initiatives on a construction activity
15161	Initiate testing and interpret test/lab results in civil construction
15172	Interpret test/lab results in civil construction
262826	Implement a quality management system on a construction project

Service Sales & Customer Care

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
252244	Describe the impact of customer service on a business
243954	Understand the need for cultural awareness in dealing with customers and colleagues
259878	Handover a serviced vehicle
246740	Care for customers
259898	Advise customers to optimise choice and benefits
115880	Interact with customer to provide a complete hire service
115831	Foster and maintain customer service levels and relations
259879	Describe the interaction with internal departments and external sales support structures
115860	Demonstrate an understanding of product and / or service details and information
115862	Administer the hire contract
123258	Foster and maintain customer relations

Services Cleaning & Hiring Operations

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
115863	Demonstrate an understanding of the preparation of the item for hire
116575	Demonstrate an understanding of and apply hiring business practices
115872	Demonstrate an understanding of and apply security measures and maintain work area

Site Operations, Manufacturing & Recordkeeping

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
116152	Demonstrate mechanical awareness and plant appreciation
14336	Maintain records on a construction site
15178	Organise and control a hot mix asphalt manufacturing process
15181	Organise and control a binder manufacturing process
116683	Plan, organise and control the maintenance of steel structures

Technical & Trade Skills

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
116562	Demonstrate knowledge of and apply basic concrete construction practice
9962	Calculate construction quantities to develop a work plan
10255	Select, use and care for power tools
116578	Read and interpret reinforcing materials documentation
116573	Assemble, tie and fix reinforcing cages
9988	Apply surveying techniques on a construction contract
14054	Read and interpret construction drawings and specifications
262587	Interpret, read and use reinforcing drawings
116556	Interpret and apply reinforcing drawings
15183	Demonstrate knowledge of concrete construction technology
262864	Read, interpret and use construction drawings and specifications
263264	Calculate construction quantities and develop a work plan
253592	Identify, interpret and produce working pipe drawings
119744	Select, use and care for engineering hand tools
12219	Select, use and care for engineering power tools
116566	Operate and maintain a steel cutting machine
116569	Operate and maintain a steel bending machine

Transport & Licensing

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
243666	Meet the requirements of being a safe driver to obtain a valid driving licence for a motor vehicle
243665	Meet the requirements in order to obtain a provisional licence

Transport, Operations & Logistics

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
8020	Controlling hazardous/dangerous and dangerous Goods
10567	Transport personnel, material and equipment using Light Delivery Vehicle
123259	Convey dangerous goods by road
113851	Manage transportation of dangerous goods
252264	Prepare freight for storage
123262	Load general freight
123261	Plan road transport service delivery

Wholesale, Retail & Distribution

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
115861	Receive and store returned hired stock
115858	Receive and store new stock for hire
115876	Monitor, control and co-ordinate the flow of stock
115878	Load and deliver stock
115873	Clean and maintain stock

Workplace Safety Representation & Advocacy

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
246667	Demonstrate an understanding of Occupational Health, Safety and Environmental Legislations
244283	Facilitate the development, implementation and maintenance of safety, Health and Environment management system
117701	Address safety, health and environmental requirements and hazards in a technical context
13224	Monitor the application of safety, health and environmental protection procedures
13167	Identify potential hazards and critical safety issues in the workplace

Concrete Production

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
116574	Assess appearance, durability and strength of pre cast elements
116564	Oversee concrete production
116561	Oversee instantly de-moulded pre cast concrete element production
116558	Oversee pre cast concrete production - wet mix
116580	Oversee spun pre cast concrete element production
116689	Plan, organise and control pre - cast concrete manufacturing processes
116693	Plan, organize and control reinforcing site activities
116694	Plan, organize and control reinforcing workshop activities
116592	Tension bonded tendons
116593	Tension unbonded tendons
12916	Batch and mix concrete by volume
14557	Conduct routine site tests to fresh and hardened concrete
12903	Install precast concrete pipes

Online Courses

PROGRAMME OR SAQA ID	QUALIFICATION, SKILLS PROGRAMME, SKILLS SET OR UNIT STANDARD TITLE
120330	SHERQ Business Management for Health and Safety Officers (Online Only)
99714	QCTO Certificate: Occupational Health and Safety Practitioner (Online Only)

Workshops

WORKSHOP TITLE
ISO Integrated Management System Awareness
ISO Integrated Management System Implementation
ISO Integrated Management System Internal Auditor
COVID-19 in the workplace



Partner Accreditation & Memberships



merSETA

merSETA Accreditation

- Cape Town



QCTO
Quality Council for Trades & Occupations

QCTO Accreditation

- Cape Town



Memberships



For more information: Talk to someone

Sales & Marketing: Zintle Nonyongo

060 998 7412 | zintle@swiftskillsacademy.co.za

Visit our website



swiftskillsacademy.co.za