



Quality Council for Trades & Occupations

www.qcto.org.za

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OCCUPATIONAL
SKILLS PROGRAMME CURRICULUM DOCUMENT
IN LINE WITH THE QQSF POLICY (2021) OCCUPATIONAL QUALIFICATION TYPE
(NOMENCLATURE)

SKILLS PROGRAMME	SKILLS PROGRAMME ID	TITLE (DESCRIPTOR)	NQF LEVEL	CREDITS
Skills Programme	SP-250603	Operational OHS Risk Assessor	3	2
CURRICULUM CODE	900412-000-00-00			
PARTNER DETAILS	ORGANISATION NAME	WEBSITE ADDRESS	TELEPHONE NUMBER	LOGO
QUALITY PARTNER - DEVELOPMENT	Health and Welfare Sector Education and Training Authority.	https://www.hwseta.org.za/	011 607 6900	

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SECTION 1: CURRICULUM SUMMARY

1.1 Occupational Information:

1.1.1 Associated, Organising Framework for Occupations (OFO) Occupational Code and Title

900412-000-00-00: Operational OHS Risk Assessor

1.1.2 Skills Programme Type, Title, NQF Level, Credits and Curriculum Code, addressed by this Curriculum.

TYPE	TITLE	NQF LEVEL	CREDITS	CURRICULUM CODE
Skills Certificate	Operational OHS Risk Assessor	3	2	900412-000-00-00

1.1.3 Alternative titles used by industry:

N/A This job role applies to all occupations in the workplace

1.2 Curriculum Information:

1.2.1 Articulation for Qualifications and Part- Qualifications

(a) Horizontal Articulation: This qualification articulates horizontally within the OQSF and between other sub-framework(s) as follows:

Within OQSF -

N/A

Between sub-frameworks –

N/A

(b) Vertical Articulation: This qualification articulates vertically within the OQSF as follows:

N/A

(c) Diagonal Articulation: This qualification articulates diagonally across NQF levels and across Sub-Frameworks:

N/A

(d) Validation of Entry Requirements into articulation possibilities provided:

N/A

1.2.2 Articulation for Skills Programmes

(a) Work Opportunities:

N/A

(b) Learning Opportunities:

Other related OHS skills programmes on training courses.

1.3 Curriculum Structure:

1.3.1 Knowledge/Theory Modules:

900412-000-00-KM01: Concepts, Principles and Practices of Occupational Hazard Identification and Risk Assessment. NQF Level 3. Credits 1.

Total number of credits: 01

1.3.2 Practical Skills Modules:

900412-000-00-PM01. Apply appropriate behavioural capabilities to Identify workplace Hazards and take actions to mitigate operational risks. NQF Level 3. Credits 1.

Total number of credits: 01

1.3.3 Work Experience Modules:

N/A

1.4 Entry Requirements:

NQF Level 2 Qualification and successful completion of the skills programme Basic OHS Compliance Ensurer.

1.5 Recognition of Prior Learning (RPL):

1.5.1 RPL for Access:

Learners may use the RPL process to gain access to training opportunities for a programme of learning, qualification, part-qualification, or skills programme if they do not meet the formal, minimum entry requirements for admission. RPL assessment provides an alternative access route into a skills programme.

Such an RPL assessment may be developed, moderated, and conducted by the accredited Skills Development Provider which offers that specific skills programme. Such an assessment must ensure that the learner is able to display the equivalent level of competencies required for access, based on the NQF level descriptors.

1.5.2 RPL for Exemption:

For exemption from modules through RPL, learners who have gained the stipulated competencies of the modules of a skills programme through any means of formal, informal, or non-formal learning and/or work experience, may be awarded credits towards relevant modules, and gaps identified for training, which is then concluded.

1.5.3 RPL for awarding credits:

Learners who have gained the stipulated competencies of the modules of a skills programme through any means of formal, informal, or non-formal learning and/or work experience, may be awarded credits towards relevant modules, and gaps identified for training, which is then concluded.

A valid Statement of Results is required for admission to the EISA in which confirmation of achievement is provided that all internal assessment criteria for all modules in the related curriculum document have been achieved.

For a Skills Programme, the accredited Skills Development Provider (SDP) must ensure all modular competency requirements are met prior to the FISA and keep record of such evidence.

Upon successful completion of the EISA/FISA, RPL learners will be issued with the QCTO certificate for the skills programme. Quality Partners are responsible for ensuring the RPL mechanism and process for qualifications and part-qualification is approved by the QCTO.

1.6 Quality Partner for Assessment:

N/A

NAME OF BODY:	Health and Welfare Sector Education and Training Authority. (HWSETA)
ADDRESS OF BODY:	17 Bradford Road, Bedfordview, Johannesburg
WEBSITE:	https://www.hwseta.org.za/
TELEPHONE NUMBER:	+27 11 607 6900

1.7 List of Skills Programme(s) Related to this Curriculum

900413-000-00-00: Workplace OHS Risk Assessment Specialist. NQF Level 5. Credits 6.

900412-000-00-00: Operational OHS Risk Assessor Level 3 Credits 2.

SECTION 2: SKILLS PROGRAMME PROFILE

2.1 Purpose:

The purpose of this skills programme is to enable learners to function as Operational Workplace Hazard and Risk Assessors

Operational Workplace Hazard and Risk Assessors are roles that are inherent to all jobs within organisations it requires that employees proactively identify, evaluate, and mitigate potential hazards and risks within the workplace.

Upon successful completion of this skills programme graduates will be able to:

- Identify hazards and understand the associated risks.
- Utilise organisational specific systems, processes and information relating to hazard identification and risk assessment.
- Participate in departmental risk assessment processes
- Take action to prevent incidents caused by potential hazards
- Implement basic risk control measures

2.2 Tasks:

TASK	LINKS TO ELO
TASK 01: Identify hazards and determine the associated risks within a designated work area.	ELO 01: Use a variety of common tools and instruments to Identify hazards and determine the associated risks within a designated work area.
TASK 02: Summarise and interpret risk related information extracted from organisational specific systems and communication processes relating to hazard identification and risk assessment.	ELO 02: Apply a basic ability to summarise and interpret risk related information extracted from organisational specific systems and communication processes relating to hazard identification and risk assessment.
TASK 03: Participate in departmental risk assessment processes.	ELO 03: Apply operational literacy within a clearly defined occupational context to participate in departmental risk assessment processes.
TASK 04: Solve problems related to the implementation of basic risk control measures.	ELO 04: Use own knowledge to solve problems related to the implementation of basic risk control measures.

2.3 Occupational Task Details:

2.3.1 Task 1

Identify hazards and determine the associated risks within a designated work area.

(a) Unique Product or Service:

Identifying hazards and determining the associated risks within a designated work area ensures a proactive approach to workplace safety and minimizes potential incidents, fostering a safer working environment.

(b) Responsibilities:

- Hazards are identified using a variety of common tools and instruments.
- Associated risks are determined within the designated work area.
- Tools and instruments are utilized according to established procedures.
- Risk assessments are documented in compliance with organizational standards.

(c) Contexts:

Executed in diverse workplace environments, ranging from office settings to industrial and construction sites, where physical conditions and potential hazards vary. Employees are responsible for continuously monitoring their surroundings, identifying potential hazards, and assessing associated risks. They must use the appropriate tools and instruments correctly and document their findings comprehensively. This process is conducted under moderate supervision, with guidance provided to ensure adherence to organizational safety standards and protocols.

2.3.2 Task 2

Summarise and interpret risk related information extracted from organisational specific systems and communication processes relating to hazard identification and risk assessment.

(a) Unique Product or Service:

Summarizing and interpreting risk-related information from organizational systems and communication processes ensures informed decision-making and effective risk management, enhancing workplace safety and compliance.

(b) Responsibilities:

- Risk-related information is summarized accurately from organizational systems.
- Extracted data is interpreted correctly regarding hazard identification and risk assessment.

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- Communication processes are utilized to gather relevant risk information.
- Findings are documented in a clear and concise manner.

(c) Contexts:

Executed in a variety of workplace environments, including offices, industrial sites, and construction areas, where conditions and hazards can vary significantly. Employees must be adept at using organizational systems and communication channels to extract and interpret risk-related information. This task is performed with a moderate level of supervision, ensuring adherence to organizational standards and protocols for hazard identification and risk assessment. The context requires a high level of attention to detail and the ability to communicate findings effectively to support informed decision-making and risk mitigation strategies.

2.3.3 Task 3

Participate in departmental risk assessment processes.

(a) Unique Product or Service:

Active participation in departmental risk assessment processes ensures comprehensive identification and management of potential risks, enhancing the overall safety and efficiency of departmental operations.

(b) Responsibilities:

- Operational risk assessment procedures are explained within a defined occupational context.
- Relevant documents are read and interpreted accurately for the purposes of contributing to operational risk assessments.
- Operational risk assessment processes are followed according to departmental guidelines.
- Communication is maintained effectively with team members during risk assessments.

(c) Contexts:

Executed within various departmental environments, such as manufacturing, healthcare, and office settings, where specific operational risks need to be assessed. Employees are expected to engage actively in risk assessment processes, working closely with team members and adhering to departmental guidelines. The context requires a thorough understanding of operational procedures, the ability to accurately interpret relevant documents, and effective communication skills to ensure all potential risks are identified and managed appropriately. This task is performed with moderate supervision to ensure adherence to organizational risk assessment standards and protocols.

2.3.4 Task 4

Solve problems related to the implementation of basic risk control measures.

(a) Unique Product or Service:

Solving problems related to the implementation of basic risk control measures ensures effective mitigation of workplace hazards, leading to a safer and more compliant work environment.

(b) Responsibilities:

- Problems are identified related to the implementation of basic risk control measures.
- Own knowledge is applied to devise solutions for these problems.
- Solutions are implemented effectively to control risks.
- Effectiveness of solutions is evaluated to ensure risk control measures are working.

(c) Contexts:

Executed in a variety of workplace environments, from industrial settings to office spaces, where basic risk control measures need to be implemented and maintained. Employees are responsible for identifying and solving problems that arise during the implementation process, using their knowledge and skills to ensure effective risk control. This task involves working independently and collaboratively, with moderate supervision to guide the process. The context requires analytical thinking, problem-solving skills, and the ability to evaluate the effectiveness of implemented solutions to maintain a safe working environment

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

3.1 Knowledge Module Specifications:

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900412-000-00-KM01	Concepts, Principles and Practices of Occupational Hazard Identification and Risk Assessment.	3	1	Blended

3.1.1 Detailing Knowledge Module (KM) contents

Knowledge Module (KM) - 01

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900412-000-00-KM01	Concepts, Principles and Practices of Occupational Hazard Identification and Risk Assessment.	3	1	Blended

(a) Purpose of Knowledge Module:

The main focus of the learning in this module is to provide learners with a foundational understanding of the concepts, principles, and practices related to occupational hazard identification and risk assessment. This module aims to equip learners with the necessary knowledge to identify potential hazards in the workplace, assess associated risks, and implement appropriate risk management strategies. Learners will gain insights into the systematic processes used for hazard identification and risk assessment, enabling them to contribute to creating a safer work environment and reducing the likelihood of accidents and injuries.

(b) List of Knowledge Topics:

TOPIC CODE	TOPIC TITLE	% OF TIME TO BE SPENT
KM-01-KT01	Concepts, Principles and Practices of Occupational Hazard Identification and Risk Assessment.	100%

(c) Detailing each topic listed above into topic elements:

KM-01-KT01 Concepts, Principles And Practices Of Occupational Hazard Identification And Risk Assessment. (100%)		
TOPIC ELEMENT CODE	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0101	Definition of a Hazard and How Hazards Relate to Risks	33%
KT0102	Key Steps in Hazard and Risk Identification	33%
KT0103	Concept of Priority Setting and Hazard and Risk Rating	34%

(d) Internal Assessment Criteria (IAC) and Weight

IAC CODE	IAC DESCRIPTION	% OF TIME TO BE SPENT
IAC0101	Describe what a hazard is and how it relates to risks, providing practical examples from various workplace settings.	34%
IAC0102	List and explain the key steps in hazard and risk identification, including practical examples of how these steps are applied in different work environments.	33%
IAC0103	Explain the concept of priority setting and how it relates to hazard and risk rating, including practical examples.	33%

3.1.2 Criteria for accreditation

Physical Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
EQUIPMENT & TOOLS	• Presentation Equipment: Projector or large screen, laptop or computer, and presentation software. • Training Manuals and Handouts: Printed materials covering OHS regulations, procedures, and guidelines.

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	• Whiteboard and Markers: For illustrating concepts and facilitating interactive discussions. • Personal Protective Equipment (PPE): Examples such as hard hats, gloves, safety goggles, and ear protection for hands-on practice. • Safety Posters and Signage: Visual aids highlighting key safety messages and procedures. • Incident Report Forms: Templates for practicing proper documentation of workplace incidents and hazards. • Internet Access: For accessing online resources and showing relevant videos or updates on OHS regulations. • Simulation Tools: Basic mock-ups or scenarios to practice hazard identification and risk assessment.
CONSUMABLES	• Notepads and Pens: For participants to take notes during training sessions. • Flip Chart Paper and Markers: For group activities and visual presentations. • Incident Report Forms: Blank templates for practical exercises on reporting incidents and hazards. • Personal Protective Equipment (PPE): Disposable gloves, masks, and earplugs for hands-on practice and demonstrations. • Name Tags or Badges: For participants to facilitate interaction and group activities. • Refreshments: Bottled water and light snacks to keep participants refreshed during the training sessions. • Sticky Notes: For interactive activities and quick notes. • Evaluation Forms: Printed feedback forms for participants to evaluate the training session.

Human Resource Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
QUALIFICATIONS & EXPERIENCE	Facilitators of learning and training assessors must be in possession of a qualification at least one NQF Level higher than the level of the skills programme. They must have at least two years work experience and

	must successfully complete an assessment on the content of the skills programme.
FACILITATOR/LEARNER RATIO	Physical face to face training 1:30 Distance Learning 1:50

Legal Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
	• Adherence to the Occupational Health and Safety Act (OHSA): Training providers must ensure their training environments comply with OHS regulations to provide a safe learning space. • Broad-Based Black Economic Empowerment (B-BBEE) Compliance: Providers must comply with B-BBEE requirements, which may include demonstrating contributions to skills development and transformation in their sector. • Consumer Protection Act (CPA) Compliance: Training providers must adhere to the CPA, which protects learners' rights and ensures fair and transparent business practices. • Data Protection Compliance: Adherence to the Protection of Personal Information Act (POPIA) is required to ensure the confidentiality and security of learner data. • Tax Compliance: Training providers must be registered with the South African Revenue Service (SARS) and comply with all tax obligations, including VAT registration if applicable.

Additional Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)
Accredited by the QCTO

3.1.3 Exemptions

Non identified but standard RPL processes can be applied.

3.2 Practical Skill Module (PM) Specifications:

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900412-000-00-PM01	Apply appropriate behavioural capabilities to Identify workplace Hazards and take actions to mitigate operational risks.	3	1	Blended

3.2.1 Detailing Practical Module (PM) contents

Practical Module (PM) - 01

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900412-000-00-PM01	Apply appropriate behavioural capabilities to Identify workplace Hazards and take actions to mitigate operational risks.	3	1	Blended

(a) Purpose of the Practical Skills Module:

The focus of the practical skills in this module is to enable learners to apply appropriate behavioural capabilities to identify workplace hazards and take effective actions to mitigate operational risks. This module aims to develop the practical skills required for proactive hazard identification, risk assessment, and implementation of risk control measures. Learners will practice using various tools and techniques to recognize potential hazards, assess the associated risks, and take corrective actions. The module also emphasizes the importance of effective communication and teamwork in managing workplace safety and reducing operational risks.

(b) List of Practical Skill Activities:

PRACTICAL CODE	SKILL	ACTIVITY TITLE
PM01- PS02		Apply Behavioural Techniques for Hazard Identification and Risk Assessment
PM01-PS02		Implement Corrective Actions and Monitor Risk Controls

(c) Scope of each Practical Skill Activity:

PM01- PS02 APPLY BEHAVIOURAL TECHNIQUES FOR HAZARD IDENTIFICATION AND RISK ASSESSMENT	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given a simulated or controlled training environment that replicates real-world workplace scenarios, including workplace simulations, behavioural tools and techniques and risk assessment tools. The learner will be able to:	
PRACTICAL SKILL ACTIVITY CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101	Use behavioural techniques to observe and identify workplace hazards.
PA0102	Assess risks associated with identified hazards using appropriate tools and techniques.
PA0103	Document identified hazards and assessed risks, and report them to relevant stakeholders.

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Behavioural Techniques: Techniques for observing and interpreting behaviour to identify hazards, assess risks, and engage with team members effectively.
AK0102	Risk Assessment Methods: Systematic approaches for assessing risks, including prioritization and risk rating techniques.
AK0103	Communication Skills: Methods for effective communication, including reporting and feedback, essential for implementing and monitoring risk controls.

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	Behavioural techniques are effectively applied to observe and identify workplace hazards.
IAC0101	Risks associated with identified hazards are assessed using appropriate tools and techniques.
IAC0101	Documentation of identified hazards and assessed risks is accurate, and reporting to stakeholders is completed.

(c) Scope of each Practical Skill Activity:

PM01-PS02 Implement Corrective Actions And Monitor Risk Controls		
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:		
Given a simulated or controlled environment that replicates real-world risk scenarios, this environment must include, Scenarios where learners must develop and implement corrective action plans for identified hazards, Techniques for monitoring the effectiveness of implemented risk controls, including follow-up inspections and evaluations and where learners can practice in providing and receiving feedback on risk control effectiveness and making adjustments as needed. Learners will be able to:		
PRACTICAL ACTIVITY CODES	SKILL ELEMENT	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101		Develop and implement corrective actions for identified hazards.
PA0102		Monitor and evaluate the effectiveness of implemented risk controls.
PA0103		Communicate corrective actions and risk control measures to team members and stakeholders.

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Behavioural Techniques: Techniques for observing and interpreting behaviour to identify hazards, assess risks, and engage with team members effectively.
AK0102	Risk Assessment Methods: Systematic approaches for assessing risks, including prioritization and risk rating techniques.
AK0103	Communication Skills: Methods for effective communication, including reporting and feedback, essential for implementing and monitoring risk controls.

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	Corrective actions for identified hazards are developed and implemented effectively.
IAC0101	The effectiveness of implemented risk controls is monitored and evaluated.
IAC0101	Corrective actions and risk control measures are communicated effectively to team members and stakeholders.

3.1.2 Criteria for accreditation

Physical Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
EQUIPMENT & TOOLS	• Presentation Equipment: Projector or large screen, laptop or computer, and presentation software. • Training Manuals and Handouts: Printed materials covering OHS regulations, procedures, and guidelines. • Whiteboard and Markers: For illustrating concepts and facilitating interactive discussions.

	• Personal Protective Equipment (PPE): Examples such as hard hats, gloves, safety goggles, and ear protection for hands-on practice. • Safety Posters and Signage: Visual aids highlighting key safety messages and procedures. • Incident Report Forms: Templates for practicing proper documentation of workplace incidents and hazards. • Internet Access: For accessing online resources and showing relevant videos or updates on OHS regulations. • Simulation Tools: Basic mock-ups or scenarios to practice hazard identification and risk assessment.
CONSUMABLES	• Notepads and Pens: For participants to take notes during training sessions. • Flip Chart Paper and Markers: For group activities and visual presentations. • Incident Report Forms: Blank templates for practical exercises on reporting incidents and hazards. • Personal Protective Equipment (PPE): Disposable gloves, masks, and earplugs for hands-on practice and demonstrations. • Name Tags or Badges: For participants to facilitate interaction and group activities. • Refreshments: Bottled water and light snacks to keep participants refreshed during the training sessions. • Sticky Notes: For interactive activities and quick notes. • Evaluation Forms: Printed feedback forms for participants to evaluate the training session.

Human Resource Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
QUALIFICATIONS & EXPERIENCE	Facilitators of learning and training assessors must be in possession of a qualification at least one NQF Level higher than the level of the skills programme. They must have at least two years work experience and must successfully complete an assessment on the content of the skills programme.

FACILITATOR/LEARNER RATIO	Physical face to face training 1:30 Distance Learning 1:50
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Legal Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)	
	• Adherence to the Occupational Health and Safety Act (OHSA): Training providers must ensure their training environments comply with OHS regulations to provide a safe learning space. • Broad-Based Black Economic Empowerment (B-BBEE) Compliance: Providers must comply with B-BBEE requirements, which may include demonstrating contributions to skills development and transformation in their sector. • Consumer Protection Act (CPA) Compliance: Training providers must adhere to the CPA, which protects learners' rights and ensures fair and transparent business practices. • Data Protection Compliance: Adherence to the Protection of Personal Information Act (POPIA) is required to ensure the confidentiality and security of learner data. • Tax Compliance: Training providers must be registered with the South African Revenue Service (SARS) and comply with all tax obligations, including VAT registration if applicable.

Additional Requirements:

SKILLS DEVELOPMENT PROVIDER (SDP)
Accredited by the QCTO

3.1.3 Exemptions

Non identified but standard RPL processes can be applied.