



Quality Council for Trades & Occupations

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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
	SP-250817	Evacuation Marshal	2	2
CURRICULUM CODE	900406-000-00-00			
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

900406: Evacuation Marshal

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 Programmes	Evacuation Marshal	2	2	900406-000-00-00

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 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:

900406-000-00-KM-01, Concepts and Principles of safe evacuations during emergencies, NQF Level 2, Credits 1.

Total number of credits: 01

1.3.2 Practical Skills Modules:

900406-000-00-PM-01, Apply appropriate behaviours when guiding and supporting people to evacuate during an emergency, NQF Level 2, Credits 1.

Total number of credits: 01

1.4 Entry Requirements:

NQF level 1 Qualification and specific workplace experience within the designated work area for a period of one year.

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 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.

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 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 skills programme is approved by the QCTO.

1.6 Quality Partner for Assessment:

N/A

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

- 900408-000-00-00: General Emergency Preparedness and Response Partner. NQF Level 1. Credits 3.
- 900404-000-00-00: Emergency Response and Evacuation Co-ordinator. NQF Level 5. Credits 4.

SECTION 2: SKILLS PROGRAMME PROFILE

2.1 Purpose:

The purpose of this skills programme is to enable learners to function as an Evacuation Marshal

An Evacuation Marshal oversee and guide the evacuation of people from workplaces during various emergencies situations in the workplace.

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

- Guide persons to evacuate the workplace.
- Conduct assembly point roll calls.
- Participate in the Health and safety committee activities.
- Inspect and evaluate to ensure operability of the evacuation plan and equipment.

2.2 Tasks:

TASK	LINKS TO ELO
TASK 01: Guide persons to evacuate a workplace during emergencies and conduct assembly point roll call	ELO 01: Apply basic operational knowledge and understanding of emergency preparedness and crisis leadership to guide persons to evacuate a workplace during emergencies and conduct assembly point roll call.
TASK 02: Facilitate the smooth evacuation of people from workplaces during emergencies.	ELO 02: Use own knowledge to select and apply legitimate solutions and appropriate behavioural leadership is applied to facilitate the smooth evacuation of people from workplaces during emergencies.

2.3 Occupational Task Details:

2.3.1 Task 1

Guide persons to evacuate a workplace during emergencies and conduct assembly point roll call

(a) Unique Product or Service:

Guidance of employees during workplace evacuations ensures their safe and orderly exit, minimizes panic, and enhances overall emergency preparedness and response effectiveness.

(b) Responsibilities:

- The Concepts and principles of escape route safety and evacuation floor plan utilisation are contextualised in terms of the role of an evacuation marshal.
- Appropriate process and procedures to lead employees during evacuation are explained using practical examples.
- Techniques for guiding and caring for people during and evacuation are explained and discussed relevant to problem situations and ethical dilemmas.
- Techniques for dealing with nervous people during emergencies are discussed with the context of various emergencies and in the light of various ethical principles.
- Methods and protocols for communicating with the emergency control centre are explained within different contextual situations.
- Techniques for identifying and mitigating dangers, hazards and risks during the evacuation process are discussed within different contextual situations.

(c) Contexts:

Executed in dynamic workplace environments, ranging from office buildings to industrial sites, where employees must be guided during emergencies. The task involves interacting with diverse groups of people, some of whom may be anxious or disoriented, and requires clear communication and quick decision-making. Supervision levels may vary based on the complexity of the emergency, but the primary focus is on ensuring a smooth and efficient evacuation and accurate roll call at assembly points.

2.3.2 Task 2

Facilitate the smooth evacuation of people from workplaces during emergencies.

(a) Unique Product or Service:

Efficient and safe facilitation of workplace evacuations during emergencies ensures the protection and well-being of all employees, minimizing risks and ensuring compliance with emergency response protocols.

(b) Responsibilities:

- Evacuation chairs and related evacuation support equipment are safely and effectively operated within a range of emergency situations.
- Basic emergency carry methods are selected and safely applied within different contextual situations.
- Respirators and related PPE required during evacuation are identified and correctly used.
- Assembly point roll call processes and procedures are applied.

(c) Contexts:

Executed in environments where emergencies can vary from natural disasters to industrial accidents, requiring the use of evacuation equipment and procedures. The task is performed under varying levels of supervision, depending on the emergency scenario, ensuring that all personnel are evacuated smoothly and safely, and are accounted for at designated assembly points.

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

3.1 Knowledge Module Specifications:

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900406-000-00-KM-01	Concepts and Principles of safe evacuations during emergencies.	2	1	Blended

3.1.1 Detailing Knowledge Module (KM) contents

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900406-000-00-KM-01	Concepts and Principles of safe evacuations during emergencies.	2	1	Blended

(a) Purpose of Knowledge Module:

The main focus of this module is to provide learners with a fundamental understanding of the concepts and principles underlying safe evacuations during emergencies. This includes an overview of evacuation procedures, the roles and responsibilities of individuals involved in evacuations, and the regulatory requirements related to emergency evacuations. The module aims to build foundational knowledge that will enable learners to recognize potential evacuation scenarios, understand the dynamics of crowd behaviour, and apply best practices to ensure the safety and efficiency of evacuation processes in various environments.

(b) List of Knowledge Topics:

TOPIC CODE	TOPIC TITLE	% OF TIME TO BE SPENT
KM-01-KT01	Principles and Practices of Emergency Preparedness and Safe Workplace Evacuation	100%

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

KM-01-KT01 PRINCIPLES AND PRACTICES OF EMERGENCY PREPAREDNESS AND SAFE WORKPLACE EVACUATION (100%)			
TOPIC CODE	ELEMENT	TOPIC ELEMENT TITLE	% OF TIME TO BE SPENT
KT0101		Summarise the definition of an emergency and provide examples of typical workplace emergencies.	25%
KT0102		Differentiate between emergency preparedness and response, including examples of actions for each.	25%
KT0103		Outline the roles of various stakeholders in emergency preparedness and during emergencies, including the functions of an emergency control centre and safety officer actions in an assembly area.	25%
KT0104		Detail the principles and steps required for safely evacuating people from the workplace, including responses to alarms and management of fatigue.	25%

(d) Internal Assessment Criteria (IAC) and Weight

IAC CODE	IAC DESCRIPTION	% OF TIME TO BE SPENT
IAC0101	Define the concept of an emergency and provide examples of typical workplace emergencies.	25%
IAC0102	Explain the difference between preparedness and response actions, providing relevant examples for each.	25%
IAC0103	Explain the roles of various stakeholders in emergency management, including their responsibilities during an emergency and in an emergency control centre.	25%
IAC0104	Describe the principles and required steps for safely evacuating people from the workplace, including appropriate responses to alarms and the management of fatigue.	25%

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

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
900406-000-00-PM-01	Apply appropriate behaviours when guiding and supporting people to evacuate during an emergency.	2	1	Blended

3.2.1 Detailing Practical Module (PM) contents

MODULE CODE	MODULE TITLE	NQF LEVEL	CREDITS	MODE OF DELIVERY
900406-000-00-PM-01	Apply appropriate behaviours when guiding and supporting people to evacuate during an emergency.	2	1	Blended

(a) Purpose of the Practical Skills Module:

The primary aim of this module is to equip learners with the necessary behavioural skills to effectively guide and support individuals during an emergency evacuation. Learners will develop practical abilities to maintain calm, provide clear instructions, and ensure the safety and wellbeing of all evacuees. The module focuses on real-world application, including scenario-based training, communication strategies, and techniques for assisting vulnerable individuals. It emphasizes the importance of leadership, empathy, and situational awareness in managing evacuation processes efficiently and safely.

(b) List of Practical Skill Activities:

PRACTICAL SKILL CODE	ACTIVITY TITLE
PM-01-PS01	Demonstrate Effective Behaviours in Guiding and Supporting Safe Evacuation During Emergencies

(c) Scope of each Practical Skill Activity:

PM-01-PS01 DEMONSTRATE EFFECTIVE BEHAVIOURS IN GUIDING AND SUPPORTING SAFE EVACUATION DURING EMERGENCIES	
PRACTICAL SKILL ACTIVITY SCOPE OUTLINE:	
Given a simulated training environment where employees are exposed to various emergency scenarios that require evacuation, this environment must include realistic emergency alarms, evacuation maps, and role-playing exercises. Participants will actively engage in guiding and supporting individuals to safely evacuate, while demonstrating appropriate behaviours such as clear communication, maintaining calm, and providing assistance. The simulation will help learners practice and refine their skills in managing evacuation procedures effectively and ensuring safety compliance.	
PRACTICAL SKILL ACTIVITY ELEMENT CODES	PRACTICAL SKILL ACTIVITY ELEMENTS
PA0101	Guide individuals calmly and efficiently to designated evacuation routes during simulated emergency scenarios.
PA0102	Communicate clearly and assertively with evacuees, providing instructions and updates while maintaining composure.
PA0103	Assist individuals with special needs or mobility issues during the evacuation, ensuring their safe and timely exit.
PA0104	Coordinate with other emergency response personnel and role players to ensure an organized and effective evacuation process.

(d) Applied Knowledge that underpins the Practical Skill

APPLIED KNOWLEDGE CODE	APPLIED KNOWLEDGE
AK0101	Emergency Evacuation Procedures Range: Understanding the protocols and procedures for evacuating a building safely, including knowledge of evacuation routes, assembly points, and emergency exits.
AK0102	Communication Techniques in Emergencies Range: Effective methods for communicating instructions and updates during an emergency, including clear, assertive verbal communication and the use of emergency signalling devices.
AK0103	Support for Individuals with Special Needs

	Range: Techniques for assisting individuals with disabilities or mobility issues during an evacuation, ensuring their safety and accessibility.
AK0104	Coordination with Emergency Response Teams Range: Strategies for working collaboratively with other emergency response personnel, such as security staff and first responders, to manage the evacuation process effectively and ensure overall safety.

(e) Internal Assessment Criteria (IAC)

IAC CODE	IAC DESCRIPTION
IAC0101	Individuals are guided calmly and efficiently to designated evacuation routes during simulated emergency scenarios.
IAC0101	Clear and assertive communication is maintained with evacuees, with instructions and updates provided while composure is maintained.
IAC0101	Assistance is provided to individuals with special needs or mobility issues during the evacuation, ensuring their safe and timely exit.
IAC0101	Coordination is carried out with other emergency response personnel and role players to ensure an organized and effective evacuation process.

3.1.2 Criteria for accreditation

Physical Requirements:

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	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.

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Accredited by the QCTO

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