

Essential OHS Compliance Ensurer (Sample Booklet)



What's in the box?

FILE LIST

 LGTECE000 - Essential Compliance Ensurer (Document register) R1	 LGTECE166- Essential Compliance Ensurer (FISA Confidentiality) R1
 LGTECE000 - Essential Compliance Ensurer (Document register) R1	 LGTECE166- Essential Compliance Ensurer (FISA Confidentiality) R1
 LGTECE002 - Essential Compliance Ensurer (Course Matrix) R1	 LGTECE170 - Essential Compliance Ensurer (Career Pathway) R1
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 LGTECE010 - Essential Compliance Ensurer (Crucial Notes) R1	 LGTECE180 - Essential Compliance Ensurer (Letter of Permission) R1
 LGTECE010 - Essential Compliance Ensurer (Crucial Notes) R1	 LGTECE200 - Essential Compliance Ensurer (Curriculum Document)
 LGTECE012 - Essential Compliance Ensurer (Sample file & walkthrough) R1	 LGTECE200 - Essential Compliance Ensurer (Curriculum Document)
 LGTECE020 - Essential Compliance Ensurer (Unbranded Cover PNG) R1	 LGTECE210 - Essential Compliance Ensurer (SP Document)
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 LGTECE050 - Essential Compliance Ensurer (Learner Guide) R1 --DNS--	 LGTECE220 - Essential Compliance Ensurer (QCTO Form 3) R1
 LGTECE050 - Essential Compliance Ensurer (Learner Guide) R1-P	 LGTECE220 - Essential Compliance Ensurer (QCTO Form 3) R1
 LGTECE055 - Essential Compliance Ensurer (Learner Guide Lite) R1-P	 LGTECE230 - Essential Compliance Ensurer (QCTO Form 4) R1
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 LGTECE065 - Essential Compliance Ensurer (Slide Deck Wireframe) R1	
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 LGTECE164 - Essential Compliance Ensurer (FISA Moderator's Report) R1	

DOCUMENT REGISTER

DOC ID	DOCUMENT	DESCRIPTION
LGTECE000	Document register	Register of documents in this set (This document)
LGTECE001	Essential Compliance Ensurer	Name of this manual suite; the product containing all these components.
LGTECE002	Course matrix	Visual map of the entire course for zooming in and out and for planning.
LGTECE010	Crucial notes	Crucial guidance and assistance for the purchaser on how to use this entire suite.
LGTECE012	Sample file and walkthrough	A guided walkthrough of the learning material suite and everything it includes.
LGTECE020	Document cover for re-design	Cover for you to brand. Given in PNG and Coral Draw RIF files for editing.
LGTECE050	Learner guide	Guide for the learner, and the master course file referred to in matrices.
LGTECE055	Learner guide lite	A lighter, more print-friendly version with any non-crucial images removed.
LGTECE060	Facilitator guide	Guide for the facilitator. NB Learner and facilitator guides given in PDF only.
LGTECE065	Slide deck wireframes	PowerPoint deck, wireframe, matches level 1,2 and 3 headings from learner guide.
LGTECE070	Assessor guide	Container for assessments: Formative, summative, & 2 FISAs (knowledge & prac).
LGTECE080	Moderator guide	For recording a moderator's review of the assessor's assessment.
LGTECE090	Lesson plan	Training and assessment scheduling, including module timing and class timetable.
LGTECE100	Learner formative assessment	Formative assessments are conducted at a basic level during training.
LGTECE105	Answers for formative assessment	The rubric / answers for the above test.
LGTECE120	Learner summative assessment	The learner is required to do this short test to gain access to the FISA as per QCTO.

LGTECE125	Answers for summative assessment	The rubric / answers for the above test.
LGTECE130	FISA generator password	Password to open the MS Excel Visual Basic coded FISA generator.
LGTECE140	FISA generator	Click a button & get a complete FISA (1.2 Quadrillion unique tests). Video demo.
LGTECE142	Knowledge: FISA learner test	Paste the generated knowledge FISA here, takes 60 seconds. See video demo.
LGTECE144	Knowledge: FISA rubric	The matching rubric for the test generated, as per QCTO formatting. See demo.
LGTECE160	FISA developer's report	Completed and signed off QCTO form for FISA approval by FISA developer.
LGTECE162	FISA developer's CV	CV of the person who developed the FISA (prac and knowledge).
LGTECE164	FISA moderator's report	Completed for you, but must be signed off by your moderator / invigilator.
LGTECE166	FISA confidentiality report	Template partially filled in only, this agreement is for the examiner (per cohort).
LGTECE170	Career pathway	Detailed OHS career pathway and guidance; includes diagrams.
LGTECE180	Letter of permission	Letter of permission from developer to user (use together with your invoice).
LGTECE200	QCTO curriculum document	QCTO curriculum and requirements (QAP is HWSETA).
LGTECE210	QCTO skills program document	QCTO curriculum and requirements (QAP is HWSETA).
LGTECE220	QCTO form 3 completed for you	QCTO form 3 (QCTO Implementation plan). See lesson plan as well (more practical).
LGTECE230	QCTO form 4 completed for you	QCTO form 4 (QCTO Learning material matrix).
LGTRAS210	QCTO skills program document	QCTO curriculum and requirements (QAP is HWSETA).
LGTRAS220	QCTO form 3 completed for you	QCTO form 3 (QCTO Implementation plan).
LGTRAS230	QCTO form 4 completed for you	QCTO form 4 (QCTO Learning material matrix).

The FISA Generator

Many learning material suppliers provide only a small number of static FISAs and expect training providers to manually rotate or rearrange them between cohorts.

Where the same assessment material is supplied to multiple training providers, the variety dries up quickly and manually shuffling questions in Word is very messy.

CAN YOU AFFORD TO REASSESS LEARNERS YOU TRAINED MONTHS AGO?



The QCTO is known to instruct training providers to **recall and re-assess learners (dating back months) if they did not use unique FISAs.**

HOW I'VE SOLVED THESE PROBLEMS USING SOFTWARE YOU ALREADY HAVE

The FISA generator supplied with this suite eliminates the problem in two ways:

1. **The FISAs are generated automatically** at the click of a button, removing the need to manually create, edit, or rotate assessments.
2. **The generators produce an exceptionally large number of unique FISAs,** ranging from tens of thousands to billions of possible FISA combinations.

This is achieved through two key features that no other supplier currently offers.

1. **A large question bank** containing more questions than are required for a single FISA. Questions are organised into categories and subcategories to ensure all curriculum outcomes are covered, and there is variety to select from.
2. **VBA code programmed into Excel** to select only some questions (e.g. two randomly chosen questions out of four available) from each category (e.g. there may be 16 in total) and provide a FISA table and a matching rubric table.

THE GENERATOR SUPPLIED WITH THIS SPECIFIC PROGRAM

For this program, one FISA generator is supplied to ensure that the FISA requirements of the QCTO curriculum are fully met. It generates a huge variety of unique tests, in keeping with QCTO requirements.

The FISA generator produces a learner assessment containing the generated FISA, relevant example data, space for the learner's answers, and the required assessment activities.

A matching rubric is also generated for each FISA and provides the expected answers or outcomes, competent and not yet competent criteria, marking guidelines, and pass marks.



The generator is coded into Microsoft Excel or Google Sheets, so you can use software you already have:

How to use this FISA generator	
NB	Ensure macros are enabled
NB	Do not change sheet names or column headings.
NB	You can edit the questions, hints, answers, outcomes and marks
NB	You cannot edit the code, categories or other cells that are part of the programming (you do not need to)
NOTE:	Variety (unique generated tests) for this generator is 1,125,899,906,842,624 (1.1 quadrillion)
	.
1	Got to the "Generator" sheet (this sheet)
2	Click the button below
3	It will generate two sheets called "FISA" and "Rubric"
4	If those sheets existed it will overwrite, otherwise it will generate them anew
5	Copy the test, paste it into your FISA and Rubric templates supplied (ms Word)
6	Generate Learner FISA and rubric and copy them both, they will match.
7	Do not copy learner FISA, click generate again, then copy Rubric, it will mismatch
Generate a unique FISA and matching Rubric	

The generator produces formatted tables for the FISA and rubric in a single click.
The questions reference example data given in learner FISA document.

Auto generated: Learner FISA (copy entire table and paste into the supplied file)

A	B	C	D	E	F
No.	Question	Hint	Your answer	Marks	
1	Which area of SafeServe Foods contains the chemical hazard?	Think chemicals.		5	
2	Identify one hazard in the scenario that could cause a person to slip.	Think about slipping.		5	
3	After identifying a hazard, what should you do next during a basic risk assessment?	Think about the risk.		5	
4	Why should risks be assessed before work begins?	Think about safety.		5	
5	Name one document used at SafeServe Foods to record workplace hazards.	Think about forms.	FISA Generated LimeGreenTraining.co.za FISA Generator Says: 24 questions were generated successfully. The FISA and Rubric sheets have been recreated. OK	5	
6	Name one document used to record the findings of a risk assessment.	Think risk.		5	
7	Where should an employee report a workplace hazard at SafeServe Foods?	Think reporting.		5	
8	Why should previous inspection reports be reviewed before conducting a workplace inspection?	Think previous findings.		5	
9	What does the serviced fire extinguisher inspection tag indicate?	Think inspection tag.		5	
10	What does the employee not wearing cut-resistant gloves indicate?	Think PPE.		5	

Auto generated: Matching rubric

A	B	C	D	E	F	G
Question	Expected answer	Competent outcome	Not Competent Yet outcome	Marks	C	NYC
1 Which area of SafeServe Foods contains the chemical hazard?	The chemical store (accept: the unlabelled spray bottle).	Correctly identifies the area or source of the chemical hazard.	Does not correctly identify the area or source of the chemical hazard.	5		
2 Identify one hazard in the scenario that could cause a person to slip.	Oil spilled on the floor near the fryers.	Correctly identifies the oil spill as the slip hazard.	Does not identify the oil spill as the slip hazard.	5		
3 After identifying a hazard, what should you do next during a basic risk assessment?	Assess or evaluate the risk associated with the hazard.	Correctly identifies risk assessment as the next step after hazard identification.	Does not correctly identify the next step in the risk assessment process.	5		
4 Why should risks be assessed before work begins?	To identify and control risks before people are exposed to them.	Correctly explains why risks should be assessed before work starts.	Does not correctly explain why risks should be assessed before work begins.	5		
5 Name one document used at SafeServe Foods to record workplace hazards.	Hazard Report Form (also accept Workplace Inspection Checklist if your learner guide allows it).	Correctly identifies a workplace document used to record hazards.	Does not identify a valid workplace document.	5		
6 Name one document used to record the findings of a risk assessment.	Risk Assessment Form.	Correctly identifies the Risk Assessment Form.	Does not identify a suitable risk assessment document.	5		
7 Where should an employee report a workplace hazard at SafeServe Foods?	Report the hazard to their supervisor (accept: follow the workplace hazard reporting process).	Correctly identifies the appropriate reporting channel.	Does not identify the correct reporting process or person.	5		
8 Why should previous inspection reports be reviewed before conducting a workplace inspection?	To identify previously reported hazards or recurring problems.	Correctly explains why previous inspection reports should be reviewed.	Does not correctly explain the purpose of reviewing previous inspection reports.	5		
9 What does the serviced fire extinguisher inspection tag indicate?	The fire extinguisher has been inspected/serviced and is ready for use.	Correctly interprets the meaning of the fire extinguisher inspection tag.	Does not correctly interpret the inspection tag information.	5		
10 What does the employee not wearing cut-resistant gloves indicate?	PPE is not being used correctly, increasing the risk of injury.	Correctly interprets the missing PPE as an increased workplace risk.	Does not correctly interpret the missing PPE as a workplace risk.	5		
11 Name one way workplace safety information is communicated at SafeServe Foods.	Daily toolbox talks.	Correctly identifies a method used to communicate a workplace safety information.	Does not identify a valid communication method from the scenario.	5		
12 Why are daily toolbox talks held at SafeServe Foods?	To communicate workplace health and safety information.	Correctly states the purpose of the daily toolbox talks.	Does not correctly state the purpose of the daily toolbox talks.	5		
13 After identifying a hazard, what should you do next?	Assess the risk associated with the hazard.	Correctly identifies risk assessment as the next step.	Does not correctly identify the next step in the process.	5		
14 When should an operational risk assessment be reviewed?	When equipment, processes or chemicals change.	Correctly identifies when an operational risk assessment should be reviewed.	Does not correctly identify when an operational risk assessment should be reviewed.	5		
15 Which workplace document should you use to record the risk assessment?	Risk Assessment Form.	Correctly identifies the Risk Assessment Form.	Does not identify the correct workplace document.	5		

The FISA looks like this once pasted into the MS word template.

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I've supplied the QCTO developer's report form filled in for you, along with the qualified developer's CV and ETDP SETA statement of results:

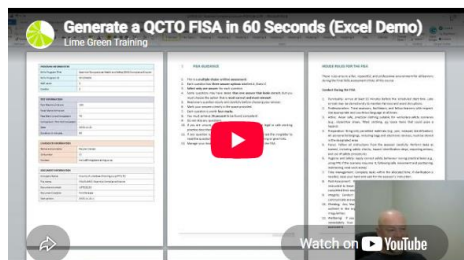
The image shows three QCTO developer's report forms filled in for you. The forms are titled 'QCTO DEVELOPER'S REPORT FORM' and contain various sections for reporting on the development of a programme. The forms are filled with text and tables, providing a detailed overview of the development process and the programme's content.

I've also filled in the QCTO FISA moderator report for you, but you'll need to get your moderator to sign it off since the moderator must be a different person.

The image shows a grid of QCTO FISA moderator reports filled in for you. The reports are titled 'QCTO FISA MODERATOR REPORT' and contain various sections for reporting on the moderation of a programme. The reports are filled with text and tables, providing a detailed overview of the moderation process and the programme's content. The grid consists of six reports arranged in two rows and three columns.

Here's a video demo of some of the generators I've built. Watch me create a FISA and rubric in 60 seconds:

<https://limegreentraining.co.za/fisa-generator-qcto-skills-programmes/>

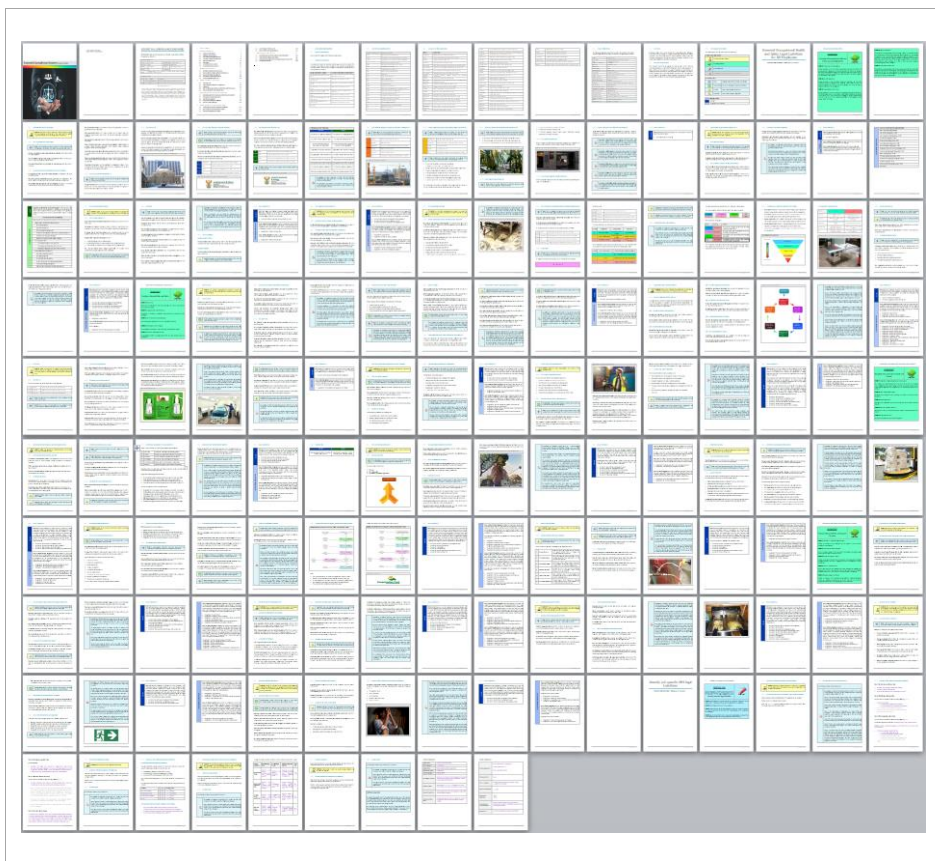


Learner Guides

The learner guide is written by a qualified, experienced writer who understands instructional design. Not just that, they are also beautiful.

The main learner guide is master document of the suite.

Two versions are supplied. A full learner guide, and a **print-friendly version** with non-essential images removed.



Here are some close-ups of the learner guide:

Incident	An unplanned event that caused or could have caused harm.
Inspector	A government officer who checks if workplaces follow the relevant Act.
In the Name of Safety	Doing something to make the workplace safer.
Legal Liability	Being legally responsible when something goes wrong.
Machinery	Moving or powered equipment used to do work.
Mandate	The authority or instruction to do a task.
Manager (Mine)	The person in charge of daily mining operations.
Mandatory / Compulsory	Something the law says must be done.
Minister	The Minister of a certain department of government.
Mitigate	To make a risk or danger smaller or less potentially harmful.
Near Miss	An event that almost caused harm but didn't.
Occupational	Related to work or the workplace.
Operation	The daily work or activity of a business.
Owner (Mine)	The person or company that owns or controls a mine.
Perpetually	All the time or continuously.
Plant	Tools, machines, or systems used for work.
Presiding	Leading or being in charge of a meeting.
Professional Bodies	Organisations that set and check professional standards in a certain area or aspect of work.
Promulgated	Made official and published as law.
Realised	When potential danger actually happens in reality.
Record	Proof that something happened or was done, often a document.
Regulations	Detailed rules made under an Act.
Repealed	When a law or rule is officially cancelled.
Root Cause Analysis	Finding the real reason why an incident happened.

Safety	Being protected from harm or danger.
Safety	Often also means health (health and safety)
Systems of Work	The way tasks are planned and done safely.
Trade Union	A worker group that protects employee rights.
Under the Act	According to the specific law being discussed.
Vicarious Liability	When an employer is responsible for what an employee did.
Vocation	Doing a role with care and purpose, beyond just a duty or task or job.

3.1.9 NEMA: THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT



Note: NEMA aims to protect the environment of South Africa with the understanding that people are reliant on the environment for survival.

1. It aims to protect the environment through good management practices.
2. It aims to put people first and include them in decision making processes.
3. Eco systems that are vulnerable and stressed are given priority protection.

NEMA AIMS TO PROTECT THE ENVIRONMENT, INCLUDING SOUTH AFRICAN OCEANS



3.1.10 HSA: HAZARDOUS SUBSTANCES ACT



Note: HSA is an act that is specific to the control of substances which may cause injury, ill health, or death to humans.

MHSA	Regulations under MHSA are published together in the document called “Mine Health and Safety Regulations,” available on the Mine Health and Safety Council’s website (mhsc.org.za). This single set of regulations is divided into chapters and sections covering different aspects of mining safety.
REGULATIONS UNDER MHSA	(SOME) REGULATIONS UNDER MHSA
	Found in document “Mine Health and Safety Act No. 29 of 1996 & Regulations”
	Appointments and Administration (Chapter 1)
	Electricity (Chapter 3)
	Explosives (Chapter 4)
	Fires and Explosions (Chapter 5)
	Health and Safety Representatives and Committees (Chapter 6)
	Machinery and Equipment (Chapter 8
	Examples of some sub sections within a chapter
	Air compressors (8.1)
	Underground Railbound Transport (8.2)
	Lifting Equipment Regulations (8.5)...and so on
	Minerals Act Regulations (section of the document)
	Responsible Persons (Chapter 2)
	General Provisions (Chapter 3)
	Workmen (Chapter 4)
	Surface Protection (Chapter 5)
	Outlets, ladderways and travelingways (Chapter 6)
	Protection in Workings (Chapter 7)
	Lighting, Safety Lamps and Contraband (Chapter 15)



In practice: At GreenPine Sawmill (Pty) Ltd, workers operate saws, forklifts, and conveyors every day. During a routine shift, Sipho, a saw operator, noticed that sawdust had built up around the cutting area, making the floor slippery. Instead of ignoring it, he stopped his work, cleared the area, and reported the hazard to the safety representative.

SCENARIO: SAW BLADE AND SAWDUST ON THE FLOOR AT GREENPINE SAWMILL



OHS ACT	OHS Act provides the framework for workplace health and safety in South Africa. It defines the duties of employers and employees, requires systems for hazard identification and risk management, and emphasises training, supervision, and communication. Health and safety representatives and committees are also part of this framework, ensuring employee participation and continuous improvement in workplace safety. • Section 8: General duties of employers to their employees • Section 14: General duties of employees at work • Section 18: Functions of health and safety representatives • Section 20: Functions of health and safety committees
REGULATIONS UNDER OHS ACT	General Administrative Regulations echoes OHS Act by ensuring employees have access to the Act itself and a voice through health and safety committees. • Regulation 4: Copy of the Act General Safety Regulations supports OHS Act by turning its general duties into practical measures. <i>This is implied in:</i> • Regulation 2: Personal safety equipment and facilities

4.3.2 PPE GOES BEYOND CLOTHING

PPE is often thought of only as clothing or gear worn by employees, such as helmets, gloves, and boots. It is, but it goes beyond that.

PPE also includes items like safety signage, physical barriers that separate employees from dangerous machines, or emergency stations such as showers.

4.3.3 EXAMPLES OF PPE AND ITS PURPOSE



Note: General Safety Regulations under OHS Act lists many types of PPE in section two that may be necessary.

Head protection helps prevent injury from falling objects, low ceilings, or splashing chemicals. E.g. hard hats, bump caps, and helmets.

Eye and face protection shields the eyes and face from flying particles, sparks, bright light, or chemical splashes. E.g. safety goggles, face shields, welding helmets.

Ear protection reduces exposure to harmful noise levels that can cause hearing loss. E.g. earplugs and earmuffs.

Breathing protection keeps harmful dusts, fumes, vapours, or gases out of the lungs. E.g. dust masks, respirators, or supplied-air systems.

Hand protection prevents cuts, burns, and chemical contact. E.g. gloves made of rubber, leather, or specialised materials.

Body protection covers the torso and limbs against heat, chemicals, sparks, or sharp edges. E.g. overalls, aprons, high-visibility vests, flame-resistant clothing.

Foot protection protects against slips, falling objects, sharp items, or electrical hazards. E.g. steel-toe boots, slip-resistant shoes, gumboots.



Employees elect safety representatives from among their peers through a clear and transparent election process. The employer then delegates their appointment in writing.

Reporting is central to how safety representatives do their job. They collect hazard and incident reports from employees, pass them to the employer, and follow up to ensure action is taken.

Legislation ensures safety representatives are taken seriously and not silenced, victimised, or outnumbered at committee meetings. There are penalties for employers who obstruct safety representatives in carrying out their work.

Safety representatives are entitled to access safety information, discuss concerns with management, and take part in safety activities during working hours.

Employers have a duty to inform safety representatives about hazards and incidents at the workplace.

KNOWLEDGE

Employer Responsibilities and Support Systems



KM01-KT04

KM0101: Provision of a Safe Working Environment:

Provide an overview of the employer's duty to provide a safe and healthy workplace for all employees.

KM0102: Training and Awareness Programs:

Discuss and give examples of the requirements for employers to provide ongoing training and education on health and safety.

KM0103: Incident Management Systems:

Provide an overview of the systems that are in place for managing and investigating workplace incidents and hazards. Highlight the role of all employees in incident management.

KM0104: Access to Safety Resources:

Discuss what resources the employer must make available and highlight what employees must do in cases where the resources are inadequate or not available. Availability of resources, such as PPE and safety information, for employees.

KM0105: Employee Support and Welfare:

Provide an overview of the employer's responsibility for supporting employee health and wellbeing, including mental health resources and assistance programmes. Also touch on issues relating to post traumatic stress.

General Administrative Regulations *implies* and supports the employer's duty under OHS Act to keep the workplace safe and healthy. It shows how safety should be organised and recorded in practice. Employers must keep copies of OHS Act, store health and safety records, and talk to employees about safety representatives. They must also report and record incidents, investigate what happened, and make sure problems are fixed.

- Regulation 4: Copy of the Act
- Regulation 5: Health and safety committee
- Regulation 6: Negotiations and consultations before designation of health and safety representatives
- Regulation 8: Reporting of incidents and occupational diseases
- Regulation 9: Recording and investigation of incidents

General Safety Regulations *implies* and supports the employer's duty under OHS Act to keep the workplace safe and free from harm. It focuses on preventing accidents through safe equipment, safe practices, and proper training. Employers must make sure that workers have the right protective gear, that first aid and emergency procedures are in place, and that hazardous work such as confined space entry or elevated work is done safely. These rules turn the general duty of care into clear, practical actions that protect employees every day.

- Regulation 2: Personal safety equipment and facilities
- Regulation 3: First aid, emergency equipment and procedures
- Regulation 5: Work in confined spaces
- Regulation 6: Work in elevated positions
- Regulation 8: Stacking of articles
- Regulation 9: Welding, flame cutting, soldering and similar operations

PRACTICAL SKILL

Apply Vigilance and Hazard Awareness to interpret OHS Legal obligations and identify potential legal liabilities.



PM01-PS01

PA0101: Review relevant occupational health and safety laws, regulations, and the organisation's safety policies and procedures applicable to the workplace.

PA0102: Identify potential hazards in the workplace.

PA0103: Determine the specific legal obligations related to hazard management and assess how identified hazards could lead to legal liabilities for the organization and employees.

PA0104: Record all identified hazards and potential legal liabilities and report them to the appropriate supervisors or safety personnel for further action.

7.2.3 PRACTICAL STEPS TAKEN AND RESULTING OUTCOMES:

HAZARD IDENTIFICATION AND RISK ASSESSMENT

Using the GreenPine Sawmill scenario, list hazards that may cause harm in the sawmill’s timber-processing area. For each hazard, rate:

- Probability (P): likelihood of the incident occurring
- Consequence (C): severity of possible injury or damage
- Frequency (F): how often exposure to the hazard occurs

Then calculate the Risk Rating ($P \times C \times F$) and decide whether it is Low, Medium, or High.

For each high or medium risk, recommend control measures using the Hierarchy of Controls.

HAZARD	P	C	F	RATING	LEVEL
<i>Exposed saw blade</i>	3	3	3	27	High
<i>Sawdust and off-cuts</i>	2	2	3	12	Moderate
<i>Forklift near pedestrians</i>	3	3	3	27	High
<i>Noise</i>	3	2	3	18	High

RECOMMEND SUITABLE CONTROLS (HIERARCHY OF CONTROLS)

- *Exposed saw blade: Replace guard, add barrier, update procedure.*
- *Sawdust and off-cuts: Improve cleaning schedule, enforce housekeeping.*
- *Forklift routes: Separate traffic lanes, add warning signs, high-visibility vests.*
- *Noise: Provide sound dampening enclosure and PPE.*

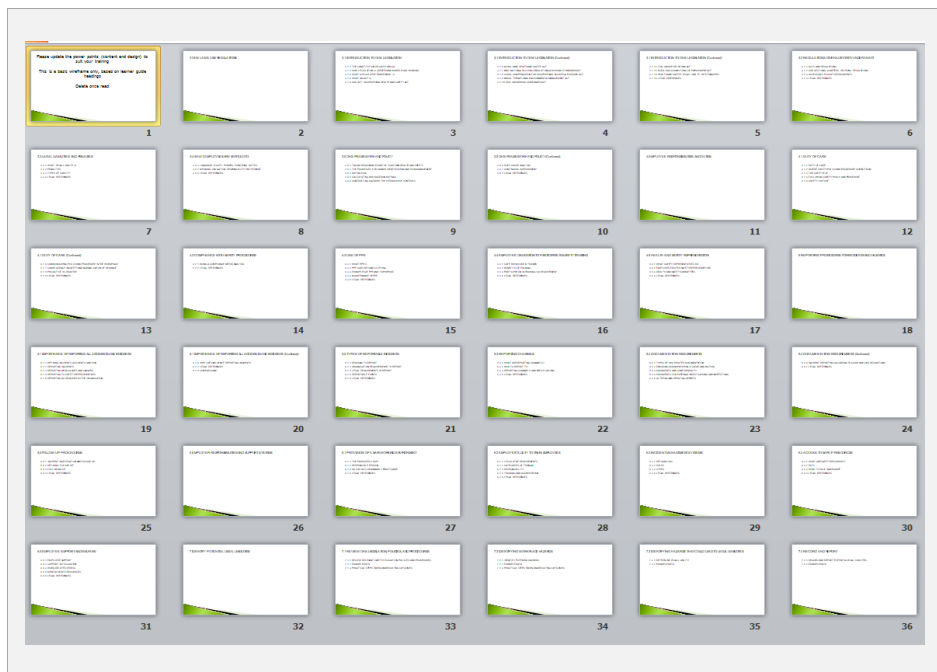
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Slide deck

The **fully editable Slide Deck Wireframe** gives facilitators a professionally planned presentation that can be completed in a fraction of the time while still reflecting their own branding and delivery style.

The **PowerPoint** is the **exact structure of the Learner Guide**, with headings presented in the same order.

Because the **Learner Guide** is already aligned to the curriculum, the wireframe provides a solid presentation skeleton.



Formative and Summative Assessments (Not the FISA)

I've made testing and assessment as easy as they can be...

QCTO requires formative and summative assessments are completed by the learner. These must be done, but the exact amount of this testing is not prescribed.

This learning material suite includes both formative and summative assessments that are compliant, but also understanding of the fact that the FISA is excessive.

Both these assessments are provided for you and include the question papers and matching answers.

ESSENTIAL COMPLIANCE ENSURER
 (P. 14) Essential Compliance Ensurer (Formative Assessment)

HOW TO USE
 Read the **Essential Compliance Ensurer** (P. 14) and then use the **Formative Assessment** (P. 15) to test your knowledge.

INSTRUCTIONS TO LEARNER
 This is the **Formative Assessment** for the **Essential Compliance Ensurer** (P. 14) and you must complete it before you attempt the **Summative Assessment** (P. 16).
 The **Formative Assessment** consists of 10 questions. You must answer all 10 questions. The **Summative Assessment** consists of 10 questions. You must answer all 10 questions.

INTERNAL FORMATIVE ASSESSMENT
 Answer all 10 questions. You must answer all 10 questions. The **Summative Assessment** consists of 10 questions. You must answer all 10 questions.

SCORING
 The **Formative Assessment** consists of 10 questions. You must answer all 10 questions. The **Summative Assessment** consists of 10 questions. You must answer all 10 questions.

FORMATIVE ASSESSMENT
 Answer all 10 questions. You must answer all 10 questions. The **Summative Assessment** consists of 10 questions. You must answer all 10 questions.

SECTION 1: Multiple Choice Questions (10 marks)
 1. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 2: Multiple Choice Questions (10 marks)
 2. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 3: Multiple Choice Questions (10 marks)
 3. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 4: Multiple Choice Questions (10 marks)
 4. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 5: Multiple Choice Questions (10 marks)
 5. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 6: Multiple Choice Questions (10 marks)
 6. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 7: Multiple Choice Questions (10 marks)
 7. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 8: Multiple Choice Questions (10 marks)
 8. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 9: Multiple Choice Questions (10 marks)
 9. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

SECTION 10: Multiple Choice Questions (10 marks)
 10. Which of the following is not a principle of the **Essential Compliance Ensurer** (P. 14)?
 a. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 b. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 c. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).
 d. The **Essential Compliance Ensurer** (P. 14) is a principle of the **Essential Compliance Ensurer** (P. 14).

Assessor and Moderator Guides

There are similarities in how the assessor and moderator guides were used for the **SETA system**, but it is different for **QCTO training** since the FISA is the result that declares the learner competent, not a POE (portfolio of evidence) as such.

Nonetheless, **for QCTO compliance you are still recording evidence of assessments** (formative, summative, and FISA) for every skills program. You are also moderating the assessor's assessment which also needs to be recorded.

As a result I've stuck with the **hierarchy system** I used before, but changed it up a little. There are fewer tables in the assessor guide; you simply include your FISA and rubric instead (which is what QCTO requires) as appendices.

The moderator guide then has a table where the moderator agrees or disagrees with the findings of the assessor for each module and sub-module. The guide also becomes a "how to" for the moderator, and a container for attachments (e.g. CV's)

Assessor guide										Moderator guide									
																			
																			
																			
																			

The QCTO Matrix and Implementation Plan

QCTO FORMS 3 AND 4

You are supplied with QCTO Forms 3 and 4 fully filled in for you.

QCTO Form 3: Implementation plan for course

The image displays seven instances of QCTO Form 3: Implementation plan for course. The forms are organized into two rows. The top row contains four forms, and the bottom row contains three. Each form includes sections for course details, implementation plan, and various tables for tracking progress and resources.

QCTO Form 4: Learning material matrix (aligned to learner guide)

The image displays four instances of QCTO Form 4: Learning material matrix (aligned to learner guide). Each form contains a detailed matrix with columns for learning materials and learner guide outcomes. The matrices are filled with specific course information and outcomes.

A VISUAL COURSE MATRIX

QCTO Forms 3 and 4 are not practical for planning and delivering training; they are simply designed for compliance.

This suite includes tools that really simplify course planning, and does so in a practical way that training providers will appreciate every day.

The Course Matrix provides a clear, colour-coded, one-page visual overview of the entire skills programme.

It shows the hierarchy and alignment of the curriculum, allowing you to zoom in for detail or out for the bigger picture when planning and delivering training.

Essential Occupational Health and Safety (OHS) Compliance Enabler, NOF LEVEL 2, CREDITS 2				300385-000-00-K4001, Essential Occupational Health and Safety Legal		300385-000-00-K4001, Essential Occupational Health and Safety Legal	
III	Employee Responsibilities and Duties:	KM-01-KTO 2	100001	5.1	100001	The essential workplace-level competencies to enable the employee's duty to be responsible care of their own health and safety and that of others.	
			100002	5.2	100002	Compliance with Safety Procedures	Importance of adhering to established safety procedures and procedures in the workplace.
			100003	5.3	100003	Essence and purpose of the importance of adhering to established safety procedures and procedures in the workplace.	Importance of adhering to established safety procedures and procedures in the workplace.
			100004	5.4	100004	Essence and purpose of the importance of adhering to established safety procedures and procedures in the workplace.	Importance of adhering to established safety procedures and procedures in the workplace.
			100005	5.5	100005	Participation in Safety Training	The obligation to participate in safety training and development programs.
			100006	5.6	100006	Health and Safety Responsibilities	Essential workplace-level competencies to enable the employee's duty to be responsible care of their own health and safety and that of others.
	Reporting Procedures for Incidents and Hazards	KM-01-KTO 3	100007	5.1	100007	Importance of Reporting Incidents and Hazards	The importance of reporting incidents and hazards to the workplace and the community. Highlight the importance of reporting incidents and hazards to the workplace and the community.
			100008	5.2	100008	Types of Reporting Incidents and Hazards	Importance of reporting incidents and hazards to the workplace and the community. Highlight the importance of reporting incidents and hazards to the workplace and the community.
			100009	5.3	100009	Reporting Channels	Overview of the appropriate channels and personnel to whom incidents should be reported.
			100010	5.4	100010	Reporting Channels	Overview of the appropriate channels and personnel to whom incidents should be reported.
			100011	5.5	100011	Reporting Channels	Overview of the appropriate channels and personnel to whom incidents should be reported.
			100012	5.6	100012	Reporting Channels	Overview of the appropriate channels and personnel to whom incidents should be reported.
	Employer Responsibilities and Support Systems	KM-01-KTO 4	100013	5.1	100013	Provision of a Safe Working Environment	Provision of a safe working environment for the employee's duty to be responsible care of their own health and safety and that of others.
			100014	5.2	100014	Provision of a Safe Working Environment	Provision of a safe working environment for the employee's duty to be responsible care of their own health and safety and that of others.
			100015	5.3	100015	Provision of a Safe Working Environment	Provision of a safe working environment for the employee's duty to be responsible care of their own health and safety and that of others.
			100016	5.4	100016	Provision of a Safe Working Environment	Provision of a safe working environment for the employee's duty to be responsible care of their own health and safety and that of others.
			100017	5.5	100017	Provision of a Safe Working Environment	Provision of a safe working environment for the employee's duty to be responsible care of their own health and safety and that of others.
			100018	5.6	100018	Provision of a Safe Working Environment	Provision of a safe working environment for the employee's duty to be responsible care of their own health and safety and that of others.
III	Risk Assessment and Hazard Identification	PM-01-P501	7.0001	7.1	700001	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.
			7.0002	7.2	700002	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
			7.0003	7.3	700003	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
			7.0004	7.4	700004	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.
			7.0005	7.5	700005	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.
			7.0006	7.6	700006	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
	Risk Assessment and Hazard Identification	PM-01-P501	7.0007	7.1	700007	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.
			7.0008	7.2	700008	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
			7.0009	7.3	700009	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
			7.0010	7.4	700010	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.
			7.0011	7.5	700011	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.
			7.0012	7.6	700012	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
	Risk Assessment and Hazard Identification	PM-01-P501	7.0013	7.1	700013	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.
			7.0014	7.2	700014	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
			7.0015	7.3	700015	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
			7.0016	7.4	700016	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.
			7.0017	7.5	700017	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.
			7.0018	7.6	700018	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.
Risk Assessment and Hazard Identification	PM-01-P501	7.0019	7.1	700019	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	
		7.0020	7.2	700020	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.	
		7.0021	7.3	700021	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.	
		7.0022	7.4	700022	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	
		7.0023	7.5	700023	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	
		7.0024	7.6	700024	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.	
Risk Assessment and Hazard Identification	PM-01-P501	7.0025	7.1	700025	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	Review relevant occupational health and safety laws, regulations, and the organization's safety policies and procedures.	
		7.0026	7.2	700026	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.	
		7.0027	7.3	700027	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.	
		7.0028	7.4	700028	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	Review the specific legal obligations related to hazard management and ensure that hazard management is integrated into the organization's safety policies and procedures.	
		7.0029	7.5	700029	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	Review all identified hazards and potential legal liabilities and report them to the appropriate government or safety agency.	
		7.0030	7.6	700030	Identify potential hazards in the workplace.	Identify potential hazards in the workplace.	

The Lesson Plan is a practical course timing and planning system. Created by a facilitator, it takes the guesswork out of course timing

There is a reason many freelance facilitators insist on using Lime Green learning material wherever they train. Some refuse to train with any other material.

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User support and guidance

REVISIONS

All LimeGreenTraining.co.za material is periodically revised, and updates are distributed to users. To date suites have been updated without charge.

Examples include nine revisions to the QMS, first aid manuals that have been revised annually, and OHS manuals and FISA systems that are constantly improved.

CRUCIAL NOTES AND GUIDANCE

The first point of support is the Crucial Notes document, which provides comprehensive written guidance to you, the user on purchase. The QCTO training environment is complex, and this guide helps you navigate those waters.

It helps you implement the training program successfully, while avoiding common pitfalls. It is built on years of practical experience, and explains how curriculum ambiguities and complexities have been addressed within the learning material.

The screenshot displays the LimeGreenTraining.co.za user interface. On the left, a sidebar navigation menu lists various document sections, with '8. ONGOING SUPPORT' highlighted in yellow. The main content area shows a document titled '3. FISA (FINAL INTEGRATED SUMMATIVE ASSESSMENT)'. The document text includes:

3. FISA (FINAL INTEGRATED SUMMATIVE ASSESSMENT)

The **Final Integrated Summative Assessment (FISA)** is conducted after the learner has successfully completed the Internal Summative Assessment and has been granted entry to the FISA.

Because QCTO requires a unique test every time (every cohort) this learning material includes:

1. Knowledge (written) FISA Generator to create unique tests (FISAs) and matching rubrics from a given question bank.
2. Knowledge (written) FISA template to paste the generated test into.
3. Knowledge (written) FISA Rubric template to paste the generated test into.
4. Practical (written) FISA Generator to create unique tests (FISAs) and matching rubrics from a given question bank.
5. Practical (written) FISA template to paste the generated test into.
6. Practical (written) FISA Rubric template to paste the generated test into.

All three types of testing must be done. Formative, Summative, and Final Summative (FISA), which has two subtypes: knowledge and practical.

6. COMPENSATING FOR A VAGUE CURRICULUM

The curriculum is quite vague and non-specific. The writing goal has therefore been to include all practical components, Exit Level Outcomes, Internal Assessment Criteria, and applied knowledge within the knowledge sections so there is a solid foundation to build on before learners move into the practical component.

There are three knowledge topics and six practical activities. Personally, I believe there should be one aligned practical for each knowledge topic. This is what good curriculum writing looks like.

In the absence of that, I included the curriculum requirements for the knowledge component and then strategically embedded the practical concepts within the knowledge sections as well.

The first knowledge section is very introductory. The second progresses to the methods, techniques, behaviours, and processes used to identify hazards and assess risks. The third focuses on managing those concepts through risk rating, prioritisation, corrective actions, hazard controls, monitoring, and continuous improvement.

By the time learners reach the practical sections, every practical activity should already have a knowledge foundation. The practical component is therefore intended to apply and reinforce knowledge, rather than introduce significant new concepts for the first time.

This approach also better prepares learners for both the written and practical components of the FISA.

7. CURRICULUM ERRORS AND HOW THEY WERE DEALT WITH

LEGACY TEMPLATE ISSUES

The curriculum refers to "Green Hydrogen Production skills program" on page 7 (LGT004210). This is an error by the curriculum designer who was probably using terminology from "Green Hydrogen" program to identify new credits to use, and it.

Maybe this provides a clue as to why there is so much testing in this program. I applied a template made for a 200 national hour program on HQ level four, and four program on HQ level three, without re-considering the amount of testing.

NON-SEQUENTIAL NUMBERING

Incoherent / non-sequential numbering of UOs. The numbering does not follow the sequence. An FISA applies to occupational qualifications, not skills programs. 5 FISA, not an FISA.

IT'S FISA, NOT FISA

The curriculum for this QCTO skills program, like others, states that the leg is incorrect. An FISA applies to occupational qualifications, not skills programs. 5 FISA, not an FISA.

Every QCTO skills program curriculum I have reviewed so far contains this one practice. But note that during learner environment, you may occasionally encounter the distinction between an FISA (conducted by an AQF level 4 provider). You may need to explain the difference, but do not attempt to simplify applicable to skills programs. More here: <http://limegreentraining.co.za/blog>

8. ONGOING SUPPORT

I hope these notes help you execute training that is successful and compliant.

Get support here:

- <http://limegreentraining.co.za/>
- info@limegreentraining.co.za

Get more products here: <http://limegreentraining.co.za/shop/>

IN-DOCUMENT HELP AND GUIDANCE

Help and guidance are also built directly into the individual documents supplied with this material.

Look for **How to Use boxes**, notes, instructions and explanations throughout the suite. These explain what each document is for, how it should be used.

WEBSITE: KNOWLEDGE HUB

The website **LimeGreenTraining.co.za** contains over 100 searchable articles on compliance and accreditation that hundreds of training providers use every month.



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I've published a 6- point learning material Terms of Use, not to restrict good training, but, [Read More](#)

January 21, 2026

Missed The QCTO Private SDP Engagements? We've Got You

If you weren't able to attend the QCTO Private SDP Stakeholder Engagements, the article, [Read More](#)

November 16, 2025

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