

DEKRA's CURRICULUM:



Health & Welfare SETA Provider Accreditation Number **HW592PA0600258**

Learning Programme	Description of Learning Programmes and Unit Standard Alignment	Duration	NQF Level	Credit
SHE Legislation	<p>Key requirements of the following legislation will be covered:</p> <ul style="list-style-type: none"> - The Constitution; Atmospheric Pollution Prevention Act and / or National Environmental Management: Air; Quality Act; Constitution and Common Law Principles; Environment Conservation Act; National Environmental Management Act; National Environmental Management: Biodiversity Act; National Water Act; Water Services Act; National Health Act; National Building Regulations and Building Standards Act; National Road Traffic Act; Typical provincial and local legal requirements relating to: Noise control; Public health; Waste management; Sewage and effluent; Smoke control; Water supply <p>COURSE CONTENT:</p> <ul style="list-style-type: none"> Corporate Governance and other driving forces for compliance - Overview of general legal liabilities for SHE - Criminal Liability – Common Law: Culpable Homicide - Criminal Liability – OHS Act - Employers and Employee general duties - Health and Safety management system - Consequences of non-compliance - Liabilities and duties created by Construction Regulations 	<p>1 day</p>	<p>4 /5</p>	
COID ACT	<p>On completion of this course the learner will be able to:</p> <ul style="list-style-type: none"> • Distinguish between common law and legislation, criminal and civil liability and explain to which the COID Act has relevance. • Define the COID Act. • Define the requirements of the Act relating to claims for compensation, including compensation for occupational injuries. • Define the requirements of the Act for claims for compensation, determination and calculation of compensation for occupational diseases. • Define the requirements of the Act for claims for medical aid provisions, obligations of employers and legal proceedings. • Provide an overview of general provisions and schedules contained in the Act. 	<p>1 day</p>	<p>4 /5</p>	

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	<p>Duties of Employers</p> <ul style="list-style-type: none"> • Registration • Assessments • Other Administrative Duties <p>Accident Reporting</p> <ul style="list-style-type: none"> • What is regarded as an accident in terms of the Act • The meaning of “out of and in the course of employment” • What forms need to be completed and how <p>Compensation</p> <ul style="list-style-type: none"> • Different types of compensation • When is compensation payable • How is compensation calculated <p>Other Remedies</p> <ul style="list-style-type: none"> • Claim for increased compensation • Civil claims (Third Parties) • Objections, appeals and court applications 			
SHEQ Awareness	<p>Unit standard 116527: <i>Demonstrate knowledge pertaining to basic health and safety principles in and around a work place.</i></p> <p>Persons credited with this unit standard are able to explain the specific requirements pertaining to application of personal protective equipment, compliance to general safety rules, emergency procedures, good housekeeping and employer and employee duties with regards to health & safety in a workplace.</p>	1 day	1	2
Hazard Identification and Response	<p>Unit standard 115101: <i>Address workplace hazards and risks.</i></p> <p>Persons credited with this part of the unit standard are able to explain the specified requirements to identify and deal with hazards, prepare and plan for hazard identification, conduct inspections, report on inspections and initiate remedial and follow-up action for hazards and associated risks identified in a workplace.</p> <p>Four (4) credits will only be awarded when the candidate has completed “Hazard ID and response” as well as “SHE inspections”.</p>	2 days	2	2
SHE Inspections	<p>Unit standard 115101: <i>Address workplace hazards and risks.</i></p> <p>Persons credited with this part of the unit standard are able to explain the specified requirements to identify and deal with hazards, prepare and plan for hazard identification, conduct inspections, report on inspections and initiate remedial and follow-up action for hazards and associated risks identified in a workplace.</p> <p>Four (4) credits will only be awarded when the candidate has completed “SHE inspections” as well as “Hazard ID and response”.</p>	2 days	2	2

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Incident Investigation	<p>Unit standard 115087: <i>Conduct a preliminary incident investigation into workplace health, safety and environmental incidents.</i></p> <p>Persons credited with this unit standard are able to conduct preliminary workplace incident investigations related to SHE incidents.</p>	2 days	2	2
SHE Representative Activities	<p>Unit standard 116518: <i>Conduct safety and health representation activities.</i></p> <p>Persons credited with this unit standard are able to perform safety, health and environmental representation activities and know health & safety legislation relevant to the functions, duties and responsibilities of health & safety representatives at a working place. (Combines theory and practical learning).</p>	2 days	2	2
SHE Representative Construction	<p>This learning programme is aligned to incorporate unit standards 116518 (SHE representative activities), 115101 (Hazard ID & response), as well as the responsibilities in relation to the Construction Regulations</p> <p>Persons who have attended this learning programme will have knowledge of health & safety legislation relevant to the functions, duties and responsibilities of health & safety representatives at a construction working environment.</p>	2 days	2	2
Risk Assessment	<p>This learning programme is aligned to the new Unit standard 244287 <i>Conduct a baseline risk assessment and take appropriate action</i> and will be presented to the HWSETA for approval shortly</p> <p>Persons credited with this unit standard will be competent to prepare for, conduct and initiate remedial and follow-up actions for identified hazards and assessed risks in terms of a baseline risk assessment. (Learners will be required to complete a practical assignment.)</p>	2 days	5	
Supervisor SHE Training	<p>This learning programme is aligned to Unit standard 116520: <i>Apply safety, health and environmental principles and procedures in a workplace.</i> Persons who have attended this learning programme are able to explain SHE requirements in a workplace, apply SHE principles and procedures in a workplace, and exercise SHE responsibilities. (Learners will be required to complete a practical assignment)</p>	3 days	2	
SHEMTRAC (pre-requisite Supervisor SHE Training or equivalent)	<p>This learning programme is aligned to the new unit standard Unit standard 244283 <i>Facilitate the development, implementation and maintenance of a safety, health and environment management system</i> and will be presented to the HWSETA for approval shortly</p> <p>Persons credited with this unit standard will have an understanding of the basic requirements necessary to implement, maintain and monitor a DEKRA Industrial South Africa , SHE Management System, which is aligned with the OHSAS 18000 and ISO 14000 Standards. (Learners will be required to complete a practical assignment)</p>	10 days	5/6	10

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ISO 9001:2008	<p>ISO 9000:2000 is based on eight quality management principles.</p> <p>Some of the major changes which have been made as a consequence of this are as follows:</p> <ul style="list-style-type: none"> • ISO 9000 has a totally new structure, and it does no longer uses the twenty elements , but follows a process approach, which is more the way businesses operates today. • Emphasis is now placed on the requirements for quality management rather than a quality assurance system. • Now only one management system standard is required, i.e. ISO 9001, where previously there where three requirement standards: ISO 9001, ISO 9002 and ISO 9003. • Greater compatibility has been achieved with the ISO 14001 Environmental and OHSAS 18001 Occupational Health and Safety System Standards. 	1 day	2/3	
Introduction to the OHS Act	Persons who have attended this learning programme are able to explain the basic principles of relevant current Occupational health & safety legislation and the consequences of non-compliance.	1 day	4	-
Confined Space Entry	<p>Part of the submitted unit standard 120359 (Specific outcome 3): <i>Monitor report and make recommendations on the specified requirements that apply to permit to work systems in a working environment.</i></p> <p>Persons who have attended this learning programme will be able to describe the requirements applicable to a confined space entry permit.</p>	1 day	4	-
Environmental Impact Assessment	<p>Environmental Impact Assessments have always been a major frustration for all parties involved in any listed development. The latest EIA regulations have gone a long way to structure the application process, but what is still lacking are the capabilities and resources to easily compile a successful Basic Assessment Report or a full Environmental Impact Assessment. This training has been designed to guide the practitioner in the direction of resource based application development and to integrate management principles in every step of the application process. It teaches the practitioner to have a holistic view in application development, which is a cardinal component in environmental management.</p> <p>EIA PROCESS</p> <ul style="list-style-type: none"> • Pre application activities • Application by the applicant • Submission of Application • Assessment of the Application • Application with Basic Assessment • A basic assessment report shall contain; • Application with a plan of EIA, or full EIA study report and EMP • Considerations for the issue of environmental authorizations • Applications subject to basic assessment (GN. R. 385) • Application subject to scoping (GN. R. 385) • Application subject to environmental impact assessment (GN. R. 385) • Application subject to draft environmental management plans (R. 385) 	1 day	5	

Learning Programme	Description of Learning Programmes and Unit Standard Alignment	Duration	NQF Level	Credit
ISO 14001	<p>Overview of Environmental Management Systems (Introduction)</p> <ul style="list-style-type: none"> • What is an EMS? • What is the motivation for implementing an EMS? • How should an EMS be structured? <p>What is ISO and ISO 14001?</p> <ul style="list-style-type: none"> • How is ISO 14001 structured? • Lifecycle of ISO 14001 • Overview of the all Clauses in the ISO 14001 standard and their requirements. • All the requirements of the clauses are explained and how they link to one another in the ISO 14001 lifecycle. • Understanding of how the clause is applicable to your company. • How it needs to be implemented and maintained. • Practical tips on common problems encountered with operational control on site (waste, pollution control, HCS, contractor management) <p>Practical exercises undertaken throughout the day.</p>	1 day	2/3	
OHSAS 18001:2007	<p>This course provides an awareness overview of Occupational Health and Safety (OH&S) Management System and OHSAS 18001:2007 standard.</p> <p>Key Benefits Understand the purpose of an Occupational Health and Safety Management System Understand the OHSAS 18001 requirements</p> <p>Course Content What is an Occupational Health and Safety (OH&S) Management System? Rationale and Benefits of an Effective OH&S Management System to OHSAS 18001:2007 Standard Features of OHSAS 18001:2007 Standard Roadmap to develop and implement an OH&S Management System Key Success Factors for an effective OH&S Management System Overview of Certification Process</p> <p>Training Methodology Training will be conducted in a lecture format.</p> <p>Who Should Attend SHEQ Managers, Executives, Risk Managers, and Health & Safety Professional who are responsible for developing, Implementing and/or maintaining the OH&S Management System based on the OHSAS 18001:2007 standard.</p>	1 day	3/4	
Safety, Health & Environmental Facilitation Learning Programme (SHEFAC)	<p>This learning programme is a combination of the following unit standards: Unit standard 117877: <i>Perform one-to-one training on the job (level 3, credits 4)</i> Unit standard 117870: <i>Conduct targeted training and development using given methodologies (level 4, credits 10).</i></p>	5 day	3 / 4	14

Learning Programme	Description of Learning Programmes and Unit Standard Alignment	Duration	NQF Level	Credit
Emergency Evacuation	<p>SAQA US ID: 116533</p> <p>Company evacuation wardens and staff responsible for evacuating staff during an emergency</p> <ul style="list-style-type: none"> • Legal requirements of emergency action plans and procedures • Different types of emergencies that may be encountered in a workplace • Requirements to provide equipment and symbolic signs • Alarm and communication systems • Evacuation routes • Evacuation teams • Control centers • Assembly points • Roles and responsibilities of evacuation team • Assisting disabled and injured <p>Learners credited with this Unit Standard are capable of:</p> <ul style="list-style-type: none"> • Discussing the different types of emergencies that may be encountered in the workplace. • Explaining emergency preparedness and demonstrating response appropriate to the situation. 	1 day	2	2
[HAZCHEM]- Convey Dangerous Goods By Road Course	<p>SAQA US ID : 123259</p> <p>The purpose of this course is to ensure safe loading, conveying and off- loading of dangerous goods according to legal and organisational requirements.</p> <p>Course content</p> <ol style="list-style-type: none"> 1. Comply with Relevant Legal Documentation requirements: <ul style="list-style-type: none"> • Legal Documentation • National Road Traffic Act 93 of 1996, Chapter VIII pertaining to the transportation of Dangerous Goods. 2. Dangerous Goods Terminology <ul style="list-style-type: none"> • Consignee, • Consignor, • Operator, • Qualified Person, etcetera 3. Exempt Quantities 4. Compatibility of Multiloads 5. Emergency Response Procedures 6. Drivers Duties, Documentation and behaviour 7. Loading and Off- loading procedures 8. Placarding 9. Personal Protective Clothing 10. Vehicle Stability 11. Fire Fighting Introduction 12. First Aid Introduction 13. Spill Kits 	3 days (Novice) 1 day (recertification)	3	4

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	<p>Course Outcomes: Credited learners are capable of:</p> <ol style="list-style-type: none"> 1. Complying with relevant legal documentation . 2. Applying safety and standard operating procedures during loading and off- loading. 3. Applying safety procedures in the event of an incident. 4. Complying with the requirements of SANS 10231 in terms of behaviour on route. 			
Construction Regulations	<p>All construction companies, including those small family businesses, have to identify their hazards, evaluate the risks and ensure proper implementation of control and preventative measures. The construction regulations, under the OHSAct (Act 85 of 1993) calls for, a Health and Safety plan, as well as Health and Safety specifications and these requirements are applicable to all construction work. One of the most crucial issues confronting our construction industry is the effective identification of hazards in the workplace and the resultant effective assessment of such risks. The lack of trained and skilled personnel to oversee and ensure adherence to the construction regulations, have resulted in many unfortunate incidents and even the unnecessary loss of lives. Although the workshop is directed towards empowering delegates to comply with the Construction Regulations, it will also empower all delegates to contribute to construction health and safety in general. THE</p> <p>CONSTRUCTION REGULATIONS</p> <ul style="list-style-type: none"> - OHSAct requirements applicable to construction work - Definitions - Scope of Application - SPECIFIC CLIENT DUTIES/REQUIREMENTS - Duties of the Client - Health and safety specifications - Duties of the Agent - Duties of the Designer - SPECIFIC PRINCIPAL CONTRACTOR DUTIES/REQUIREMENTS - The Principal contractor - Health and safety plan and risk assessment - Other contractors - IMPLEMENTATION REQUIREMENTS - Delegation of responsibilities - Technical aspects - CONTRACTOR MANAGEMENT BENEFITS 	1 day	4/5	
CONTROLLING HAZARDOUS / Dangerous Goods(STORAGE AND HANDLING)	<p>SAQA US Id: 8020 Module One – Hazardous / Dangerous Goods <u>The learner will be able to:</u> Identify and classify hazardous/dangerous goods in accordance with documentation packaging and labeling. Implement statutory requirements and their application in different work environments. Communicate information about the application of relevant legislation to ensure meticulous</p>	3 days	3	9

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	<p>compliance and to encourage all colleagues to apply such legislation in accordance with national and where applicable international safety and environmental standards. Understand; explain the potential hazards of dangerous goods.</p> <p>Module Two -The Hazchem Hazard Information System <u>The learner will be able to:</u> Collect, analyze, organize and critically evaluate information in order to select and apply the most efficient and safe method of handling different hazardous/dangerous goods. Manage and organize oneself when demonstrating initiative in selecting and utilizing personal protective equipment suitable to the freight type and class. Understand and explain the range of personal protective equipment worn during handling and storage of hazardous/dangerous freight/goods.</p> <p>Module Three - Transportation and Handling of Hazardous/Dangerous Goods <u>The learner will be able to:</u> Handle and store hazardous/dangerous goods in accordance with laid down safety standards, pollution and environmental requirements. Take the appropriate actions in the event of accidents or incidents in the handling of hazardous/dangerous goods. Understand; explain the range of personal protective equipment worn during handling and storage of hazardous/dangerous freight/goods. Identify and solve problems in applying the most appropriate method of damage control in the event of an accident. Understand and explain the categorization of hazardous/dangerous goods as it pertains to the selection and utilization of handling equipment, storage facilities and securing techniques. Understand and explain and apply relevant information sources available to maintain awareness in the handling and storage of hazardous/dangerous goods. Understand, explain and apply the principles to protect the environment and urban waste disposal systems.</p> <p>Module Four - Packing Requirements for Hazardous/Dangerous Goods. <u>The learner will be able to:</u> Understand, explain the Relevant legislation and international standards pertaining to the hazardous/dangerous freight/goods classification, handling environment, handling method and packaging and labeling requirements. Annex A – Nine Classes of Hazardous/Dangerous Goods (Informative, for reading purposes only – Not for examination purposes) Module Four - Packing Requirements for Hazardous/Dangerous Goods Annex B – Sample of Tremcards (Informative, for reading purposes only – Not for examination purposes) Annex C – Sample of Scale Card (Informative, for reading purposes only – Not for examination purposes)</p>			

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	<p>Annex D - Quantities for the Various Classes of Substances/Goods for which Placarding is not required (Informative, for reading purposes only – Not for examination purposes)</p> <p>Annex E – The Warehousing of Dangerous Goods – Enclosed storage areas and covered and uncovered outdoor storage areas. (Informative, for reading purposes only – Not for examination purposes)</p> <p>Summative assessment</p>			
<p>ISO 22000 Development and Auditing</p>	<p>The learning programme is presented in two modules which includes:</p> <ol style="list-style-type: none"> 1. Development of a FSMS to the requirements of ISO 22000:2005. 2. FSMS Auditing based on ISO 19011 with the focus on ISO 22000:2005 Food Safety Management Systems. <p>Purpose of the learning programme - module 1 & 2</p> <p>The purpose of the overall learning programme is to enable the learner to familiarize him/herself with the requirements of ISO 22000:2005 and to understand its application in order to develop, implement, verify, improve and update a food safety management system based on the requirements of this International Standard.</p> <p>The duration of the learning programme will depend on the current knowledge of the learners on management systems (typical ISO 9001 model), HACCP and auditing techniques and can therefore be altered to suit the needs and level of knowledge of the learners.</p> <p>Learning programme outcomes – Understanding module</p> <p>After completion of this learning programme, the learner will be able to:</p> <ul style="list-style-type: none"> • Understand the intent and contents of the ISO 22000 standard. • Understand how HACCP became a requirement in South Africa and what the building blocks for a food safety management system in South Africa are. • Develop a suitable PRP for his/her food handling business. • Understand the preliminary steps to a hazard analysis. • Do a hazard analysis. • Understand how to manage food safety hazards either through the HACCP plan or operational PRPs. • Do verification planning. • Understand what is involved in the control of nonconformities and the effective handling of potentially unsafe products. • Understand what the documentation requirements of ISO 22000 are. • Understand the responsibilities of management for the effective management of food safety. • Know the type and level of resources required for the development, implementation and maintenance of a food safety management system based on the requirements of ISO 22000. • Understand how to validate the food safety management system. • Understand how to verify the food safety management system so that evidence of effectiveness of the system can be provided. 	<p>5 days</p>	<p>5</p>	<p>12</p>

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	<ul style="list-style-type: none"> • Update and continually improve the food safety management system. • Understand the scope of ISO 22000 and its related requirements for an effective food safety management system. <p>Learning programme outcomes – Auditing module</p> <p>After completion of this learning programme, the learner will be able to:</p> <ul style="list-style-type: none"> • Understand the requirements of the ISO 22000 auditing clause requirement • Become familiar with the principles of auditing • Draw up, implement and measure an audit programme • Carry out effective audits based on the developed audit process • Write findings and classify the findings correctly against the appropriate requirement of the standard • Successfully select the most suitable auditor for an audit <p>Learning programme evaluation criteria</p> <p>The understanding module evaluation is normally discussed with the client as most of our training is project based and we evaluate the learners on the establishment of their HACCP plans. If not project based, a written evaluation will be carried out. The evaluation method has to be established with the client.</p> <p>The auditing module evaluation is classroom based. The evaluation will be scenario based and the learner will have to make use of the knowledge and skills learned in both modules to answer the relevant questions.</p>			
Advanced Fire fighting	<p>SAQA US id: 110075</p> <p>FIRE FIGHTING LEVEL 1</p> <p>Use of Fire Extinguishers</p> <p>Course Content</p> <ul style="list-style-type: none"> • Fire Introduction • Giving Warning of a Fire • The Burning Process • The Fire Tetrahedron • Classes of Fire • PPE • Extinguishing Mediums and Extinguishers • Fire Equipment Requirements • Methods of Operation • Operating Procedure • Care and Maintenance of Fire Equipment • How Fires Spread • Fire Prevention • Fire Hose Reels • Fire Buckets • Fire Blankets 	3 days	1	3

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	<ul style="list-style-type: none"> • Getting Out Alive • Lifting and Carrying Techniques • PRACTICAL: Outdoor Plan Fire to be extinguished by each delegate <p>FIRE FIGHTING LEVEL 2</p> <p>Basic Fire Fighting Techniques</p> <p>Course Content</p> <ul style="list-style-type: none"> • Fire Introduction • Giving Warning of a Fire • The Burning Process • The Fire Tetrahedron • Classes of Fire • PPE • Extinguishing Mediums and Extinguishers • Fire Equipment Requirements • Methods of Operation • Operating Procedures • Care and Maintenance of Fire Equipment • How Fire Spreads • Fire Prevention • Fire Hose Reels • Fire Buckets • Fire Blankets • Getting Out Alive • Lifting and Carrying Techniques • Fire Suppression with Hose and Hydrant Operations • Types of Fire Attacks • Emergency Plan Basics • PRACTICAL: Outdoor Plan Fire to be extinguished by each delegate <p>FIRE FIGHTING LEVEL 3</p> <p>Use of hand operated fire equipment</p> <p>Course Contents</p> <ul style="list-style-type: none"> • Fire Introduction • Giving Warning of a Fire • The Burning Process • The Fire Tetrahedron • Classes of Fire • PPE • Extinguishing Mediums and Extinguishers • Fire Equipment Requirements • Methods of Operation 			

Learning Programme	Description of Learning Programmes and Unit Standard Alignment	Duration	NQF Level	Credit
	<ul style="list-style-type: none"> • Operating Procedures • Care and Maintenance of Fire Equipment • How Fire Spreads • Fire Prevention • Fire Hose Reels • Fire Buckets • Fire Blankets • Getting Out Alive • Lifting and Carrying Techniques • Fire Suppression with Hose and Hydrant Operations • Types of Fire Attacks • Emergency Plan Basics • Automatic Sprinkler System • Fire Prevention – Principles & Techniques • PRACTICAL: Hose and Hydrant Running by delegates 			
First aid	<p>SAQA US ID: 119567</p> <p>FIRST AID LEVEL 1</p> <p>Course Content</p> <ul style="list-style-type: none"> • Principles of Emergency Care, Safety and Emergency Scene Management • Artificial Respirations • One-man Cardio Pulmonary Resuscitation • Airway Obstruction • Wounds and Bleeding • Shock, Unconsciousness and Fainting • Fractures and Splints • Burns • Head and Spinal Injuries <p>FIRST AID LEVEL 2</p> <p>Course Content</p> <ul style="list-style-type: none"> • Principles of Emergency Care, Safety and Emergency Scene Management • Artificial Respirations • One-man Cardio Pulmonary Resuscitation • Child and Infant Airway Obstruction • Wounds and Bleeding • Shock, Unconsciousness and Fainting • Fractures and Splints • Burns, Head and Spinal Injuries • Joint Injuries and Rescue Carries • Chest Injuries, hand and eye injuries 	3 days	2	6

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	<ul style="list-style-type: none"> • Multiple Injury Management • Pelvic and Abdominal Injuries • Environmental Illnesses and Injuries • Poisoning, Bites and Stings • Chest Pain and Paralysis, Fits • Management of Soft Tissue Injuries • Foreign Object Management • Elementary and Applied Anatomy and Physiology <p>FIRST AID LEVEL 3 Course Content</p> <ul style="list-style-type: none"> • Principles of Emergency Care, Safety and Emergency Scene Management • Artificial Respirations • One-man Cardio Pulmonary Resuscitation • Child and Infant Airway Obstruction • Wounds and Bleeding • Shock, Unconsciousness and Fainting • Fractures and Splints • Burns, Head and Spinal Injuries • Joint Injuries and Rescue Carries • Chest Injuries, hand and eye injuries • Multiple Injury Management • Pelvic and Abdominal Injuries • Environmental Illnesses and Injuries • Poisoning, Bites and Stings • Chest Pain and Paralysis, Fits • Management of Soft Tissue Injuries • Foreign Object Management • Elementary and Applied Anatomy and Physiology • Behavioral Problems • Emergency Childbirth • Water Related Emergencies • Applied Anatomy and Physiology (Part 2) 			
SHEQ Internal Auditing	<p>Purpose This course is intended for individuals from organisations that are required to conduct Internal SHEQ Audits and use the practical Principles of auditing to determine the organisations conformance to SHEQ requirements.</p> <p>Course content</p> <p>Day 1</p> <ul style="list-style-type: none"> • Detail Exposure to ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Criteria • Interpreting the SHEQ Management System Requirements through integration • Group Activity 	3 days	5	10

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	<p>Day 2</p> <p>Detailed exposure to ISO 19011:2002</p> <ul style="list-style-type: none"> • Principles of Auditing <ul style="list-style-type: none"> • The Evidence- based Approach • Auditor Conduct and traits • Managing an Audit Programme <ul style="list-style-type: none"> • Audit Planning • Audit Scheduling • Audit Resources • Audit check lists • Group Activity <p>Day 3</p> <p>The Audit Activities</p> <ul style="list-style-type: none"> • Initiating the Audit • Conducting a Document Review [Phase 1 Audit] • Preparing for on-site activities [Phase 2 Audit] <ul style="list-style-type: none"> • How to prepare an Audit Plan • Preparing Working Documents • Conducting on- site activities <ul style="list-style-type: none"> • How to conduct an Opening Meeting • Collecting and verifying information • Collating information • Writing up Audit findings • Preparing Audit Conclusion • How to conduct a Closing Meeting and present the Audit findings • The Audit Report <ul style="list-style-type: none"> • Audit Report Content • Distributing the Audit Report • Conduct a Phase 1 Audit [Public Course] • Conduct a Phase 2 Audit [In- House only] <p>Course Outcomes:</p> <ol style="list-style-type: none"> 1. Be able to plan and conduct an internal audit 2. Follow the Evidence- based Approach 3. Report on Findings 4. Compile Audit reports and conduct follow-up audits 			
<p>SHEQ Intergration</p>	<p>Purpose</p> <p>The course is intended for individuals who would need the skills and understanding of how to Integrate ISO 9001:2008, [QMS] ISO 14001:2004 [EMS] and OHSAS 18001:2007 [OHSMS] into a SHEQ Management System.</p> <p>Course content</p>	<p>3 days</p>	<p>5</p>	<p>12</p>

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	<p>Day 1</p> <ul style="list-style-type: none"> • Detail Exposure to ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Criteria • SHEQ Legal Requirements [NEMA, OHS Act, etc] • ISO 9001:2008 Quality Management System Requirements • ISO 14001:2004 Environmental Management System Requirements • OHSAS 18001:2007 Occupational Health and Safety Assessment Series Requirements • Overview of Common requirements within ISO 9001:2008 , ISO 14001:2004 AND OHSAS 18001:2007 • Group Activity <p>Day 2</p> <p>Interpreting the SHEQ Management System Requirements</p> <ul style="list-style-type: none"> • How to Integrate into one seamless SHEQ Management System. • Integrated Baseline Risk Assessment [Group Activity] • Integration of the Mandatory requirements <ul style="list-style-type: none"> • SHEQ Policy • SHEQ Control of Documents • SHEQ Control of Records • SHEQ Internal Audits • Emergency Preparedness • Hazard Identification, Risk Assessment and Control [HIRAC] • Non- conformance, Incidents, Corrective Action and Preventive Action [as a minimum] • Group Activity <p>Day 3</p> <ul style="list-style-type: none"> • Delegates draft a comprehensive SHEQ Requirements Document to Integrated Management System requirements based on ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007. • Discuss the drafting of and use of SHEQ Audit Checklist • Group Activity <p>Course Outcomes:</p> <p>The Delegate will be able to:</p> <p>Conduct a SHEQ baseline Risk Assessment</p> <ol style="list-style-type: none"> 1. Integrate a SHEQ Management System by means of the requirements of ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:007. 2. Generate a Legal Register containing the most critical Legal Requirements. 3. Plan, organise, lead and control [POLC] the team responsible for the implementation of the SHEQ Management System 4. Identify specific areas for stern control measures, thus a decrease in liability claims imposed against the Organisation. 			

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Critical task , procedures and observations	Persons who attend this learning programme will be able to prepare for planned task observation, conduct a planned task observation, record and follow-up on deviations observed.	2 day		