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AIDS HELPLINE 0800-0123-22 Prevention is the cure

CONTENTS • INHOUD

No.			Page	Gazette
			No.	No.

GOVERNMENT NOTICES

South African Qualifications Authority, Department of

Government Notices

1000	National Standards Body Regulations: Standards Generating Body NSB 02: Culture and Arts.....	3	26713
1001	do.: Standards Generating Body (SGB) for Civil Engineering and Construction	4	26713
1002	do.: Standards Generating Body (SGB) for Administration	64	26713
1003	do.: National Standards Body 11, Services	83	26713
1004	do.: Standards Generating Body (SGB) for Assessors	88	26713

GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY**No. 1000****27 August 2004**

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Established in terms of Act 58 of 1995

19 August 2004

The South African Qualifications Authority in terms of the National Standards Body Regulations (Government Gazette No. 18787) published on 28 March 1998, hereby give notice of additional names of the following Standards Generating Body:

NSB 02 : CULTURE AND ARTS**Additional Names for the SGB for Music HET**

NOMINEE	WORKPLACE	NOMINATING BODY	EXPERIENCE/ QUALIFICATIONS
G T King	UNISA	National Union of Music Educators	Present Chair; Department of Art History, Visual Arts and Musciology (UNISA)

Yours sincerely,

JOE SAMUELS

DIRECTOR : STANDARDS SETTING AND DEVELOPMENT

SAQA'S MISSION

"To ensure the development and implementation of a National Qualifications Framework which contributes to the full development of each learner and to the social and economic development of the nation at large."

No. 1001

27 August 2004

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Civil Engineering and Construction

Registered by NSB 12, Physical Planning and Construction, publishes the following qualifications and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards upon which qualifications are based. The full qualification and unit standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield.

Comment on the unit standards should reach SAQA at the address ***below and no later than 27 September 2004***. All correspondence should be marked **Standards Setting – SGB Civil Engineering and Construction** and addressed to

The Director: Standards Setting and Development
SAQA

Attention: Mr. D Mphuthing

Postnet Suite 248

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JOE SAMUELS

DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: Construction: Crane Operations

SAQA QUAL ID	QUALIFICATION TITLE	
48961	National Certificate: Construction: Crane Operations	
SGB NAME	PROVIDER NAME	
SGB Civil Engineering Construction		
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
PPC-2-National Certificate	National Certificate	Civil Engineering Construction
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
120	Level 2	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is intended to assist all relevant stakeholders and role-players.

For those who have been in the workplace for a long time, this Qualification can be used in the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training.

For the new entrant, this Qualification describes the learning outcomes required to participate effectively in a structured workplace.

For education and training providers, this Qualification provides guidance for the development of appropriate learning programmes and assessment documentation.

For employers, this Qualification enables skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved.

This Qualification has been developed to assist with the advancement of the learner across the Civil Engineering and Construction Industry and is aimed at Construction Crane Operations practitioners in the Industry, ensuring the upliftment of standards in general.

The combination of learning outcomes will provide the qualifying learner with vocational knowledge and skills appropriate to the context of Construction Crane Operations in the Civil Engineering and Construction environment. It will also equip learners with a foundation for further intellectual development, opportunities for gainful employment and reward for contributions to society.

This Qualification will provide the Industry with qualified Construction Crane Operations practitioners, thereby facilitating social and economic transformation, empowerment and upliftment in the Industry and country in general.

The relationship between this Qualification and the principles of the NQF is outlined in the following:

NQF Principle - National Certificate in Crane Operations - NQF Level 2

Recognition of Prior learning - Allows for Recognition of Prior Learning, especially as a means of career advancement

Credibility - Learning Outcomes are a result of consensus by the Industry

Relevance - Consulting workshops indicated a demand for a unit standard based Qualification in Construction Crane Operations

Access - Removes traditional barriers to Higher Education

Articulation/Progression - Forms part of a Learning Pathway for Construction Crane Operations, spanning

NQF Levels 2 - 4**Rationale for the Qualification:**

This Qualification has been developed for the Construction Crane occupational area within the Civil Engineering and Construction Industry.

The rationale for the introduction of a unit standards based Qualification in Construction Operations is to provide a qualification for persons who perform construction crane activities on Civil Engineering and Construction sites, whether in micro, small, medium or large operations.

In the past many practitioners in the Civil Engineering and Construction area were denied career advancement and possible professional registration. The introduction of a unit standards based National Certificate in Construction: Crane Operations will allow learners, both unemployed and employed, to reach their full potential of advancement and will allow for Recognition of Prior Learning.

This qualification will facilitate the development of a professional community of Construction Crane Operators.

The competencies contained in this Qualification are essential for social and economic transformation, empowerment and upliftment within the construction crane operations environment, whilst simultaneously improving the skills base of the country.

The combination of learning outcomes will provide qualifying learners with applied competence in the integration of general construction sitework and technical competencies, areas of specialisation in construction plant operations.

This Qualification lays the basis for further learning towards the National Certificate in Construction: Advanced Crane Operations - NQF Level 3

The learning pathway for Construction Plant Operations, consists of the following Qualifications:

- NQF Level 2 National Certificate in Construction: Crane Operations
- NQF Level 3 National Certificate in Construction: Advanced Crane Operations
- NQF Level 4 National Certificate in Construction: Plant Supervision

Key Work Areas

- > Earthworks
- > Roads
- > Open Cast Mining
- > Hiring / Services Industry

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

It is assumed that a learner entering a programme leading to this Qualification has successfully completed a General Education and Training Certificate including, Communication and Mathematics at NQF Level 1.

Recognition of Prior Learning:

The Qualification may be obtained in part or in whole through the process of Recognition of Prior Learning. Learners who successfully meet the requirements of any Unit Standard in this Qualification may apply to the relevant body for Recognition of Prior Learning (RPL) assessment. RPL candidates will be assessed against the assessment criteria and specific outcomes contained in the relevant Unit Standard/s.

QUALIFICATION RULES

The Qualification is composed of Fundamental, Core and Elective learning components:

- Fundamental: 36
- Core 72
- Elective 12 (Minimum)

Credit total:
Minimum of 120 credits

In order to be awarded the Qualification, the learner has to prove competence in all of the Fundamental and Core Unit Standards, as well as at least 12 credits from Elective Unit Standards of the learner's choice.

Stakeholders decided that 560 notional hours of fundamental learning in Communications and Mathematics at NQF Levels 1-2 would be required in support of the core outcomes.

The bulk of the total credit value 72 is made up of the core learning. This is due to the following:

- > General and basic technical skills are combined in the Qualification
- > A working knowledge of general sitework and construction practices are compulsory in order for learners to exit as competent Construction Crane Operators who have acquired competencies in various areas of technical specialisation.

EXIT LEVEL OUTCOMES

Core exit level outcomes

On completion of this Qualification learners are able to:

1. Demonstrate knowledge of relevant Occupational Health and Safety legislation.
2. Demonstrate an understanding of NOSA requirements and organisational policies
3. Demonstrate knowledge of relevant code of practice
4. Demonstrate knowledge of and apply control measures for hazardous/dangerous goods/materials
5. Demonstrate knowledge of the main types and categories of cranes
6. Demonstrate knowledge of safe practices in crane operations
7. Demonstrate knowledge of daily checks and servicing of cranes and associated equipment.
8. Demonstrate knowledge of the documentation for crane operations and equipment maintenance requests
9. Identify Types of lifting equipment
10. Inspect and evaluate lifting gear
11. Prepare and sling regular loads
12. Communicate during crane operations
13. Identify and describe functions of major components and systems
14. Identify and describe functions of instruments and controls
15. Apply recognised methods for inspection and recording operational fitness of all crane components
16. Demonstrate an understanding of leverage application

Elective exit level outcomes

1. Demonstrate knowledge of the requirements to deliver and move mobile cranes and equipment to and from site
2. Confirm site arrangements
3. Arrange and confirm resources
4. Demonstrate an understanding of the regulatory requirements in terms of obtaining permits to move a mobile crane to and from site
5. Demonstrate knowledge of the functions of either mobile crane, a Tower Crane, a Cab Controlled Overhead Crane and a Pendant Controlled Overhead Crane, or a Truck Mounted Loader Crane
6. Apply the recognised methods for inspecting and recording the operational fitness of all components of the crane
7. Operate either a Mobile Crane, a Tower Crane, a Cab Controlled Overhead Crane, a Pendant Controlled Overhead Crane, or a Truck Mounted Loader Crane
8. Apply the recognised methods for inspecting and recording the operational fitness of all components of cranes
9. Identify the safety and suitability of a particular crane.
10. Apply the recognised methods for inspecting and recording the operational fitness of all components of the crane

Demonstrate the ability to integrate the following critical cross-field competencies when applying the general, specialist and basic computer literacy competencies outlined above:

Identify and solve problems

- > Corrective actions are described or demonstrated in terms of neutralising warnings received.

Work effectively with others

- > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications

Employ self management

- > Daily and weekly operator maintenance is performed according to the appropriate post-operational checklist and record keeping using a logbook

Manage information

- > Warnings from crane indicators and gauges are explained according to manufacturer's specifications.

Communicate effectively

- > Appropriate measures used to rectify and/or prevent basic faults and defects in the mechanical function of the crane are identified

Demonstrate scientific and technological competence

- > Demonstrate ability to assess operational capability of lifting equipment (e.g. correct SWL of slings etc).
- > Demonstrate an understanding of what constitutes safety in the broader working environment, and when operating a Crane in compliance with statutory regulations.

Understand contextual world-systems

- > Demonstrate an understanding of what constitutes safety in the broader working environment, and when operating a Crane in compliance with statutory regulations

ASSOCIATED ASSESSMENT CRITERIA**Core exit associated assessment criteria:**

1. > Knowledge of the requirements of the relevant sections of the Occupational Health and safety Act is demonstrated.
 - > An understanding of what constitutes health, safety and environment appreciation in the broader working environment is demonstrated and applied.
 - > Relevant health and safety legislation is applied to ensure compliance with national and international requirements and environmental standards
 - > The application of appropriate reporting mechanisms for unsafe working practice and conditions are selected, demonstrated and described.
2. > An understanding of integrated occupational safety is demonstrated and applied.
 - > An understanding of integrated occupational health is demonstrated and applied.
 - > An understanding of integrated environmental management is demonstrated and applied.
 - > Good housekeeping practices (e.g. preparing dunnage, stacking within demarcated areas) are selected, explained and demonstrated
3. > Knowledge of the requirements of the relevant Code of Practice is demonstrated.
 - > The requirements of the relevant Code of Practice are applied.
 - > The application of appropriate reporting mechanisms in terms of the relevant Code of Practice is selected, demonstrated and described
4. > Knowledge of control measures for Hazardous/Dangerous Goods/Materials is demonstrated.
 - > Control measures for Hazardous/Dangerous Goods/Materials is applied.
5. > The different categories, types, and safe working loads of cranes, as used in the crane industry are identified
 - > Crane descriptions, configurations, recommended uses, capabilities, and performance ratings are stated in accordance with crane manufacturers' specifications
6. > Safe crane practices for crane operations are stated in accordance with the relevant Health and Safety legislation, Codes of Practice, Company procedures, and Manufactures Manual
 - > Crane manufacturers' crane rating charts and range diagrams are described for crane use according to crane manufacturers' requirements and in accordance with Codes of Practice.
 - Range: Load charts, range diagrams, crane capacities, safe load indicators
7. > Checks and servicing are stated in accordance with equipment manufacturers' instructions and

enterprise procedures

> Pre-start checks are stated in accordance with equipment manufacturers' instructions and company procedures

Matters requiring expertise beyond that of the operator are recorded and forwarded on to appropriate personnel in accordance with enterprise procedures.

Range: Cranes, chassis, power source, lifting equipment

8. > Documentation of crane operations and equipment maintenance requests is described in accordance with enterprise procedures.

Range: Includes but is not limited to - log books, records, job sheets, crane equipment inventories, equipment maintenance requests.

9. > Types of lifting equipment are described in relation to their purpose and use. Weights of various regular loads are calculated, lifting equipment selected, and applicable sling and lifting gear applied to the load in accordance with the relevant Codes of Practice and Company procedures.

Range: Ropes, chains, web slings, lifting beams, spreader bars, slings, shackles, eye bolts, lifting devices

> Packing and dunnage are selected and applied to crane lift situations, in accordance with the relevant Codes of Practice and Company procedures

10. > Lifting gear is inspected and evaluated in accordance with relevant Codes of Practice and Company procedures.

Range: May include, but is not limited to - lifting beams, spreader bars, slings, shackles, eye bolts, natural, synthetic and wire ropes, chains and web slings.

11. > Regular loads are prepared and slung in accordance with the relevant Codes of Practice

> Tie appropriate knots in natural or synthetic ropes.

Range: bowline, clove hitch, sheet bend

12. > Hand signals for cranes and lifting appliances are in accordance with recognised practice

> Audible communication is done in accordance with the relevant Codes of Practice, and company procedures.

Range: May include but is not limited to radio telephone, other electrical devices, verbal

13. > Major components of construction Cranes are identified and their functions described

14. > Construction Crane instrumentation is identified and their functions described

> Construction Crane controls are identified and their functions described

> Warnings from machine indicators and gauges are explained according to manufacturer's specifications

> All safety features and warning devices on the machine are identified, and their purposes explained in accordance with manufacturer's specifications

15. > Pre-operational and Post-operational checks are carried out according to Manufacturer's operation manual.

> Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications.

> Start-up and shutdown procedures are followed according to manufacturer's specifications

16. > An understanding of leverage in relation to the load and capacity charts is demonstrated.

> An understanding of what constitutes the load rating in relation to the load radius, height, stability, structural and operational area is demonstrated.

> Crane most suitable for a particular application and method of operation to ensure safe operating procedures is selected

Elective associated assessment criteria:

1. > Work instructions are identified and confirmed to contract and/or company requirements.

> Documentation for the delivery is interpreted in accordance with company procedures and legislative requirements.

Range: Verbal, written, and telephone communication; health and safety

2. > Contract and/or company liaison and on site assessment is carried out in accordance with enterprise procedures

> Company procedures, Statutory requirements, Provincial regulations, and any other special requirements are understood

- > Personnel involved and/or affected by the delivery are notified in accordance with company procedures.
- Range: Personnel - people inside and outside the organisation who may be involved or have an influence;
- > Hazards are identified in accordance with company risk assessment procedures
- > Contingency plans are in accordance with company safety policy procedures and statutory requirements are understood

Range: insecure and/or unstable and/or hazardous load, stability of crane, failure of lifting device

3. > Equipment best suited to meet the delivery needs is selected and confirmed in accordance with company procedures and checked to equipment manufacturers' specifications
- > Resources required to assist with the project are arranged and confirmed and notified in accordance with company procedures and in accordance with job specifications.
- Range: Personnel - pilot, dogger, riggers; equipment - type and capacity of crane, types and safe working load capacities of lifting equipment, cones, chocks, blocking, pads.

4. > Regulatory permits are obtained in accordance with statutory requirements pertaining to plan, task, site, and navigation routes assessment.

- > Routes are mapped out and followed to relevant authority requirements
- > Rules of the road for the particular crane are followed to traffic control requirements and crane and equipment are moved from depot to site in accordance with company procedures and manufacturers' operations manual.

Range: Crane characteristics - hydraulic suspension, stability, brake fade; traffic control - roads, speed limits, lanes, overtaking restrictions, giving way to other traffic, pilot requirements

- > Access and exit to and from site are followed as per instructions.

Range: Hydraulic suspension, stability, obstructions, underground services, pot holes, overhead power lines.

5. > All safety features and warning devices on the crane are identified, and their purposes explained in accordance with manufacturer's specifications

- > Corrective actions are described or demonstrated in terms of neutralising warnings received
- > The main functions of Mobile Crane's are explained in terms of manufacturer's specifications
- > The main functions of Truck Mounted Loader Crane's are explained in terms of manufacturer's specifications
- > The maximum operating capacities are explained in terms of the designed crane capabilities.
- > The operation of all major components is explained in terms of their functions
- > Warnings from crane indicators and gauges are explained according to manufacturer's specifications

6. > Pre-operational checks are carried out according to appropriate checklist

- > Daily and weekly operator maintenance is performed according to the appropriate post-operational checklist and record keeping using a logbook
- > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications
- > Appropriate measures used to rectify and/or prevent basic faults and defects in the mechanical function of the crane are identified

7. > Controls are used to effectively manoeuvre the crane within manufacturer's specifications

- > Crane is operated without risk of damage or loss to machine or property, or injury to people.
- > Crane performance is monitored and corrective action is taken when necessary, in accordance with manufacturer's manual.
- > Functions of the various controls are demonstrated in accordance with the manufacturer's specifications
- > Hazards specific to operating Mobile Crane's and ways to minimise these are explained in terms of potential damage to machine and property, and injury to people.
- > Machine is parked according to manufacturer's and company requirements
- > Safe working procedures are followed according to manufacturer's specifications, site specific and statutory requirements
- > Start-up and shutdown procedures are followed according to manufacturer's manual
- > The purpose of the various controls is explained in accordance with their designed use.

9. > An understanding of what constitutes safety in the broader working environment, and when operating a crane in compliance with statutory regulations is demonstrated.

- > Daily and weekly operator maintenance is performed according to the appropriate post-operational checklist and record keeping using a logbook
- > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications
- > Appropriate measures used to rectify and/or prevent basic faults and defects in the mechanical function of the crane are identified.

- > Pre-operational checks are carried out according to appropriate checklist
- > Daily and weekly operator maintenance is performed according to the appropriate post-operational checklist and record keeping using a logbook
- > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications.
- > Appropriate measures used to rectify and/or prevent basic faults and defects in the mechanical function of the crane are identified

10. > The ability to identify the suitability of the crane prior to utilisation is demonstrated
- > The ability to assess operational capability of lifting equipment (e.g. correct SWL of slings etc) is demonstrated.
 - > An understanding of the influence of load/range characteristics, manufacturers' requirements and environmental conditions is demonstrated
 - > An understanding of what constitutes safety in the broader working environment, and when operating a Crane in compliance with statutory regulations is demonstrated.

11. > Pre-operational checks are carried out according to appropriate checklist
- > Daily and weekly operator maintenance is performed according to the appropriate post-operational checklist and record keeping using a logbook
 - > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications
 - > Appropriate measures used to rectify and/or prevent basic faults and defects in the mechanical function of the crane are identified

Integrated Assessment:

Formative assessments conducted during the learning process will consist of written tests, demonstrations and a number of self-assessments. The purpose of formative assessment is to diagnose learner strengths and weaknesses and to determine readiness for summative assessment.

Summative assessment would consist of written tests and accompanying assignments, case studies and practical demonstrations. Summative assessments would only be conducted once the learner has indicated that he/she is ready to undergo summative assessment.

Before qualifying, learners will be expected to demonstrate competence in a practical situation that integrates the assessment of all specific outcomes, for all Unit Standards.

Integrated assessment provides learners with an opportunity to display an ability to integrate practical performance, actions, concepts and theory across Unit Standards to achieve competence in relation to the purpose of this Qualification.

In particular assessors should check that the learner is able to demonstrate the ability to consider a range of options and make decisions about:

- > The quality of the observed practical performance as well as the theory and underpinning knowledge behind it.
- > The different methods that can be used by the learner to display thinking and decision making in the demonstration of practical performance.
- > Reflexive competencies

INTERNATIONAL COMPARABILITY

New Zealand Qualifications Authority:

The National Certificate in Construction: Crane Operations was benchmarked against the following New Zealand Qualifications:

- > National Certificate in Crane Operations with strands in Mobile, Overhead and Tower
- > Holders of this qualification are able to operate a mobile, overhead, or tower crane efficiently and safely in a dynamic working environment. They are able to determine the nature of each lift, stabilise loads, and place loads to requirements, in a manner that ensures the safety of all people and property. They are also able to carry out in-service maintenance of their equipment to a safe operational standard.

There is available an additional qualification, the National Certificate in Cranes (Advanced Mobile Crane Operation) [Ref: 0117], for the advanced operation of very large and sophisticated mobile cranes lifting complex loads. This certificate, with the mobile strand, leads into the advanced certificate.

There is also available a National Certificate in Cranes (Tower Crane Supervision) [Ref: 0120].

Core

All the unit standards listed below are required.

Field : Health

Sub-field: Health Studies

Domain: Core health

Unit Standard Title - Level - Credit

Manage first aid in emergency situations - 3 - 2

Provide first aid - 2 - 1

Provide resuscitation level 2 - 1 - 1

Sub-field: Occupational Health and Safety

Domain: Occupational health and safety practice

Unit Standard Title - Level-Credit

Protect health and safety in the work place - 1 - 1

Field: Humanities

Sub-field: Communication Skills

Domain: Interpersonal communications

Unit Standard Title - Level - Credit

Communicate information in a specified workplace - 2 - 3

Field: service sector

Sub-field: Cranes

Domain: Crane Operation

Unit Standard Title - Level - Credit

Demonstrate knowledge of regulatory requirements pertaining to cranes - 2 - 4

Demonstrate knowledge of skills required in the crane industry - 3 - 8

Sling and communicate during crane operations - 3 - 22

Mobile Strand Compulsory

All the unit standards listed below are required.

Field: Service Sector

Sub-field: Cranes

Domain: Crane operation

Unit No.-Unit Standard Title-Level-Credit

3792-Arrange delivery and move mobile crane and equipment to and from site-4-22

3795-Configure mobile crane and lift and place loads-4-22

Overhead Strand Compulsory

All the unit standards listed below are required.

Field: service sector

Sub-field: Cranes

Domain: Crane maintenance and servicing

Unit Standard Title - Level - Credit

Carry out periodic maintenance checks and servicing for overhead cranes - 3 - 15

Domain: Crane operation

Unit Standard Title - Level - Credit

Operate a cab controlled overhead crane and lift and place loads - 3 - 12

Tower Strand Compulsory
All the unit standards listed below are required.

Field: Service sector

Sub-field: Cranes

Domain: Crane maintenance and servicing

Unit Standard Title - Level - Credit

Carry out periodic maintenance checks and servicing for tower cranes - 3 - 15

Domain: Crane operation

Unit Standard Title-Level - Credit

Lift and place loads with tower crane - 3 - 15

National Training Information Service - Australia

No National Certificate in Crane Operations were found in Australia, only courses in the various types of crane operations.

These courses are:

- > (13551QLD) Course in Crane Operation
- > (12446SA) Course in Mobile Crane Operation
- > (12432SA) Course in Tower Crane Operation
- > (12433SA) Course in Gantry Crane Operation

No Units of Competency were available related to this course. Refer to Training Provider for information on course modules

Scottish Qualifications Authority

No match was found for Level 3 qualifications listed in the Construction and Civil Engineering Services domain.

Irish Qualifications Authority

No match was found for Level 3 Qualifications listed in the Construction and Civil Engineering Services domain.

African Qualification Authorities -TEVETA (Malawi) & VETA (Zambia)

No Qualification was found for Level 3 Qualifications listed in the Construction and Civil Engineering Services domain.

ARTICULATION OPTIONS

This Qualification will allow learners access to a National Certificate in Construction : Advanced Crane Operations

Learners who have successfully demonstrated applied competence in this Qualification will be equipped with a foundation for further intellectual development, opportunities for gainful employment and reward for contributions to society.

MODERATION OPTIONS

Assessment of learner achievements takes place at providers accredited by the relevant body (RSA, 1998b) for the provision of programmes that result in the outcomes specified for the National Certificate in Construction: Crane Operations - NQF Level 2.

The relevant ETQA or other appropriate ETQA's who have a Memorandum of Understanding in place with the relevant ETQA, are responsible for the moderation of learner achievements for those learners who meet the requirements of this Qualification.

Anyone assessing a learner, or moderating the assessment of a learner, against this Qualification must be registered as an assessor with the relevant ETQA. Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's and in terms of the moderation guideline detailed immediately below.

Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution, which is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Persons who apply to register as an Assessor for this Qualification, must meet the following criteria:

- > A minimum of three years practical relevant occupational experience at NQF level 3 Detailed documentary proof of educational Qualification, subject matter expertise as well as experience gained (Portfolio of Evidence)
- > A recognized assessor Qualification
- > Compliance with the relevant ETQA's requirements for assessor registration

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	14656 Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	5	Registered
Core	110075 Apply basic fire fighting techniques	Level 1	3	Registered
Core	9964 Apply health and safety to a work area	Level 2	3	Reregistered
Core	9965 Render basic first aid	Level 2	3	Registered
Core	9966 Establish and prepare a work area	Level 2	4	Registered
Core	9986 Apply quality principles on a construction project	Level 2	12	Registered
Core	14336 Maintain Records For Civil Construction Sites	Level 2	2	Registered
Core	14556 Apply productivity principles on a construction site	Level 2	6	Registered
Core	14560 Handle, transport, store and utilize hazardous materials on a construction site	Level 2	5	Registered
Core	110078 Plan, organise and manage oneself in the workplace	Level 2	2	Registered
Core	116227 Demonstrate mechanical awareness and crane appreciation	Level 2	5	Draft - Prep for P Comment
Core	116256 Sling and communicate during crane operations	Level 2	4	Draft - Prep for P Comment
Core	116283 Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation	Level 2	5	Draft - Prep for P Comment
Core	10955 Foster and maintain customer relations	Level 3	10	Reregistered
Core	14633 Adhere to disciplinary code	Level 3	1	Registered
Core	14636 Follow grievance procedure	Level 3	2	Registered
Elective	115903 Demonstrate knowledge of the requirements for mobile crane delivery	Level 2	8	Draft - Prep for P Comment
Elective	116231 Operate a cab controlled overhead crane	Level 2	8	Draft - Prep for P Comment
Elective	116235 Operate a pendant controlled overhead crane	Level 2	5	Draft - Prep for P Comment
Elective	116253 Operate a truck mounted loader crane	Level 2	20	Draft - Prep for P Comment
Elective	116254 Operate a mobile crane	Level 2	20	Draft - Prep for P Comment

Elective	116255 Operate a tower crane	Level 2	20	Draft - Prep for P Comment
Fundamental	7480 Demonstrate understanding of rational and irrational numbers and number systems	Level 2	3	Registered
Fundamental	8962 Maintain and adapt oral communication	Level 2	5	Registered
Fundamental	8963 Access and use information from texts	Level 2	5	Registered
Fundamental	8964 Write for a defined context	Level 2	5	Registered
Fundamental	8967 Use language and communication in occupational learning programmes	Level 2	5	Registered
Fundamental	9007 Work with a range of patterns and functions and solve problems	Level 2	2	Registered
Fundamental	9008 Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 2	3	Registered
Fundamental	9009 Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	4	Registered
Fundamental	7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	2	Registered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation

SAQA US ID	UNIT STANDARD TITLE		
116283	Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge of and apply relevant occupational health and safety legislation.

SPECIFIC OUTCOME 2

Demonstrate an understanding of and apply NOSA requirements and organisational policies.

SPECIFIC OUTCOME 3

Demonstrate knowledge of and apply relevant code of practice.

SPECIFIC OUTCOME 4

Demonstrate knowledge of and apply control measures for hazardous/dangerous goods/materials.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

2

Demonstrate mechanical awareness and crane appreciation

SAQA US ID	UNIT STANDARD TITLE		
116227	Demonstrate mechanical awareness and crane appreciation		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Identify and describe functions of major components and systems.

SPECIFIC OUTCOME 2

Identify and describe functions of instruments and controls.

SPECIFIC OUTCOME 3

Apply recognised methods for inspection and recording operational fitness of all Crane components.

SPECIFIC OUTCOME 4

Demonstrate an understanding of leverage application.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

3

Sling and communicate during crane operations

SAQA US ID	UNIT STANDARD TITLE		
116256	Sling and communicate during crane operations		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify types of lifting equipment.

SPECIFIC OUTCOME 2

Inspect and evaluate lifting gear.

SPECIFIC OUTCOME 3

Prepare and sling regular loads.

SPECIFIC OUTCOME 4

Communicate during crane operations.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

Operate a tower crane

SAQA US ID	UNIT STANDARD TITLE		
116255	Operate a tower crane		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	20

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a tower crane.

SPECIFIC OUTCOME 2

Identify the safety and suitability of crane.

SPECIFIC OUTCOME 3

Apply the recognised methods for inspecting and recording the operational fitness of all components

SPECIFIC OUTCOME 4

Operate tower crane.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

5

Operate a truck mounted loader crane

SAQA US ID	UNIT STANDARD TITLE		
116253	Operate a truck mounted loader crane		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	20

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a truck mounted loader crane.

SPECIFIC OUTCOME 2

Identify the safety and suitability of the crane.

SPECIFIC OUTCOME 3

Apply the recognised methods for inspecting and recording the operational fitness of all components

SPECIFIC OUTCOME 4

Operate truck mounted loader crane.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

6

Operate a pendant controlled overhead crane

SAQA US ID		UNIT STANDARD TITLE		
116235		Operate a pendant controlled overhead crane		
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Civil Engineering Construction		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Physical Planning and Construction		Civil Engineering Construction		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC		Regular	Level 2	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a pendant controlled overhead crane.

SPECIFIC OUTCOME 2

Identify the safety and suitability of the crane.

SPECIFIC OUTCOME 3

Apply the recognised methods for inspecting and recording the operational fitness of all components

SPECIFIC OUTCOME 4

Operate a pendant controlled overhead crane.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

9

Demonstrate knowledge of the requirements for mobile crane delivery

SAQA US ID	UNIT STANDARD TITLE		
115903	Demonstrate knowledge of the requirements for mobile crane delivery		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	8

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge of the requirements for mobile crane delivery to and from site.

SPECIFIC OUTCOME 2

Confirm site arrangements.

SPECIFIC OUTCOME 3

Arrange and confirm resources.

SPECIFIC OUTCOME 4

Demonstrate an understanding of the regulatory requirements in terms of obtaining permits.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

10

Demonstrate knowledge of skills required in the crane industry

SAQA US ID	UNIT STANDARD TITLE		
115900	Demonstrate knowledge of skills required in the crane industry		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Civil Engineering Construction	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Physical Planning and Construction	Civil Engineering Construction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate Knowledge of the Main Types and Categories of Cranes.

SPECIFIC OUTCOME 2

Demonstrate Knowledge of Safe Practices in Crane Operations.

SPECIFIC OUTCOME 3

Demonstrate knowledge of daily checks and servicing of cranes and associated equipment.

SPECIFIC OUTCOME 4

Demonstrate knowledge of the documentation for crane operations and equipment maintenance requests.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: Construction: Plant Operations

SAQA QUAL ID	QUALIFICATION TITLE	
48940	National Certificate: Construction: Plant Operations	
SGB NAME	SGB Civil Engineering Construction	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
PPC-3-National Certificate	National Certificate	Civil Engineering Construction
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
122	Level 2	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is intended to assist all relevant stakeholders and role-players:

- > Civil & Building Construction companies
- > Plant Hire
- > Forestry
- > Material Handling
- > Mining
- > Plant manufacturers

For those who have been in the workplace for a long time, this Qualification can be used in the recognition of prior learning process to assess and recognise workplace skills acquired without the benefit of formal education and training.

For the new entrant, this Qualification describes the learning outcomes required to participate effectively in a structured workplace.

For education and training providers, this Qualification provides guidance for the development of appropriate learning programmes and assessment documentation.

For employers, this Qualification enables skills gaps to be identified and addressed ensuring that productivity levels are increased and business objectives achieved.

This Qualification has been developed to assist with the advancement of the learner across the Civil Engineering and Construction Industry and is aimed at Construction Plant Operations practitioners in the Industry, ensuring the upliftment of standards in general.

The combination of learning outcomes will provide the qualifying learner with vocational knowledge and skills appropriate to the context of Construction Plant Operations in the Civil Engineering and Construction environment. It will also equip learners with a foundation for further intellectual development, opportunities for gainful employment and reward for contributions to society.

This Qualification will provide the Industry with qualified Construction Plant Operations practitioners, thereby facilitating social and economic transformation, empowerment and upliftment in the Industry and country in general.

The relationship between this Qualification and the principles of the NQF is outlined in the following:

NQF Principle - National Certificate in Plant Operations - NQF level 2

- > Recognition of Prior learning - Allows for Recognition of Prior Learning, especially as a means of career advancement
- > Credibility - Learning Outcomes are a result of consensus by the Industry
- > Relevance - Consulting workshops indicated a demand for a unit standard based Qualification in Construction Plant Operations
- > Access - Removes traditional barriers to Higher Education
- > Articulation / Progression - Forms part of a Learning Pathway for Construction Plant Operations, spanning NQF Levels 1 - 4

Rationale for the Qualification:

This Qualification has been developed for the Construction Plant occupational area within the Civil Engineering and Construction Industry.

The rationale for the introduction of a NQF Level 2 unit standards based Qualification in Construction Operations is to provide a Qualification for persons who perform construction plant activities on Civil Engineering and Construction sites, whether in micro, small, medium or large operations.

In the past many practitioners in the Civil Engineering and Construction area were denied career advancement and possible professional registration. The introduction of a unit standards based National Certificate in Construction: Plant Operations will allow learners, both unemployed and employed, to reach their full potential of advancement and will allow for Recognition of Prior Learning.

This Qualification will facilitate the development of a professional community of Construction Plant Operators.

The competencies contained in this Qualification are essential for social and economic transformation, empowerment and upliftment within the construction plant operations environment, whilst simultaneously improving the skills base of the country.

The combination of learning outcomes will provide qualifying learners with applied competence in the integration of general construction sitework and technical competencies, areas of specialisation in construction plant operations.

This Qualification lays the basis for further learning towards the National Certificate in Construction: Advanced Plant Operations - NQF Level 3

The learning pathway for Construction Plant Operations, consists of the following Qualifications:

- NQF Level 1 - National Certificate in Construction: Small Plant Operations
- NQF Level 2 - National Certificate in Construction: Plant Operations
- NQF Level 3 - National Certificate in Construction: Advanced Plant Operations
- NQF Level 4 - National Certificate in Construction: Plant Supervision

Key Work Areas

- > Earthworks
- > Roads
- > Open Cast Mining
- > Hiring / Services Industry

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

It is assumed that a learner entering a programme leading to this Qualification has successfully completed a Further Education and Training Certificate including, Communication and Mathematics at NQF Level 1.

Recognition of Prior Learning:

The Qualification may be obtained in part or in whole through the process of Recognition of Prior Learning. Learners who successfully meet the requirements of any Unit Standard in this Qualification may apply to the relevant body for Recognition of Prior Learning (RPL) assessment. RPL candidates will be assessed against the assessment criteria and specific outcomes contained in the relevant Unit Standard/s.

QUALIFICATION RULES

Rules of combination:

The Qualification is composed of Fundamental, Core and Elective learning components:

Fundamental: 36 credits

Core: 82 credits

Elective: 12 (Minimum) credits

Credit total: Minimum of 130 credits

In order to be awarded the Qualification, the learner has to prove competence in all of the Fundamental and Core Unit Standards, as well as at least 12 credits from Elective Unit Standards of the learner's choice.

Stakeholders decided that 560 notional hours of fundamental learning in Communications and Mathematics at NQF Levels 2 - 3 would be required in support of the Core outcomes.

The bulk of the total credit value 82 is made up of the Core learning. This is due to the following:

- > General and basic technical skills are combined in the Qualification
- > A working knowledge of general sitework and roadworks construction practices is compulsory in order for learners to exit as competent Construction Plant Operators who have acquired competencies in various areas of technical specialisation.

Additional Elective Unit Standards could be added to the Qualification over time.

EXIT LEVEL OUTCOMES

On completion of this Qualification learners are able to:

Core exit level outcomes:

1. Demonstrate knowledge of civil construction processes and sequences
2. Demonstrate knowledge of civil construction plant, equipment and activities
3. Describe quality assurance of civil construction activities
4. Describe effects of adverse weather on Construction environments and activities
5. Describe different soil types
6. Demonstrate knowledge of bulk excavation
7. Describe dumping and spreading operations
8. Describe erosion control on earthworks
9. Describe compaction of earthworks
10. Identify and describe the functions of major components and systems
11. Identify and describe the functions of instruments and controls
12. Apply recognised methods for inspection and recording operational fitness of all plant components
13. Demonstrate an understanding of, and apply principles of leverage
14. Demonstrate knowledge of relevant occupational health and safety legislation.
15. Demonstrate an understanding of NOSA requirements and organisational policies
16. Demonstrate knowledge of relevant code of practice
17. Controlling hazardous/dangerous goods/materials

Elective exit level outcomes

1. Demonstrate knowledge of the functions of the respective plant types
2. Operate plant
3. Document plant use

Demonstrate the ability to integrate the following critical cross-field competencies when applying the general, specialist and basic computer literacy competencies outlined above:

Identify and solve problems

- > Corrective actions are described or demonstrated in terms of neutralising warnings received

Work effectively with others

- > Plant maintenance and faults are reported in accordance with company requirements.

Employ self-management

- > Pre-operational checks are carried out according to appropriate checklist.
- > Plant performance is monitored and corrective action is taken when necessary, in accordance with manufacturer's specifications.

Manage information

- > Plant hours are documented in accordance with company requirements.

Communicate effectively

- > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications.
- > Plant maintenance and faults are reported in accordance with company requirements.

Demonstrate scientific and technological competence

- > The main functions of relevant plant are explained in terms of manufacturer's specifications.

Understand contextual world-systems

- > Hazards specific to operating plant and ways to minimise these are explained in terms of potential damage to machine and property, and injury to people.

ASSOCIATED ASSESSMENT CRITERIA

On completion of this Qualification learners are able to:

Core assessment criteria:

1. > Explanation of civil construction activities identifies and describes their processes and complexity, and the planning process required.
Range: May include - demolition, site clearing, earthworks, site preparation, excavation, foundations, erection and construction of structures, services, pavements and surfacing, road marking, erection of signs.
> Description of civil construction activities explains construction sequences.
Range: Demolition, site clearing, earthworks, site preparation, excavation, foundations, erection and construction of structures, services, pavements and surfacing, road marking, erection of signs
2. > Description identifies potential uses of large civil construction plant.
Range: Bulldozer, excavator, backhoe, wheeled loader, scraper, grader, self-propelled roller and dump truck
> Description identifies potential uses of civil construction equipment.
Range: Lifting gear and attachments, scaffolding, wheelbarrows, picks and shovel's, ladders, safety barricade, compressed air power tools, electric power tools, leads, transformers, safety equipment and adjustable props
> Description identifies survey and set out equipment and the importance of control marks to civil construction activities
> Description explains effect of machinery operations on the environment.
Range: Includes but is not restricted to - vibration, noise, visual pollution
3. > Description of the concept of supplying a product or service to meet specified requirements identifies and explains quality, timing, and level of service.
> Description explains impact of individual performance on own and company's professional reputation.
> Description identifies key principles of planning needs
> Description identifies and explains procedures for detecting and reporting defects in plant, materials, and tasks.
> Description of customer relationships identifies effects of customer satisfaction on potential contracts
4. > Description explains effect of adverse weather on construction materials
> Description explains effect of adverse weather on work area including road surfaces
> Description explains effect of wind, dust, heat, and ice on machine operation.
Range: Down-stream effects of further machine usage, wear and tear, cost
> Description explains effect of adverse weather on construction environments.
Includes but is not restricted to - pollution of watercourses, dust nuisance, slips
5. > Cohesive and non-cohesive soils are identified and described in terms of their structure.
> Cohesive and non-cohesive soils are identified and described in terms of their moisture content.
> Cohesive and non-cohesive soils are described in relation to machinery suitable for cutting, hauling, dumping, spreading and compacting
> Description identifies methods of drying cohesive and non-cohesive soils to achieve specified strength

- > Description identifies methods of wetting cohesive and non-cohesive soils to achieve specified strength
- 6.> Types of cutting operations are identified and related to different soil types. Range: cut-to-waste, cut-to-fill, cut-to stockpile, strip-to stockpile.
 - > Cut-to-fill materials are identified and action to be taken at cut area is described in terms of requirements for cohesive and non-cohesive soil types
 - > Principles of undercutting are described in relation to cohesive and non-cohesive soil types.
 - > Cut-to-waste operations are described in relation to the selection of disposal areas for reject materials, and alternative uses for reconditioned cut-to-waste material
- 7.> Principles of layering are described in relation to soil type. Range: straights, curves, rock sub-grade, thickness of layers, optimum moisture content.
 - > Technical procedures for borrow areas are identified in accordance with company requirements. Range: restricted sites, drainage, sequence, re-instatement of site
- 8.> Means of controlling surface erosion on earthworks are identified. Range: includes but is not restricted to - bench, batter, drainage
 - > Shaping and re-vegetating earthworks are described in relation to slope of terrain, availability of topsoil, re-grassing methods, and rolling
 - > Procedures for ceasing operations to avoid erosion are described in accordance with company requirements
- 9.> Means of compaction of earthworks are identified.
 - Range: includes but is not restricted to - steel-wheeled roller, pneumatic-tyre roller, impact roller, grid roller, vibratory roller, kneading compactor roller
 - > Methods of compacting for different types of soil/materials is identified
- 10.> Major components of construction plant are identified and their functions described
 - > Hydraulic systems of construction plant are identified and their functions described
 - > Transmission systems are identified and described according to functions
- 11.> Construction plant instrumentation is identified and their functions described
 - > Construction plant controls are identified and their functions described
 - > Warnings from machine indicators and gauges are explained according to manufacturer's specifications
 - > All safety features and warning devices on the machine are identified, and their purposes explained in accordance with manufacturer's specifications
- 12.> Pre-operational and Post-operational checks are carried out according to Manufacturer's operation manual
 - > Checklist is completed according to worksite procedures and corrective action taken if required, ensuring compliance with manufacturer's specifications
 - > Start-up and shutdown procedures are followed according to manufacturer's specifications
- 13.> An understanding of principles of leverage in relation to the load and capacity charts is demonstrated
 - > An understanding of what constitutes the load rating in relation to the load radius, height, and stability, structural and operational area is demonstrated
 - > Most suitable plant for a particular application and method of operation to ensure safe operating procedures is selected
- 14.> Knowledge of the requirements of the relevant sections of the Occupational Health and safety Act is demonstrated
 - > An understanding of what constitutes health, safety and environment appreciation in the broader working environment is demonstrated and applied
 - > Relevant health and safety legislation is applied to ensure compliance with national and international requirements and environmental standards
 - > The application of appropriate reporting mechanisms for unsafe working practice and conditions are selected, demonstrated and described.
- 15.> An understanding of an integrated occupational safety programme is demonstrated and applied.
 - > An understanding of and apply integrated occupational health programme is demonstrated and applied.
 - > An understanding of an integrated environmental management programme is demonstrated and applied.
 - > Good housekeeping practices (e.g. preparing dunnage, stacking within demarcated areas) are selected, explained and demonstrated

16.> Knowledge of the requirements of the relevant Code of Practice is demonstrated
 > The requirements of the relevant Code of Practice are applied
 > The application of appropriate reporting mechanisms in terms of the relevant Code of Practice are selected, demonstrated and described

17.> Knowledge of Control measures for Hazardous/Dangerous Goods/Materials is demonstrated
 > Control measures for Hazardous/Dangerous Goods/Materials are applied

Elective assessment criteria:

- 1.> The main functions of the plant are explained in terms of manufacturer's specifications.
 > The operation of all major components is explained in terms of their functions
 > All safety features and warning devices on the plants are identified, and their purposes explained in accordance with manufacturer's specifications
 > The maximum operating capacities are explained in terms of the designed plant capabilities.
 > Warnings from plant indicators and gauges are explained according to manufacturer's specifications
 > Corrective actions are described or demonstrated in terms of neutralising warnings received
- 2.> The purpose of the various controls is explained in accordance with their designed use
 > Functions of the various controls are demonstrated in accordance with the manufacturer's specifications
 > Pre-operational checks are carried out according to appropriate checklist
 > Daily and weekly operator maintenance is performed according to the appropriate post-operational checklist
 > Checklist is completed according to worksite procedures and corrective action taken if required, to ensure compliance with manufacturer's specifications
 > Start-up and shutdown procedures are followed according to manufacturer's specifications.
 > Controls are used to effectively manoeuvre the plant within manufacturer's specifications
 > Plant is parked according to manufacturer's and company requirements
 > Safe working procedures are followed according to manufacturer's specifications, site specific and statutory requirements
 > Plant performance is monitored and corrective action is taken when necessary, in accordance with manufacturer's specifications
 > Plant is operated without risk of damage or loss to machine or property, or injury to people.
 > Hazards specific to operating plant and ways to minimise these are explained in terms of potential damage to machine and property, and injury to people
- 3.> Plant hours are documented in accordance with company requirements
 > Plant maintenance and faults are reported in accordance with company requirements

Integrated Assessment:

Formative assessments conducted during the learning process will consist of written tests, demonstrations and a number of self-assessments. The purpose of formative assessment is to diagnose learner strengths and weaknesses and to determine readiness for summative assessment.

Summative assessment would consist of written tests and accompanying assignments, case studies and practical demonstrations. Summative assessments would only be conducted once the learner has indicated that he/she is ready to undergo summative assessment.

Before qualifying, learners will be expected to demonstrate competence in a practical situation that integrates the assessment of all specific outcomes, for all Unit Standards.

Integrated assessment provides learners with an opportunity to display an ability to integrate practical performance, actions, concepts and theory across Unit Standards to achieve competence in relation to the purpose of this Qualification.

In particular assessors should check that the learner is able to demonstrate the ability to consider a range of options and make decisions about:

- > The quality of the observed practical performance as well as the theory and underpinning knowledge behind it.
- > The different methods that can be used by the learner to display thinking and decision making in the demonstration of practical performance.
- > Reflexive competencies

INTERNATIONAL COMPARABILITY

New Zealand Qualifications Authority:

The National Certificate in Construction: Plant Operations was benchmarked against the following Qualifications:

- > New Zealand - National Certificate in Civil Plant Operation Skilled, Multi-skilled
- > Australia - Certificate III in Civil Construction (Plant).

In the New Zealand Qualification, the National Certificate in Civil Plant Operation, the certificate is awarded to those people who have been credited with the core compulsory units, and who have met the requirements for one of the strands.

Core Compulsory Unit Standards in the skilled strand account for 27 credits towards the Qualification.

These unit standards are:

- > Inspect civil construction plant and equipment
- > Apply working drawings and specifications to civil construction tasks
- > Locate and identify services on civil construction works
- > Apply quality and testing requirements on civil construction works
- > Set up and work safely at roadwork sites

Skilled Strand

A minimum of one unit standard from list A, and a minimum of 40 credits from the unit standards in list B are required.

List A**Description-Credit**

- Meet driver licensing requirements for endorsement W (special-type vehicles on wheels) - 8
- Meet driver licensing requirements for endorsement R (special-type vehicles on rollers) - 8
- Meet driver licensing requirements for endorsement T (special-type vehicles on self-laying tracks) - 8

List B**Description - Credit**

- Convey civil construction plant by transporter - 20
- Operate a mechanical rockbreaker - 10
- Operate a wheeled loader on civil construction sites - 20
- Operate a hydraulic excavator on civil construction sites - 25
- Operate a motor grader for earthworks - 30
- Operate a motor grader for road maintenance - 30
- Operate a motor grader for road construction - 30
- Operate a motor scraper on civil construction sites - 20
- Operate a self-propelled roller on civil construction sites - 20
- Operate a bulldozer on civil construction sites - 20
- Operate an articulated dump truck on civil construction sites - 20
- Operate a winch with civil plant - 15
- Transport aggregates by truck - 3

Multi-Skilled Strand

All the unit standards listed in the strand compulsory are required, and minimum of 80 credits is required from the unit standards listed in the strand elective.

Compulsory Units**Description-Credit**

- Meet driver licensing requirements for endorsement W (special-type vehicles on wheels) - 8
- Meet driver licensing requirements for endorsement R (special-type vehicles on rollers) - 8
- Meet driver licensing requirements for endorsement T (special-type vehicles on self-laying tracks) - 8

Elective Units**Description - Credit**

- Convey civil construction plant by transporter - 20
- Operate a mechanical rockbreaker - 10

Deliver, stockpile, and spread aggregates with truck and trailer - 12
 Operate a wheeled loader on civil construction sites - 20
 Operate a hydraulic excavator on civil construction sites - 25
 Operate a motor grader for earthworks - 30
 Operate a motor grader for road maintenance - 30
 Operate a motor grader for road construction - 30
 Operate a motor scraper on civil construction sites - 20
 Operate a self-propelled roller on civil construction sites - 20
 Operate a bulldozer on civil construction sites - 20
 Operate an articulated dump truck on civil construction sites - 20
 Operate a winch with civil plant - 15
 Drive heavy rigid commercial goods service vehicles - 12
 Carry out start up and shut down procedures on a commercial vehicle - 4
 Drive prime mover with single or multiple trailers - 15
 Transport aggregates by truck - 3
 Deliver base-course aggregates by truck - 2
 Transport over dimension or overweight loads by road - 15
 Pilot overweight and over dimension load - 6

Other New Zealand Civil Contracting National Certificates are:

- > Civil Construction Works - Introductory Skills
- > Civil Works and Services
- > Road Construction
- > Roading Maintenance
- > Civil Plant Management
- > Civil Plant Operation Forestry Earthworks

National Training Information Service - Australia

A Certificate III in Civil Construction (Plant) is listed. Details on this Qualification are listed below.

To obtain this Qualification all core competencies plus a minimum of three electives from the 1000 and 2000 series must be achieved. One competency standard from Group A and two competency standards from Group B must also be achieved.

Core Unit Title - Nominal Funding Hours
 Carry out interactive workplace communication - 20
 Carry out OH&S requirements - 40
 Plan and organise work - 20
 Site drainage/dewatering - 12
 Carry out measurements and calculations - 20
 Use hand and power tools - 80
 Use small plant and equipment - 16
 Use simple levelling devices - 8
 Carry out manual excavation - 8
 Carry out concreting to simple forms - 40
 Handle construction materials and safe disposal of waste - 16
 Spread and compact materials manually - 12
 Monitor machine operations - 8
 BCC10Unit Standards A -Control construction traffic - 4
 BCC2000A -Read and interpret plans - 40
 Assist with excavation and support installation - 8
 Repair pavements - 16
 Carry out concrete work - 120

Total Core Hours -

Three electives must be achieved from the following list.

Elective Unit Title - Nominal Funding Hours
 Erect and dismantle restricted height scaffolding - 32
 Carry out basic site survey - 24
 Oxy/LPG acetylene cutting - 20
 Lay pipes - 40
 Erect/dismantle fencing and gates - 40

Operate elevating work platforms - 8
Use explosive power tools - 16

One competency standard must be achieved from the following list. (Group A.)

Group A Elective Unit Title - Nominal Funding Hours

Conduct backhoe/loader operations - 200
Conduct dozer operations - 240
Conduct excavator operations - 200
Conduct front end loader operations - 160
Conduct grader operations - 240
Conduct scraper operations - 180
Conduct skid steer loader operations - 160
Unit Standards A - Conduct pipelayer operations - 80
Conduct recycler operations - 80

Two competency standards must be achieved from the following list.

(Group B.)

Group B Elective Unit Title - Nominal Funding Hours

Conduct tractor operations - 60
Conduct tip truck operations - 60
Conduct roller operations - 80
Conduct water cart operations - 40
Conduct continuous bucket trencher operations - 40
Conduct dump truck operations - 60
Conduct forklift operations - 32
Conduct soil and landfill compactor operations - 40
Conduct telescopic materials handler operations - 80
Conduct materials spreader operations - 80
Conduct profile planer operations - 80
Maximum Funded Hours - 1,008

Scottish Qualifications Authority

No match was found for Level 2 qualifications listed in the Construction and Civil Engineering Services domain.

Irish Qualifications Authority

No match was found for Level 3 Qualifications listed in the Construction and Civil Engineering Services domain.

African Qualification Authorities -TEVETA (Malawi) & VETA (Zambia)

No Qualification was found for Level 2 Qualifications listed in the Construction and Civil Engineering Services domain.

ARTICULATION OPTIONS

This Qualification will allow learners access to a National Certificate in Construction : Advanced Plant Operation.

Learners who have successfully demonstrated applied competence in this Qualification will be equipped with a foundation for further intellectual development, opportunities for gainful employment and reward for contributions to society.

MODERATION OPTIONS

Assessment of learner achievements takes place at providers accredited by the relevant body (RSA, 1998b) for the provision of programmes that result in the outcomes specified for the National Certificate in Construction: Plant Operations - NQF Level 2.

The relevant ETQA, or other ETQAs that have a Memorandum of Understanding in place with the relevant

ETQA, are responsible for the moderation of learner achievements for those learners who meet the requirements of this Qualification.

Anyone assessing a learner, or moderating the assessment of a learner, against this Qualification must be registered as an assessor with the relevant ETQA. Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's and in terms of the moderation guideline detailed immediately below.

Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution, which is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Person's who apply to register as an Assessor for this Qualification, must meet the following criteria:

- > A recognized assessor Qualification
- > Compliance with the relevant ETQA's requirements for assessor registration
- > Detailed documentary proof of educational Qualification, subject matter expertise as well as experience gained (Portfolio of Evidence)
- > A minimum of three years practical relevant occupational experience at NQF level 3

NOTES

N/A

UNIT STANDARDS

(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	14656 Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	5	Registered
Core	110075 Apply basic fire fighting techniques	Level 1	3	Registered
Core	9964 Apply health and safety to a work area	Level 2	3	Reregistered
Core	9965 Render basic first aid	Level 2	3	Registered
Core	9966 Establish and prepare a work area	Level 2	4	Registered
Core	9978 Describe the construction industry composition its work procurement systems and communication techniques	Level 2	3	Registered
Core	9986 Apply quality principles on a construction project	Level 2	12	Registered
Core	14336 Maintain Records For Civil Construction Sites	Level 2	2	Registered
Core	14556 Apply productivity principles on a construction site	Level 2	6	Registered
Core	14560 Handle, transport, store and utilize hazardous materials on a construction site	Level 2	5	Registered
Core	110078 Plan, organise and manage oneself in the workplace	Level 2	2	Registered
Core	114219 Demonstrate an understanding and implement environmental initiatives on a construction activity	Level 2	4	Registered
Core	116051 Demonstrate fundamental knowledge of earthworks	Level 2	5	Draft - Prep for P Comment
Core	116152 Demonstrate mechanical awareness and plant appreciation	Level 2	5	Draft - Prep for P Comment
Core	116154 Demonstrate knowledge of and apply regulatory requirements pertaining to plant operation	Level 2	5	Draft - Prep for P Comment
Core	116162 Demonstrate knowledge of civil construction works	Level 2	5	Draft - Prep for P Comment
Core	10955 Foster and maintain customer relations	Level 3	10	Reregistered

Core	14633 Adhere to disciplinary code	Level 3	1	Registered
Core	14636 Follow grievance procedure	Level 3	2	Registered
Elective	116045 Operate wheeled dozer	Level 2	20	Draft - Prep for P Comment
Elective	116047 Operate excavator	Level 2	20	Draft - Prep for P Comment
Elective	116054 Operate face shovel	Level 2	24	Draft - Prep for P Comment
Elective	116058 Operate a tracked dozer	Level 2	24	Draft - Prep for P Comment
Elective	116067 Operate a tip truck	Level 2	6	Draft - Prep for P Comment
Elective	116071 Operate a scraper	Level 2	20	Draft - Prep for P Comment
Elective	116073 Operate water cart	Level 2	6	Draft - Prep for P Comment
Elective	116075 Operate a sideboom	Level 2	8	Draft - Prep for P Comment
Elective	116078 Operate a grader	Level 2	26	Draft - Prep for P Comment
Elective	116085 Operate service truck	Level 2	10	Draft - Prep for P Comment
Elective	116089 Operate a roller	Level 2	8	Draft - Prep for P Comment
Elective	116097 Operate a rigid body dump truck	Level 2	16	Draft - Prep for P Comment
Elective	116102 Operate front end loader	Level 2	16	Draft - Prep for P Comment
Elective	116130 Operate a dragline	Level 2	24	Draft - Prep for P Comment
Elective	116132 Operate continuous bucket trencher	Level 2	8	Draft - Prep for P Comment
Elective	116135 Operate bitumen spray bitumen spray equipment	Level 2	5	Draft - Prep for P Comment
Elective	116140 Operate a paving screed	Level 2	6	Draft - Prep for P Comment
Elective	116142 Operate a milling machine	Level 2	8	Draft - Prep for P Comment
Elective	116146 Operate a hot mix asphalt paving machine	Level 2	8	Draft - Prep for P Comment
Elective	116177 Operate a tractor	Level 2	6	Draft - Prep for P Comment
Elective	116210 Operate a Skid Steer Loader	Level 2	16	Draft - Prep for P Comment
Elective	116330 Operate articulated dump truck	Level 2	16	Draft - Prep for P Comment
Elective	116333 Operate backhoe/loader	Level 2	20	Draft - Prep for P Comment
Fundamental	7480 Demonstrate understanding of rational and irrational numbers and number systems	Level 2	3	Registered
Fundamental	8962 Maintain and adapt oral communication	Level 2	5	Registered
Fundamental	8963 Access and use information from texts	Level 2	5	Registered
Fundamental	8964 Write for a defined context	Level 2	5	Registered
Fundamental	8967 Use language and communication in occupational learning programmes	Level 2	5	Registered
Fundamental	9007 Work with a range of patterns and functions and solve problems	Level 2	2	Registered
Fundamental	9008 Identify, describe, compare, classify, explore shape and motion in 2-and 3-dimensional shapes in different contexts	Level 2	3	Registered
Fundamental	9009 Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	Level 2	4	Registered
Fundamental	7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	2	Registered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

1

Demonstrate fundamental knowledge of earthworks

SAQA US ID	UNIT STANDARD TITLE		
116051	Demonstrate fundamental knowledge of earthworks		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Describe different soil types.

SPECIFIC OUTCOME 2

Demonstrate knowledge of bulk excavation.

SPECIFIC OUTCOME 3

Describe dumping and spreading operations.

SPECIFIC OUTCOME 4

Describe erosion control on earthworks.

SPECIFIC OUTCOME 5

Describe compaction of earthworks.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

2

Demonstrate mechanical awareness and plant appreciation

SAQA US ID	UNIT STANDARD TITLE		
116152	Demonstrate mechanical awareness and plant appreciation		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify and describe functions of major components and systems.

SPECIFIC OUTCOME 2

Identify and describe functions of instruments and controls.

SPECIFIC OUTCOME 3

Apply recognised methods for inspection and recording operational fitness of all plant components.

SPECIFIC OUTCOME 4

Demonstrate an understanding of, and apply principles of leverage.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

3

Demonstrate knowledge of and apply regulatory requirements pertaining to plant operation

SAQA US ID	UNIT STANDARD TITLE		
116154	Demonstrate knowledge of and apply regulatory requirements pertaining to plant operation		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate Knowledge of and apply relevant Occupational Health and Safety legislation.

SPECIFIC OUTCOME 2

Demonstrate an understanding of and apply NOSA requirements and organisational policies.

SPECIFIC OUTCOME 3

Demonstrate knowledge of and apply relevant Code of practice.

SPECIFIC OUTCOME 4

Demonstrate knowledge of and apply control measures for hazardous/dangerous goods/materials.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

Demonstrate knowledge of civil construction works

SAQA US ID	UNIT STANDARD TITLE		
116162	Demonstrate knowledge of civil construction works		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Civil Engineering Construction	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of civil construction processes and sequences.

SPECIFIC OUTCOME 2

Demonstrate knowledge of civil construction plant, equipment, and activities.

SPECIFIC OUTCOME 3

Describe quality assurance of civil construction activities.

SPECIFIC OUTCOME 4

Describe effects of adverse weather on construction environments and activities.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

5

Operate a sideboom

SAQA US ID		UNIT STANDARD TITLE	
116075		Operate a sideboom	
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	8

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a sideboom.

SPECIFIC OUTCOME 2

Start and shut down sideboom.

SPECIFIC OUTCOME 3

Operate sideboom.

SPECIFIC OUTCOME 4

Document sideboom use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

6

Operate excavator

SAQA US ID	UNIT STANDARD TITLE		
116047	Operate excavator		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	20

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a excavator.

SPECIFIC OUTCOME 2

Start and shut down excavator.

SPECIFIC OUTCOME 3

Operate excavator.

SPECIFIC OUTCOME 4

Document excavator use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

7

Operate face shovel

SAQA US ID	UNIT STANDARD TITLE		
116054	Operate face shovel		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB for Secondary Agriculture: Processing	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Agriculture and Nature Conservation	Secondary Agriculture		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
AGR-SAG-0-SGB SAP	Regular	Level 2	24

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a face shovel.

SPECIFIC OUTCOME 2

Start and shut down face shovel.

SPECIFIC OUTCOME 3

Operate face shovel.

SPECIFIC OUTCOME 4

Document face shovel use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

8

Operate a dragline

SAQA US ID	UNIT STANDARD TITLE		
116130	Operate a dragline		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Civil Engineering Construction	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	24

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a draglines.

SPECIFIC OUTCOME 2

Start and shut down dragline.

SPECIFIC OUTCOME 3

Operate dragline.

SPECIFIC OUTCOME 4

Document dragline use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

9

i Operate a tracked dozer

SAQA US ID	UNIT STANDARD TITLE		
116058	Operate a tracked dozer		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Civil Engineering Construction	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	24

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a tracked dozer.

SPECIFIC OUTCOME 2

Start and shut down tracked dozer.

SPECIFIC OUTCOME 3

Operate tracked dozer.

SPECIFIC OUTCOME 4

Document tracked dozer use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

10

Operate wheeled dozer

SAQA US ID	UNIT STANDARD TITLE		
116045	Operate wheeled dozer		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	20

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate Knowledge of the Functions of a wheel dozer.

SPECIFIC OUTCOME 2

Start and shut down wheel dozer.

SPECIFIC OUTCOME 3

Operate wheel dozer.

SPECIFIC OUTCOME 4

Document wheel dozer use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

11

Operate front end loader

SAQA US ID		UNIT STANDARD TITLE	
116102		Operate front end loader	
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	16

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a front end loader.

SPECIFIC OUTCOME 2

Start and shut down front end loader.

SPECIFIC OUTCOME 3

Operate front end loader.

SPECIFIC OUTCOME 4

Document front end loader use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

12

Operate a grader

SAQA US ID	UNIT STANDARD TITLE		
116078	Operate a grader		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	26

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a grader.

SPECIFIC OUTCOME 2

Start and shut down grader.

SPECIFIC OUTCOME 3

Operate grader.

SPECIFIC OUTCOME 4

Document grader use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

13

Operate a scraper

SAQA US ID	UNIT STANDARD TITLE		
116071	Operate a scraper		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	20

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a scraper.

SPECIFIC OUTCOME 2

Start and shut down scraper.

SPECIFIC OUTCOME 3

Operate scraper.

SPECIFIC OUTCOME 4

Document scraper use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

14

Operate a tip truck

SAQA US ID	UNIT STANDARD TITLE		
116067	Operate a tip truck		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a Tip Truck

SPECIFIC OUTCOME 2

Start and shut down tip truck.

SPECIFIC OUTCOME 3

Operate tip truck.

SPECIFIC OUTCOME 4

Document tip truck use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

15

Operate articulated dump truck

SAQA US ID	UNIT STANDARD TITLE		
116330	Operate articulated dump truck		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	16

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a articulated dump trucks.

SPECIFIC OUTCOME 2

Start and shut down machine.

SPECIFIC OUTCOME 3

Operate machine.

SPECIFIC OUTCOME 4

Document machine use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

16

Operate a Skid Steer Loader

SAQA US ID	UNIT STANDARD TITLE		
116210	Operate a Skid Steer Loader		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	16

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a skid steer loader.

SPECIFIC OUTCOME 2

Start and shut down skid steer loader.

SPECIFIC OUTCOME 3

Operate skid steer loader.

SPECIFIC OUTCOME 4

Document skid steer loader use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

17

Operate a tractor

SAQA US ID		UNIT STANDARD TITLE	
116177		Operate a tractor	
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a tractor.

SPECIFIC OUTCOME 2

Start and shut down tractor.

SPECIFIC OUTCOME 3

Operate tractor.

SPECIFIC OUTCOME 4

Document tractor use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

18

Operate a roller

SAQA US ID	UNIT STANDARD TITLE		
116089	Operate a roller		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	8

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge of the functions of a roller.

SPECIFIC OUTCOME 2

Start and shut down roller.

SPECIFIC OUTCOME 3

Operate roller.

SPECIFIC OUTCOME 4

Document roller use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

19

Operate water cart

SAQA US ID	UNIT STANDARD TITLE		
116073	Operate water cart		
SGB NAME		ABET BAND	PROVIDER NAME
SGB for Secondary Agriculture: Processing		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Agriculture and Nature Conservation		Secondary Agriculture	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
AGR-SAG-0-SGB SAP	Regular	Level 2	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a water cart.

SPECIFIC OUTCOME 2

Start and shut down water cart.

SPECIFIC OUTCOME 3

Operate water cart.

SPECIFIC OUTCOME 4

Document water cart use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

20

Operate continuous bucket trencher

SAQA US ID	UNIT STANDARD TITLE		
116132	Operate continuous bucket trencher		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	8

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge of the functions of a continuous bucket trencher.

SPECIFIC OUTCOME 2

Start and shut down continuous bucket trencher.

SPECIFIC OUTCOME 3

Operate continuous bucket trencher.

SPECIFIC OUTCOME 4

Document continuous bucket trencher use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

21

Operate a hot mix asphalt paving machine

SAQA US ID	UNIT STANDARD TITLE		
116146	Operate a hot mix asphalt paving machine		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	8

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a hot mix asphalt paving machine.

SPECIFIC OUTCOME 2

Start and shut down hot mix asphalt paving machine.

SPECIFIC OUTCOME 3

Operate hot mix asphalt paving machine.

SPECIFIC OUTCOME 4

Document hot mix asphalt paving machine use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

22

Operate bitumen spray bitumen spray equipment

SAQA US ID	UNIT STANDARD TITLE		
116135	Operate bitumen spray bitumen spray equipment		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge of the functions bitumen spray equipment.

SPECIFIC OUTCOME 2

Demonstrate an understanding of sprayer support plant.

SPECIFIC OUTCOME 3

Prepare to spray bitumen.

SPECIFIC OUTCOME 4

Operate bitumen spray equipment.

SPECIFIC OUTCOME 5

Operate bitumen spraying process controls.

SPECIFIC OUTCOME 6

Maintain sprayer bitumen spray equipment.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

23

Operate a paving screed

SAQA US ID	UNIT STANDARD TITLE		
116140	Operate a paving screed		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a paving screed.

SPECIFIC OUTCOME 2

Start and shut down paving screed.

SPECIFIC OUTCOME 3

Operate paving screed.

SPECIFIC OUTCOME 4

Document paving screed use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

24

Operate a milling machine

SAQA US ID	UNIT STANDARD TITLE		
116142	Operate a milling machine		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	8

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a milling machine.

SPECIFIC OUTCOME 2

Start and shut down milling machine.

SPECIFIC OUTCOME 3

Operate milling machine.

SPECIFIC OUTCOME 4

Document milling machine use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

25

Operate service truck

SAQA US ID	UNIT STANDARD TITLE		
116085	Operate service truck		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	10

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a service trucks.

SPECIFIC OUTCOME 2

Start and shut down service truck.

SPECIFIC OUTCOME 3

Operate service truck.

SPECIFIC OUTCOME 4

Document service truck use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

26

Operate backhoe/loader

SAQA US ID	UNIT STANDARD TITLE		
116333	Operate backhoe/loader		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	20

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a backhoe/loader's.

SPECIFIC OUTCOME 2

Start and shut down machine.

SPECIFIC OUTCOME 3

Operate machine.

SPECIFIC OUTCOME 4

Document machine use.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

27

Operate a rigid body dump truck

SAQA US ID	UNIT STANDARD TITLE		
116097	Operate a rigid body dump truck		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Civil Engineering Construction		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical Planning and Construction		Civil Engineering Construction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PPC-CEC-0-SGB CEC	Regular	Level 2	16

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the functions of a rigid body dump truck.

SPECIFIC OUTCOME 2

Start and shut down rigid body dump truck.

SPECIFIC OUTCOME 3

Operate rigid body dump truck.

SPECIFIC OUTCOME 4

Document rigid body dump truck use.

No. 1002

27 August 2004

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Administration

Registered by NSB 03, Business, Commerce and Management Studies, publishes the following qualification and unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the qualification and unit standards. The qualification and unit standards can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address ***below and no later than 27 September 2004***. All correspondence should be marked **Standards Setting – SGB for Administration** and addressed to

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JOE SAMUELS**DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

Further Education and Training Certificate: Debt Recovery

SAQA QUAL ID	QUALIFICATION TITLE	
49021	Further Education and Training Certificate: Debt Recovery	
SGB NAME	SGB Administration	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
BUS-4-National Certificate	National Certificate	Office Administration
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
140	Level 4	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

This Qualification is for any individual who is or wishes to be involved in the Debt Recovery function within the business sector. It is also the building block to advance the learner into the National Certificate: Credit Management: NQF Level 5, or the National Certificate: Debt Recovery: Level 5, and any future related Debt Recovery Qualifications at NQF Level 5 that may be generated at a future date.

The Core Component of the Qualification offers the learner knowledge and skills in Ethics and personal effectiveness within the debt recovery context, the application of the legalities in the liquidation of debt, the management of debtor and credit grantor portfolios and the facilitation of oral and written communications for the purposes of effectively administering debt recovery. The Qualification through its Elective Component enables the learner to specialize in areas of Debt Recovery such as Ethics, Supervisory/Management, Administration, Strategic Management, Information Technology, Accounting and Financial Management.

Learners working towards this Qualification will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to their jobs. This Qualification is intended to enhance the provision of service within the field of Debt Recovery within the business and commerce sector. The Qualification ensures progression of learning, enabling the learner to meet standards of service excellence required within the Debt Recovery field of learning, through building day-to-day Debt Recovery skills as well as operational competencies required within the business and commercial sector, both in larger enterprises and small, medium and micro enterprises. It will provide the broad knowledge, skills and values needed in the Debt Recovery field for the public sector and will facilitate access to, and mobility and progression within, education and training.

Qualifying learners could follow a career in:

- > Debt Recovery
- > Credit Management
- > Financial Services
- > SMME Management
- > Generic Supervision and Management
- > Administration

Rationale:

The FETC: Debt Recovery is designed to meet the needs of those learners both employed or unemployed, who are already involved or wish to become involved in the field of Debt Recovery. The function of debt recovery is a rapidly growing area in the Financial Services Sector and this means that there is an on-going need for skilled people to carry out these functions in this business sector, both within larger corporations and the SMME (Small, Medium and Micro Enterprise) Sector. This qualification will enable the learner at

lower levels in the sector to access a formal national qualification in debt recovery. In line with the professionalisation of this function, there is also a need to develop career paths in this field so as to offer people involved in debt recovery the opportunity to continue with a programme of life-long learning, which will make them knowledgeable and skilled employees with enhanced employment opportunities.

The FETC: Debt Recovery is a specialised Qualification which offers administrative and financial knowledge and skills to learners who:

- > Have attained the National Certificate in Business Administration: Level 3 or any related financial, accounting or credit management qualifications and wish to continue on a path of life-long learning within the Debt Recovery Sector
- > Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training
- > Have worked in Administration, Credit Management or Debt Recovery for many years, but have no formal Qualifications in their area of expertise
- > Wish to extend their range of skills and knowledge of Debt Recovery so that they can become knowledge workers
- > Are contracted in a learnership agreement
- > Have recently taken up a position in Debt Recovery
- > Have not yet acquired the skills and competencies required for learning in Debt Recovery at NQF level 5.

The skills, knowledge, values and attitudes reflected in the Qualification are building blocks that will be developed further in Level 5. The intention is:

- > To promote the development of knowledge and skills that are required for the efficient performance of Debt Recovery functions in the Business, Commerce and Management Sector.
- > To release the potential of people.

The FETC: Debt Recovery should produce knowledgeable, multi-skilled workers who are able to contribute to improved productivity and efficiency within the business sector. It should provide the means for current workers to receive recognition of prior learning, to upgrade their skills and achieve a nationally recognised qualification. It should also assist new entrants to the business sector.

It will ensure that the quality of education and training in Debt Recovery is enhanced and of a world-class standard.

The FETC: Debt Recovery builds on the knowledge and skills already obtained in the Level 3 Certificate for FETC in Business Administration or Financial Services.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

Learners accessing this Qualification should be competent in:

- > Communication at NQF level 3
- > Mathematical Literacy at NQF level 3
- > Computer Literacy at NQF Level 2

Recognition of Prior Learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible. Learner and Assessor will jointly decide on methods to determine prior learning and competence in the knowledge, skills, values and attitudes implicit in the Qualification and the associated Unit Standards. Recognition of Prior Learning will be done by means of an Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow for:

- > Accelerated access to further learning at this or higher levels on the NQF
- > Gaining of credits towards Unit Standards in this Qualification
- > Obtaining this Qualification in whole or in part.

All recognition of Prior Learning is subject to quality assurance by the relevant ETQA or an ETQA that has a Memorandum of Understanding with the relevant ETQA.

QUALIFICATION RULES

The Certificate is made up of a planned combination of learning outcomes that have a defined purpose and will provide qualifying learners with applied competence and a basis for further training.

The qualification is made up of Unit Standards that are classified as Fundamental, Core and Elective. A minimum of 140 credits is required to complete the qualification.

In this qualification the credits are allocated as follows:

- > Fundamental: 56 credits (40%)
- > Core: 69 credits (49%)
- > Electives: 15 credits (11%)

TOTAL: 140 credits

Motivation for number of credits assigned to fundamental, core and elective

Fundamental Component

Unit Standards to the value of twenty credits in Communication in a First Language and twenty credits in Communication in a Second Language have been included. The inclusion of the Unit Standards in Communication in a Second Language is to enhance the ability of South Africans to communicate with each other in our multi-lingual country.

The Unit Standards for Communication in the Second South African Language are to be chosen from the following official languages: English, Sepedi, Sesotho, Setswana, siSwati, Tshivenda, Xitsonga, Afrikaans, isiNdebele, isiXhosa, isiZulu and sign language. The Second Language implies a language other than the language of instruction of, or the language taken as the First Language for this Qualification. The selection of the Second Official Language should be based on the language(s) of the people to whom the Learner is most likely to deliver a service.

Sixteen credits in Mathematical Literacy have also been included in the Fundamental Component.

These Fundamental Unit Standards will add value to learners both socially and economically in terms of their ability to operate as literate and numerate workers in a global economy. Their inclusion means that the Qualification conforms to the requirements for a FETC so granting the learning access to qualifications in the Higher Education band, subject to the entrance requirements applied by Providers to specific qualifications.

All the Unit Standards are compulsory.

Core Component

Sixty-nine credits have been allocated to Unit Standards in the Core Component of this Qualification. This is to ensure that the Qualification has a strong Debt Recovery focus. The Unit Standards classified as Core describe Debt Recovery knowledge and skills that are generic to various Debt Recovery contexts where Administrative functions of one kind or another are executed. They provide an opportunity to develop knowledge of Debt Recovery through research, formal learning and workplace practice and/or simulated situations. The Unit Standards encourage application of knowledge and skills in real situations. The Core Unit Standards provide the basic knowledge and skills that all workers need to know about Debt Recovery.

All Unit standards are compulsory.

Elective Component

There are Unit Standards totaling 115 credits in this Component. These Unit Standards are grouped into broad specialist Debt Recovery focus areas to enable learners to gain specialist knowledge and skills, which are particularly relevant, or of interest to the learner. Learners are required to select Electives that add up to at least 15 credits. While learners may choose any of the Electives to make up the 15 credits, it is

preferable that the learner chooses the complete set of Standards listed in each sub-section even if this should mean that the minimum number of credits is exceeded. The learner may also select other Unit Standards at the level of the Qualification, not listed in this Qualification, but which would enhance the learner's work performance or employability, or which are of particular interest to the learner, with the approval of the relevant ETQA.

EXIT LEVEL OUTCOMES

1. Manage credit grantor portfolios.
2. Manage debtor portfolios.
3. Administer the Debt Recovery process.
4. Apply key legislation, codes of conduct and ethics in the Debt Recovery context.
5. Communicate effectively with internal and external stakeholders in at least two languages
6. Use mathematics correctly in work and personal situations.

ASSOCIATED ASSESSMENT CRITERIA

1.
 - > Credit grantor specifications are reviewed and schedules and planning for managing debtor portfolios are concluded accordingly.
 - > Special directives are incorporated into implementation plan.
 - > Detailed reports are compiled illustrating status of all debtor accounts for the credit grantor according to service level agreements.
2.
 - > Credit grantor specifications are considered in the management of debtor portfolios.
 - > All debtor details are updated on an ongoing basis in order to effectively track the status of the accounts and pursue the Debt Recovery process.
 - > Statements of account are regularly updated and all support records maintained.
3.
 - > Debt recovery goals and targets are determined according to risk profiles.
 - > Information pertaining to Debt Recovery process is critically analysed and reviewed on an ongoing basis.
 - > Appropriate administrative systems are adopted to track Debt Recovery process and maintain accurate records.
 - > Written and oral communications pertaining to Debt Recovery function are recorded and tracked on an ongoing basis.
 - > Reporting pertaining to process and status of Debt Recovery accounts is done timeously.
4.
 - > The necessary legislation, related policy and regulations, codes of conduct and ethics are applied to own Debt Recovery context.
 - > Relevant associations and regulatory authorities affecting the Debt Recovery context are communicated with effectively about Debt Recovery issues.
 - > Behaviour is consistent with the Code of Conduct applicable to the Debt Recovery function.
 - > Ethical principles that comply with legislation and codes of conduct within the Debt Recovery context are applied at all times.
5.
 - > Internal and external stakeholders are communicated with orally using sound listening techniques and using appropriate language, tone, volume and register.
 - > Written communication in the form of letters, reports, memorandums, etc. are compiled using formal language that is appropriate for the audience and purpose.
 - > Written texts are correctly interpreted and their relevance for the learner understood and applied correctly where necessary.
6.
 - > Mathematical calculations are correctly done using the appropriate formulae.
 - > Computations are correctly done utilizing a calculator.
 - > Mathematics calculations are utilized to determine interest rates, debits and credits, debtor balances, and

status of debtor accounts.

Integrated Assessment

Because assessment practices must be open, transparent, fair, valid, and reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the Qualification.

Learning, teaching and assessment are inextricably lined: Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Debt Recovery contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. During integrated assessments the assessor should make use of formative and summative assessment methods and assess combinations of practical, applied, foundational and reflective competencies.

Assessors and moderators should make use of a range of formative and summative assessment methods. Assessors should assess and give credit for the evidence of learning that has already been acquired through formal, informal and non-formal learning and work experience.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

INTERNATIONAL COMPARABILITY

Benchmarking was done by comparison to Unit Standards/Outcomes of learning against the Standards for Debt Recovery in:

- > Australia
- > New Zealand
- > Ireland
- > United Kingdom
- > Scotland
- > Belgium
- > Wales

A search of the qualifications and standards available from the above bodies revealed qualifications in Credit Management but nothing specific in Debt Collection/Recovery, except for New Zealand, in which the standards still only formed part of a Credit Management Qualification. However, the New Zealand qualification did seem to indicate that more research has been done in respect of Debt Collection as a core function.

In evaluating and streamlining the qualifications identified, the following qualifications were explored:

- > National occupational standards in Credit Management - United Kingdom
- > National Certificate in Credit Management - New Zealand

In essence the crux of these qualifications can be summarized as follows:

National Occupational standards in Credit Management - United Kingdom

- > Unit 3: Process initial applications for Credit
- > Unit 4: Evaluate credit worthiness
- > Unit 5: Record and account for transactions with customers

- > Unit 6: Establish and maintain contact with customers
- > Unit 7: Monitor collection performance
- > Unit 8: Pursue overdue debts
- > Unit 21: Working with computers
- > Unit 22: Contribute to the maintenance of a healthy, safe and productive working environment
- > Unit 23: Achieving personal effectiveness

Parallels drawn with qualification:

Parallels were drawn with Unit 7, 8 and 23: Whilst the information was useful from a content perspective, the standards are written very differently to SA unit standards and tend to be more job focused and input based than outcomes based. It would seem that these standards centre more on a curriculum than occupationally based unit standards of competence.

National Certificate in Credit Management - New Zealand (A Level 4 qualification comprising of 140 credits):

The following fields, subfields and domains are covered in this particular qualification:

- > Business
- > Computing and Information Technology
- > Education
- > Humanities and Communication Skills

The following unit standards were extracted from this qualification as input to the South African specific qualification in Debt Recovery:

- > Administer debt collection (Level 3, Credits 8)
- > Demonstrate telephone techniques for debt collection (Level 3, Credits 6)
- > Demonstrate knowledge of credit dispute resolution processes (Level 4, Credits 10)
- > Demonstrate knowledge of the repossession of goods under credit agreement (Level 4, Credits 10)
- > Evaluate credit worthiness (Level 4, Credits 10)
- > Manage credit facilities (Level 4, Credits 10)
- > Manage credit policies and procedures (Level 5, Credits 12)
- > Produce and distribute management reports to manage credit risk (Level 4, Credits 12)
- > Apply legal requirements to credit contracts (Level 4, Credits 10)
- > Recover debt using legal proceedings (Level 4, Credits 12)

Parallels drawn with qualification

This qualification is more suitable and it was perceived by the Task Team that the unit standards and qualifications in New Zealand are easier to benchmark against because their format for qualifications and unit standards is very similar to the way in which South Africa designs its unit standards. The New Zealand qualification is also more easily benchmarked against because it is also a level 4 qualification comprising of 140 credits. It is from this qualification that the unit standards were extrapolated specifically for Debt Recovery and used as input to the SA qualification outlined herein. Furthermore, this qualification is obviously in line with the latest research into credit management in New Zealand and the qualification review date is 31 December 2005. Whilst the qualification as a whole caters for the full function of Credit Management, it appears that much research has gone into the Debt Recovery/Collection function as a part of the Credit Management qualification. However, it seems from all the research done in respect of international comparability, that South Africa is the only country that is seeking to compile a dedicated qualification in Debt Recovery, separating it as a learning field from Credit Management.

Most of the abovementioned unit standards were used to benchmark against and the unit standards number 16761 : Demonstrate knowledge of the repossession of goods under credit agreement, was used as is, rather than incorporated into other standards.

However, it was felt that this is a higher level standard and as such, it was agreed that this standard would be positioned at a Level 5 on the South African NQF, although it is positioned as a Level 4 for the New Zealand qualification. The unit standards that were deemed more appropriate for a Credit Management qualification only include:

- > Manage credit facilities
- > Evaluate credit worthiness
- > Manage credit facilities

Thus, these were not really suited to a dedicated Debt Recovery qualification but rather to Credit Management as a function, although elements of these standards were evaluated for any possible correlation to the Debt Recovery function.

In consultation with the Task Team that put together this qualification, it was agreed that the most suitable standards for the South African learning context within Debt Recovery are the New Zealand unit standards that relate specifically to Debt Collection. Hence these unit standards were used as inputs to the standards that have been developed as part of this qualification and one converted as it to the South African scenario.

In addition, several members of the Task Team regularly consult with the regulatory bodies in Debt Recovery around the world, especially the USA. Thus, authoritative input was given in respect of the content of the standards and the codes of conduct that are benchmarked internationally on an ongoing basis. In the application of the South African unit standards, these associated regulatory bodies within the Debt Recovery context will continue to provide input based on international trends and developments in Debt Recovery.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following Qualifications:

- > The National Certificate in Business Administration Services : Level 4
- > The National Certificate in Management: Level 4

Vertical articulation is possible with the following Qualifications:

- > The National Certificate in Management: Level 5

MODERATION OPTIONS

- > Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor with the relevant Education, Training, Quality, Assurance (ETQA) Body, or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- > Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant Education, Training, Quality, Assurance (ETQA) Body, or with an ETQA that has a Memorandum of Understanding with the Services ETQA.
- > Assessment and moderation of assessment will be overseen by the relevant Education, Training, Quality, Assurance (ETQA) Body, or by an ETQA that has a Memorandum of Understanding with the Services ETQA, according to the ETQA's policies and guidelines for assessment and moderation.
- > Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should also encompass achievement of the competence described both in individual Unit Standards as well as the integrated competence described in the Qualification.

Anyone wishing to be assessed against this Qualification may apply to be assessed by any assessment agency, assessor or provider institution that is accredited by the relevant ETQA.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor, the applicant needs:

- > A minimum of 2 (two) years' practical, relevant occupational experience in Administration
- > To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
- > To be in possession of a Qualification in Debt Recovery or Credit Management in an NQF Level 5 or higher

NOTES

N/A

UNIT STANDARDS*(Note: A blank space after this line means that the qualification is not based on Unit Standards.)*

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	13948 Negotiate an agreement or deal in an authentic work situation	Level 4	5	Registered
Core	110021 Achieve personal effectiveness in business environment	Level 4	6	Registered
Core	110023 Present information in report format	Level 4	6	Registered
Core	116598 Compile debtor correspondence in accordance with legislation and standard procedures	Level 4	6	Draft - Prep for P Comment
Core	116599 Manage debtor portfolio	Level 4	6	Draft - Prep for P Comment
Core	116601 Manage credit grantor portfolio	Level 4	4	Draft - Prep for P Comment
Core	116606 Communicate orally with relevant stakeholders in the recovery of debt	Level 4	6	Draft - Prep for P Comment
Core	116608 Demonstrate knowledge and application of ethical conduct in a debt recovery work context	Level 4	6	Draft - Prep for P Comment
Core	116610 Assess and allocate debt collecting accounts according to risk profile	Level 4	6	Draft - Prep for P Comment
Core	110526 Plan, organise, implement and control record-keeping systems	Level 5	4	Registered
Core	110531 Plan, organise and control the day-to-day administration of an office support function	Level 5	4	Registered
Core	116603 Demonstrate and apply understanding of the legal requirements relevant to the liquidation of debt	Level 5	10	Draft - Prep for P Comment
Elective	13933 Plan, monitor and control an information system in a business environment	Level 3	3	Registered
Elective	12745 Demonstrate knowledge and understanding of accounting practice and procedures associated with the collection of debts	Level 4	6	Registered
Elective	12747 Take on a business' debtor's book in full	Level 4	12	Registered
Elective	13379 Calculate interest using the Basic Mathematics of Interest Rates	Level 4	6	Registered
Elective	13941 Apply the budget function in a business unit	Level 4	5	Registered
Elective	13942 Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	Level 4	5	Registered
Elective	13943 Analyse new developments reported in the media that could impact on a business sector or industry	Level 4	10	Registered
Elective	110026 Describe and assist in the control of fraud in an office environment	Level 4	4	Registered
Elective	114600 Apply innovative thinking to the development of a small business	Level 4	4	Registered
Elective	12988 Record income and receipts	Level 5	10	Registered
Elective	12998 Produce spreadsheets using accounting related information technology	Level 5	8	Registered
Elective	14529 Demonstrate insight into current affairs in the financial services sector	Level 5	10	Registered
Elective	15229 Implement codes of conduct in the team, department or division	Level 5	3	Registered
Elective	15234 Apply efficient time management to the work of a department/division/section	Level 5	4	Registered
Elective	15237 Build teams to meet set goals and objectives	Level 5	3	Registered
Elective	116597 Manage trust accounts according to relevant Act	Level 5	12	Draft - Prep for P Comment
Elective	116607 Demonstrate knowledge of the repossession of goods under a credit agreement	Level 5	10	Draft - Prep for P Comment
Fundamental	8968 Accommodate audience and context needs in oral communication	Level 3	5	Registered
Fundamental	8969 Interpret and use information from texts	Level 3	5	Registered
Fundamental	8970 Write texts for a range of communicative contexts	Level 3	5	Registered
Fundamental	8972 Interpret a variety of literary texts	Level 3	5	Registered
Fundamental	7466 Represent and operate on complex numbers in non-trivial situations	Level 4	2	Registered
Fundamental	7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	2	Registered
Fundamental	7485 Demonstrate understanding of real and complex number systems	Level 4	3	Registered
Fundamental	8974 Engage in sustained oral communication and evaluate spoken texts	Level 4	5	Registered
Fundamental	8975 Read, analyse and respond to a variety of texts	Level 4	5	Registered
Fundamental	8976 Write for a wide range of contexts	Level 4	5	Registered
Fundamental	9015 Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	5	Registered

Fundamental	12153 Use the writing process to compose texts required in the business environment	Level 4	5	Registered
Fundamental	12417 Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	Level 4	4	Reregistered



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

1

Assess and allocate debt collecting accounts according to risk profile

SAQA US ID	UNIT STANDARD TITLE		
116610	Assess and allocate debt collecting accounts according to risk profile		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 4	6

Specific Outcomes:

SPECIFIC OUTCOME 1

Evaluate debtor accounts.

SPECIFIC OUTCOME 2

Profile accounts.

SPECIFIC OUTCOME 3

Allocate and log accounts.

SPECIFIC OUTCOME 4

Review allocation on an ongoing basis.



Established in terms of Act 56 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

2

Communicate orally with relevant stakeholders in the recovery of debt

SAQA US ID	UNIT STANDARD TITLE		
116606	Communicate orally with relevant stakeholders in the recovery of debt		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 4	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Plan debtor call.

SPECIFIC OUTCOME 2

Make contact with debtor.

SPECIFIC OUTCOME 3

Handle objections.

SPECIFIC OUTCOME 4

Handle queries.

SPECIFIC OUTCOME 5

Negotiate payment and reach agreement.

SPECIFIC OUTCOME 6

Record discussion subsequent to debtor interaction.



Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY**UNIT STANDARD:****3****Compile debtor correspondence in accordance with legislation and standard procedures**

SAQA US ID	UNIT STANDARD TITLE		
116598	Compile debtor correspondence in accordance with legislation and standard procedures		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Administration	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 4	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Prepare material for inclusion in debtor correspondence.

SPECIFIC OUTCOME 2

Prepare draft correspondence.

SPECIFIC OUTCOME 3

Revise draft correspondence.

SPECIFIC OUTCOME 4

Forward correspondence.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

Demonstrate knowledge and application of ethical conduct in a debt recovery work context

SAQA US ID	UNIT STANDARD TITLE		
116608	Demonstrate knowledge and application of ethical conduct in a debt recovery work context		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 4	6

Specific Outcomes:**SPECIFIC OUTCOME 1**

Explain the concept of ethics in relation to debt recovery.

SPECIFIC OUTCOME 2

Describe the role of a code of conduct in the debt recovery business environment.

SPECIFIC OUTCOME 3

Apply different ethical principles in the administration of debt recovery.

SPECIFIC OUTCOME 4

Make ethical decisions based on the debt recovery code of conduct.



Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

5

Manage credit grantor portfolio

SAQA US ID	UNIT STANDARD TITLE		
116601	Manage credit grantor portfolio		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 4	4

Specific Outcomes:**SPECIFIC OUTCOME 1**

Review credit grantor portfolio.

SPECIFIC OUTCOME 2

Implement credit grantor mandate.

SPECIFIC OUTCOME 3

Report to credit grantor on collection action taken.

SPECIFIC OUTCOME 4

Compile financial report for credit grantor.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

6

Manage debtor portfolio

SAQA US ID	UNIT STANDARD TITLE		
116599	Manage debtor portfolio		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-4-SGB ADMIN	Regular	Level 4	6

Specific Outcomes:

SPECIFIC OUTCOME 1

Update and verify debtor contact details.

SPECIFIC OUTCOME 2

Maintain records.

SPECIFIC OUTCOME 3

Diarise procedures.

SPECIFIC OUTCOME 4

Provide detailed statement of account.

SPECIFIC OUTCOME 5

Adjust claim and update ammounts.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

7

Demonstrate and apply understanding of the legal requirements relevant to the liquidation of debt

SAQA US ID	UNIT STANDARD TITLE		
116603	Demonstrate and apply understanding of the legal requirements relevant to the liquidation of debt		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 5	10

Specific Outcomes:

SPECIFIC OUTCOME 1

Interpret and explain legislation relating to debt recovery.

SPECIFIC OUTCOME 2

Comply with Debt Recovery organization code of conduct.

SPECIFIC OUTCOME 3

Comply with legislation regulating documentation used in debt recovery.

SPECIFIC OUTCOME 4

Apply statutory requirements applicable to debt recovery.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

8

Demonstrate knowledge of the repossession of goods under a credit agreement

SAQA US ID	UNIT STANDARD TITLE		
116607	Demonstrate knowledge of the repossession of goods under a credit agreement		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 5	10

Specific Outcomes:**SPECIFIC OUTCOME 1**

Demonstrate knowledge of the application of the legislation in the repossession of goods

SPECIFIC OUTCOME 2

Administer pre-possession notice requirements.

SPECIFIC OUTCOME 3

Administer post-possession notice requirements.

SPECIFIC OUTCOME 4

Apply relevant legislation in the repossession of goods.



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

9

Manage trust accounts according to relevant Act

SAQA US ID	UNIT STANDARD TITLE		
116597	Manage trust accounts according to relevant Act		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Administration		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Business, Commerce and Management Studies		Office Administration	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-OFA-0-SGB ADMIN	Regular	Level 5	12

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate and apply knowledge of law pertaining to Trust Accounts.

SPECIFIC OUTCOME 2

Open a Trust Account.

SPECIFIC OUTCOME 3

Maintain books of account pertaining to a Trust Account.

SPECIFIC OUTCOME 4

Report on Trust Accounts.

No. 1003

27 August 2004



Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

In order to proceed with the recognition of Standards Generating Bodies in terms of Government Regulations 19(1)(c) and 22(2) of 28 March 1998, National Standards Body 11, Services, invites public comment with respect to *the acceptability of the nominees and the representativeness of the key education and training stakeholder interest groups* listed as SGB applicants below.

In addition, the NSB invite submissions from interested parties wishing to serve on such an SGB. Interested parties should take note of the section on SGB Information below.

All nominations/ applications should be accompanied by curricula vitae.

More information regarding this application may be obtained on the SAQA website or from the SAQA offices, Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.

Comment should reach the NSB at the address below **by not later than 27 September 2004**. All correspondence should be marked **SGB for Maritime Operations** and be addressed to:

The Director: Standards Setting and
Development
SAQA
Attention: Mr. D Mphuthing
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to 012 – 431 5144
e-mail: dmphuthing@saqa.co.za

SGB INFORMATION

As a necessary step in the development and implementation of the National Qualifications Framework, The National Standards Bodies are briefed [regulation 19(1)(c) of 28 March 1998] to recognise or establish Standards Generating Bodies (SGBs).

SGBs shall:

- generate standards and qualifications in accordance with the Authority requirements in identified sub-fields and levels;
- update and review standards;
- recommend standards and qualifications to National Standards Bodies;
- recommend criteria for the registration of assessors and moderators or moderating bodies; and
- perform such other functions as may from time-to-time be delegated by their National Standards Body.

Any bodies wishing to nominate representatives, make application to serve on, or make any other submission with regard to the above SGB should note the following information.

SGBs should be composed of organisations, which shall be key education and training stakeholder interest groups and experts in the sub-field. The NSB, when making its final decisions will have due regard for, among other things, *the need for representativeness and equity, redress and relevant expertise in terms of the work of the SGBs.*

Organisations proposing to nominate persons to SGBs should be sensitive to the need for **equity** and **redress**, and shall nominate persons who-

- (a) will be able to consider issues of productivity, fairness, public interest and international comparability as related to education and training in the sub-field;
 - (b) enjoy credibility in the sub-field in question, who enjoy respect; have the necessary expertise and experience in the sub-field and have the support or backing of the nominating body;
 - (c) are able to advocate and mediate the needs and interests of all levels within the sub-field covered by the Standards Generating Body;
 - (d) are able to exercise critical judgement at a high level; and
 - (e) are committed to a communication process between the Standards Generating Body, the National Standards Body and the Constituency.
-

**PUBLIC NOTICE BY NSB 11, SERVICES, TO RE-REGISTER AN
SGB FOR MARITIME OPERATIONS**

NSB 11 has decided, in terms of NSB *Regulation 24 (1) (e)*, to extend the brief and membership of the SGB for Maritime Operations for NQF levels 1 – 8.

PROPOSED BRIEF OF THE SGB

1. Develop learning pathways for potential qualifications and unit standards in the area of Maritime Operations from level 1 through to level 8 [*Regulation 24 (1) (e)*].
2. The following qualifications shall be generated:
 - National Certificate in Transport Basic Fishing Operations (NQF Level 1)
 - National Certificate in Marine Navigation (NQF Level 2)
 - National Certificate in Marine Engineering (NQF Level 2)
 - National Certificate in Fish Processing (NQF Level 3)
 - National Certificate in Supervision Fishing Operations (NQF Level 3)
 - FETC in Shore Based Skippering (NQF Level 4)
 - National Diploma in Shore-based Skippering (NQF Level 4)
 - National Diploma in Fishing - Small Business Management (NQF Level 5)
 - National Diploma in Fishing – Small Business Operations (NQF Level 5)
 - National Diploma in Deck Watch-keeping (NQF Level 5)
 - National Diploma in Engineering Watch-keeping (NQF Level 5)
 - National Diploma in Shore Based Shipping Administration – Technical, Sales and Marketing (NQF Level 5)
 - Degree in Deck Watchkeeping (NQF Level 6)
 - Degree in Engineering Watch-keeping (NQF Level 6)
 - Honours Degree in Shipping (NQF Level 7)
 - Masters Degree in Shipping (NQF Level 8)[*Regulation 24 (1) (a)*]
3. Recommend the qualifications and standards generated under 1 and 2 above, to the NSB [*Regulation 24 (1) (c)*].
4. Recommend criteria for the registration of assessors and moderators or moderating bodies [*Regulation 24 (1) (d)*].
5. Liase with any other SGBs, as required, where Maritime Operations is involved or being considered [*Regulation 24 (1) (e)*].
6. Accept and perform other related functions as requested by NSB 11, Services [*Regulation 24 (1) (e)*].

PROPOSED COMPOSITION OF THE SGB

NAME	WORKPLACE	NOMINATING BODY	QUALIFICATION/ EXPERIENCE
Armstrong, I	SA Institute of Marine Engineers & Naval Architects (SAIMENA)	SA Institute of Marine Engineers & Naval Architects (SAIMENA)	33 Yrs as Marine Engineer and ship surveyor. VP of SAIMENA
Bandle, I	National Ports Authority (NPA)	National Ports Authority (NPA)	Senior Marine Training Manager – NPA
Coetzer, P	Seafarers Employers	Seafarers Employers	12 Yrs Seagoing – Container Liners; Maritime Industry Training Manager
Fourie, A	Northlink College	Northlink College	National Higher Diploma – Post School Education, Management Practice .
Johnsen, C	Private Consultant	Seafarers Employers	Master Mariner, Diploma in Maritime Law
Ledingham, D	Maritime Industries Trade Union of SA (MITUSA)	Maritime Industries Trade Union of SA (MITUSA)	15 Yrs Seagoing – SA Navy; Master Port Operations
Le Roux, G	Seafarers Employers	Seafarers Employers	20 Yrs S.A. Navy – Seagoing, Officer Commanding Strike Craft; Marine Industry Training Manager
Mackie, K	Self	Coastal & Harbour Engineer	M Sc Civil Engineering; 30 yrs drydocking & small harbour maintenance consultant & Engineer
Morkel, R	Deep Sea Trawlers	Deep Sea Trawlers	B Soc Sc (Hons) UCT, IRDP Stellenbosch Univ.
Morris, A	Northlink College	Northlink College	Master Mariner – Foreign Going, SAMSA approved Assessor
Muth, G	SA Maritime Safety Authority (SAMSA)	SA Maritime Safety Authority (SAMSA)	Chief Engineer Officer, Senior Marine Engineering Examiner SAMSA
O'Brien, S	Seafarers Employers	Seafarers Employers	17 Yrs Seagoing - S.A. Navy; Master Port Operations; Marine Industry Crewing & Training Manager
Pearson, S	Cape Peninsula University of Technology	Cape Peninsula University of Technology	Senior Nautical Lecturer, Manager of Survival Centre, Training Consultant to IMO
Pines, E	SA Institute of Marine Engineers & Naval Architects (SAIMENA)	SA Institute of Marine Engineers & Naval Architects (SAIMENA)	Chief Engineer Officer, Senior Marine Engineer Lecturer DIT

Smith, K	Deep Sea Trawlers	Deep Sea Trawlers	Marine Engineer; Marine (Fishing) Industry training & development; Fishing Industry personnel management
Snyders, E	Cape Peninsula University of Technology	Cape Peninsula University of Technology	Professor; Head of Department Maritime Training – Cape Technicon
Van Gysen, P	SA Maritime Safety Authority (SAMSA)	SA Maritime Safety Authority (SAMSA)	Master Mariner, Ships Surveyor & Deck Examiner SAMSA
Versveld, F	Deep Sea Trawlers	Deep Sea Trawlers	Chief Engineer Officer, Personnel Diploma
Zanders, R	SA Maritime Safety Authority (SAMSA)	SA Maritime Safety Authority (SAMSA)	Master Mariner (Special Grade) ; Senior Deck Examiner SAMSA

No. 1004

27 August 2004

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

Assessors

Registered by NSB 05, Education, Training and Development, publishes the following unit standard for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standard. The full unit standard can be accessed via the SAQA web-site at www.saga.org.za. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, 1067 Arcadia Street, Hatfield Forum West, Hatfield, Pretoria

Comment on the unit standards should reach SAQA at the address *below and no later than 27 September 2004*. All correspondence should be marked **Standards Setting – SGB for Assessors**, and addressed to

The Director: Standards Setting and Development
SAQA
Attention: Mr. D Mphuthing
Postnet Suite 248
Private Bag X06
Waterkloof
0145
or faxed to 012 – 431-5144
e: mail: dmphuthing@saqa.co.za


JOE SAMUELS
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT



SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

1

Develop, support and promote RPL practices

SAQA US ID	UNIT STANDARD TITLE		
116587	Develop, support and promote RPL practices		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Assessor Standards	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Education, Training and Development		Adult Learning	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-0-SGB ASTAND	Regular	Level 7	10

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate understanding of the conceptual underpinnings and purposes of the recognition of prior learning.

SPECIFIC OUTCOME 2

Investigate current RPL practice and opportunities in an organisation or sector.

SPECIFIC OUTCOME 3

Develop RPL policies, procedures and plans for an organisation.

SPECIFIC OUTCOME 4

Provide RPL advice and support.

SPECIFIC OUTCOME 5

Promote RPL practices.

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Pretoria Campus
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0001 PRETORIA

Physical address

C/o Andries and Vermeulen Streets
Entrance in Andries Street

Contact details

Tel: (012) 321-8931
Fax: (012) 325-5984
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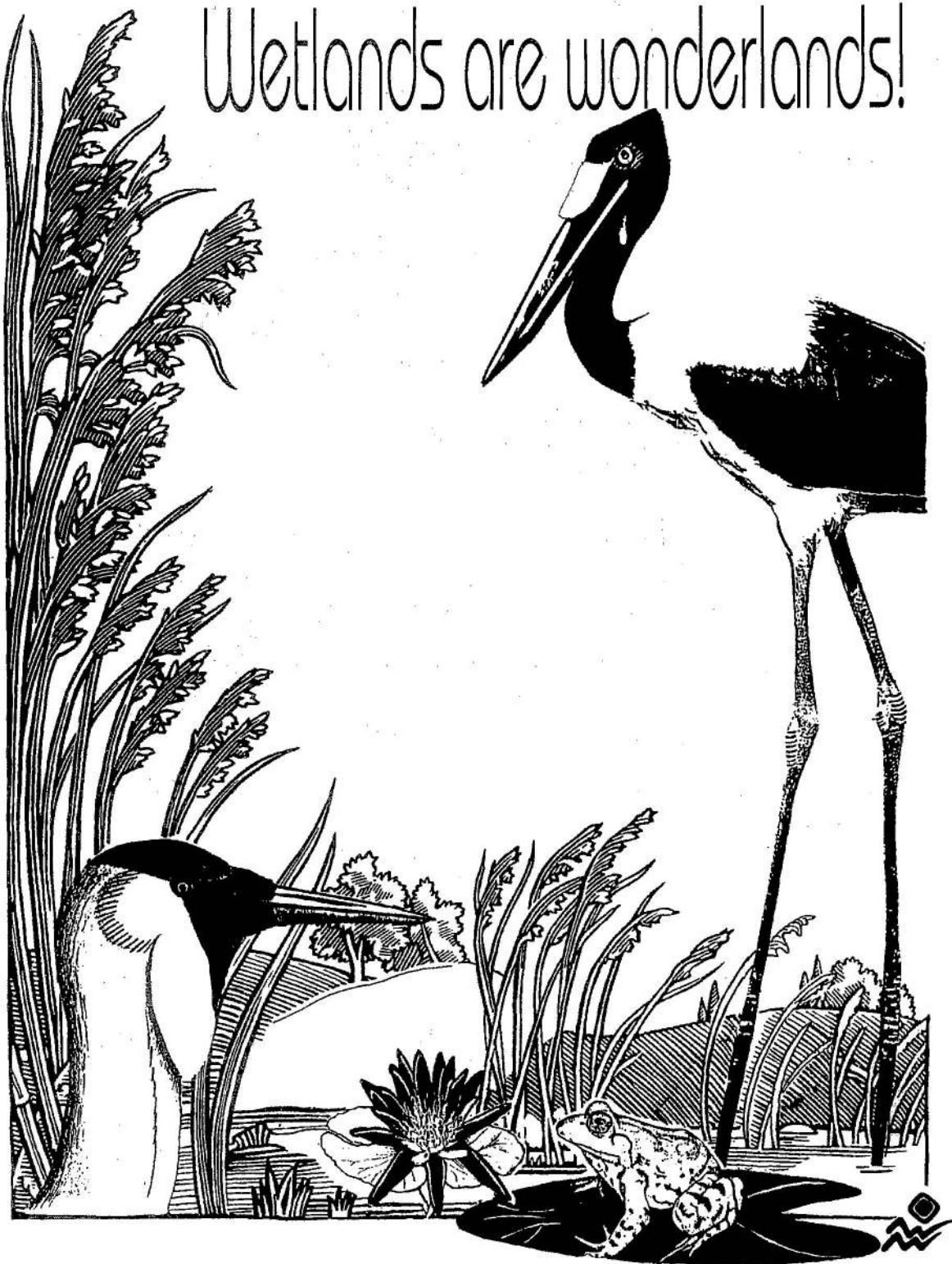
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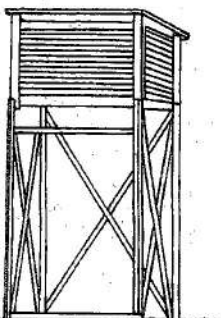
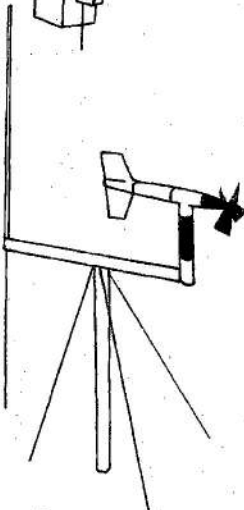
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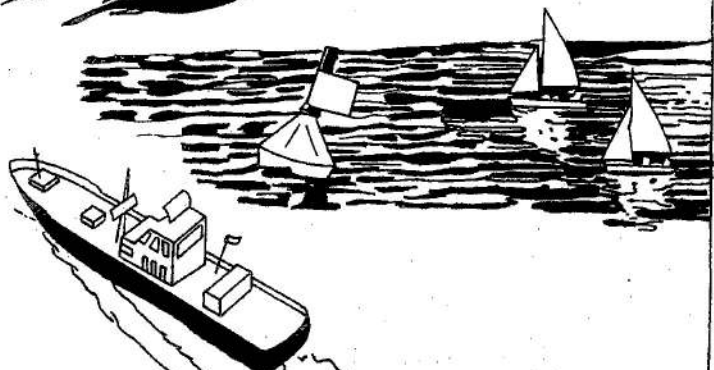
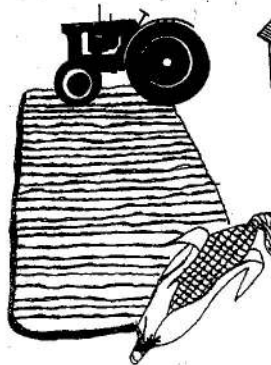
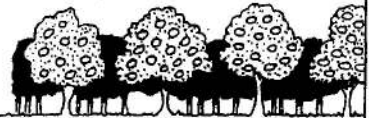
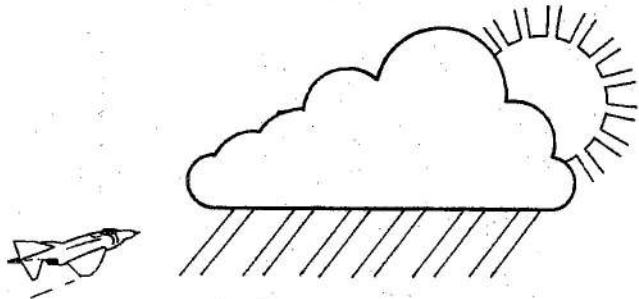


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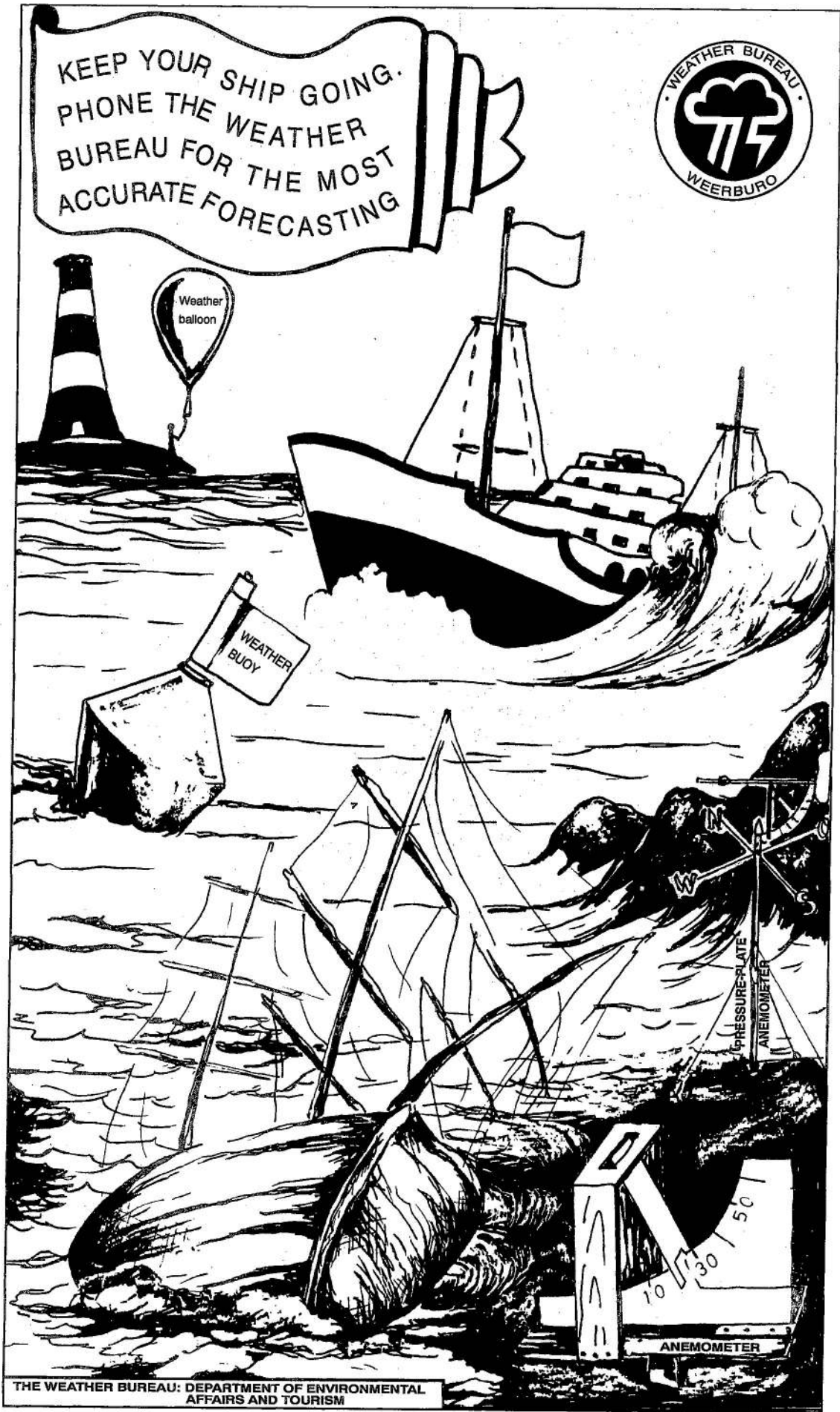
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