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GOVERNMENT NOTICES

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 1202   **15 October 2004**

Established in terms of Act 58 of 1995

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

Marketing

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.saqa.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 13 November 2004.* All correspondence should be marked **Standards Setting – SGB for Marketing** 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

Established in terms of Act 58 of 1995

QUALIFICATION:

National Certificate: Auctioneering Management

SAQA QUAL ID	QUALIFICATION TITLE		
49086	National Certificate: Auctioneering Management		
SGB NAME	SGB Marketing		
ABET BAND		**PROVIDER NAME**	
Undefined			
QUALIFICATION CODE	**QUAL TYPE**		**SUBFIELD**
BUS-5-National Certificate	National Certificate		Marketing
MINIMUM CREDITS	**NQF LEVEL**		**QUALIFICATION CLASS**
141	Level 5		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 who wishes to be involved in the Auctioneering Industry. It also serves as an advanced Qualification into Auctioneering operations and management. This Qualification lends itself to rounding off those learners who have progressed along the learning pathway in Auctioneering and want to play more of a management role in running an Auctioneering business.

A learner can complete the Qualification specialising as an Auctioneer in Real Estate, or General and Specialised Assets or Livestock, Game and Agricultural Products. The core unit standards are relevant to all three specialisations.

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 job. This Qualification is intended to enhance the provision of service within the Auctioneering industry.

It will provide the broad knowledge, skills and values needed in the Auctioneering Industry and will facilitate access to, and mobility and progression within, education and training and progression along a learning path for learners who:

> Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
> Have worked in the Auctioneering Industry for many years, but have no formal Qualification in this area.
> Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Auctioneering Industry.

The Qualification has building blocks that can be developed further and will lead to a qualification in Auctioneering at a higher level on the NQF.

The intention is:
> To promote the development of knowledge, skills and values that are required in the Auctioneering Industry.
> To release the potential of people, in order for them to grow and develop.
> To provide opportunities for people to move up career paths by being more valuable to their organisation, the economy and themselves.

Rational of the Qualification

The National Certificate in Auctioneering Management: NQF Level 5 is designed to meet the needs of those learners who are already involved in the field of Auctioneering and now wish to practise in a more senior role in Auctioneering operations or have a managerial career in the Auctioneering Industry. The Auctioneering

Industry is an industry in which a constant supply of customers is ensured. This means there is a need to develop career paths in this field, and it is an industry constantly in need of skilled people, especially those who can source new business.

The competencies required by people working in Auctioneering are both generic and very specific in nature. The management competencies will apply to most other businesses, yet those competencies specific to the industry require ongoing development in Auctioneering specific education and training programmes.

The National Certificate: Auctioneering Management: NQF Level 5 supports the objectives of the NQF in that it gives the learner access to a qualification registered on the National Qualifications Framework. It will therefore ensure that the quality of education and training in the Auctioneering sector is enhanced and of a world class standard.

The National Certificate: Auctioneering Management: NQF Level 5 allows the learner to work towards a nationally recognised Qualification and follows on from the level 4 Qualification. The Qualification will allow both those in formal education and those already employed in organisations in the Auctioneering Industry access to a Qualification that can be used as a benchmark to gauge their competence against local and international standards.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

The following is the learning assumed to be in place:
> Communication and Mathematical Literacy at NQF level 4 or equivalent.

Recognition of prior learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible. If the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Auctioneering Qualification credit will be given to the learner. Recognition of Prior Learning will be done by means of Integrated Assessment.

This Recognition of Prior Learning may allow:
> For accelerated access to further learning
> Gaining of credits towards a Unit Standard
> Obtaining the qualification in whole or in part

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education, Training, Quality, Assurance Body and is conducted by a registered workplace assessor.

QUALIFICATION RULES

N/A

EXIT LEVEL OUTCOMES

On achieving this Qualification, the learner will be able to:

1. Demonstrate an understanding of specific social and ethical issues that have implications on people at work.
2. Analyse the functions of a business and communicate information pertaining to the workplace.
3. Maintain and manage various office administrative services and legislative issues in accordance with organisational and legal requirements.
4. Demonstrate an understanding of business operations and legislative issues for compliance.
5. Manage and control various financial matters pertaining to a business.
6. Encourage innovation in business operations.
7. Demonstrate an understanding of auctioning conditions and the auctioneers and vendors roll.
8. Manage sales and marketing plans and decisions.
9. Market and sell properties.
10. Manage workplace diversity and relations.
11. Manage and control the implementation of real estate systems, policies, procedures and legal issues within a real estate business.
12. Monitor, control and manage issues pertaining to the auctioning of general and specialised movable assets.

13. Demonstrate an understanding of animal management.

Critical Cross-Field Outcomes

Core

Demonstrate an understanding of drafting and explain conditions of sale
> Solve problems / Make decisions
> Team work
> Organisation
> Information
> Communicate
> Technology
> Related Systems

Complete the auctioneer's roll and vendors roll accurately
> Solve problems / Make decisions
> Team work
> Organisation
> Information
> Communicate
> Technology
> Related Systems

Demonstrate a working knowledge of the Insolvency Act of 1936 and the Messenger of the Court Act (Act 32 of 1994)
> Solve problems / Make decisions
> Team work
> Information
> Communicate
> Personal Development

Monitor and control the auctioning of general and specialised assets
> Solve problems / Make decisions
> Organisation
> Communicate
> Technology

Monitor and control all legal documentation and the signing thereof for general and specialised assets
> Solve problems / Make decisions
> Organisation
> Communicate
> Technology

Issue certificates of value for general and specialised assets
> Solve problems / Make decisions
> Organisation
> Communicate
> Technology

Plan and design livestock and game pen layouts
> Solve problems / Make decisions
> Team work
> Information
> Communicate
> Personal Development

Implement and control administration and systems, policies and procedures

Implement and maintain legal requirements within a real estate business
> Solve problems / Make decisions
> Team work
> Organisation

> Information
> Communicate
> Related Systems

Manage information flow

Manage quality in the organisation
> Team work
> Communicate

Improve service to customers
> Information
> Communicate

Research and update the legal knowledge required for business compliance
> Communicate
> Personal Development

Electives

Prepare and maintain financial records and statements
> Solve problems / Make decisions
> Information
> Related Systems

Prepare, implement, manage and control budgets
> Solve problems / Make decisions
> Information
> Communicate

Create opportunities and lead projects to meet new, innovative ideas
> Solve problems / Make decisions
> Team work
> Organisation
> Information
> Communicate
> Technology
> Related Systems
> Personal Development

Apply fundamental concepts of supply chain management optimisation*
> Solve problems / Make decisions
> Team work
> Organisation
> Information
> Communicate

Manage workplace relations
> Solve problems / Make decisions
> Communicate
> Personal Development

Manage workplace diversity
> Communicate
> Personal Development

Integrate marketing plans with business process
> Solve problems / Make decisions
> Information
> Technology
> Related Systems
> Personal Development

Identify and manage areas of customer service impact

> Solve problems / Make decisions
> Team work
> Organisation
> Communicate
> Technology
> Personal Development

Analyse and interpret data and marketing information
> Solve problems / Make decisions
> Organisation
> Information
> Technology

ASSOCIATED ASSESSMENT CRITERIA

1.
> HIV/AIDS policies and procedures are implemented and controlled in the workplace
> Professional values and ethics are described and their impact on the workplace explained with examples
> Professional values and ethical behaviour consistent with a Code of Conduct are implemented at all times

2.
> The various functions of a business are analysed and explained when relevant
> Workplace data and information is analysed and communicated to relevant parties in the correct format

3.
> Office and business information flow is managed and controlled according to organizational policy
> Data regarding the business is presented to stakeholders in the required format and timeframe
> Supply levels of the organisation are maintained according to requirements
> Legislative requirements are adhered to at all times

4.
> Legal requirements to operate a business are researched, outlined and explained and adhered to at all times
> A working knowledge of the Insolvency and Messenger of Court Acts are explained in terms of their impact on Auctioneering
> A business plan is developed and implemented for an Auctioneering business

5.
> Budgets for the business are prepared, implemented, managed and controlled according to accepted accounting practice
> The financial records of a business are prepared and maintained in accordance with the business and legislative requirements
> Economic information pertaining to the business environment is interpreted and appropriate action taken to take advantage of opportunities and to minimize threat

6.
> The opportunities for innovation are identified and plans made to implement new ideas
> Project teams are led to meet innovative ideas for the business
> Quality in the business is monitored and action taken to address poor performance

7.
> The auction conditions of sale are explained and contracts of sale are drafted according to legal requirements
> The auctioneers and vendors rolls for the auction are completed and finalized according to organizational requirements

8.
> Sales and business development activities are planned and implemented according to strategic plans
> Service and service levels to customers are analysed and improvement actions taken
> Marketing and marketing financial information is analysed, interpreted and managed to ensure the financial maturity of the organisation
> Marketing plans and strategies are developed, integrated and managed to ensure the financial maturity of the organisation

9.

> Real estate and property sales legal requirements are recognised and complied with at all times
> Real estate and property is marketed and sold according to legislative and organizational requirements

10.
> Workplace relations are monitored and managed to ensure good relations between all employees in the workplace
> Workplace diversity is managed to ensure all people are treated with dignity and fairness and the advantages of diversity used to the advantage of the organisation

11.
> Real estate and property legal requirements are implemented and maintained at all times
> Real estate and property systems, policies and procedures are implemented and controlled according to the legal requirements and organizational policy and procedures

12.
> The auctioning process of specialised and general movable assets is monitored and controlled according to organizational policy
> Legal documentation for specialised and general movable assets is monitored and controlled according to organizational policy
> Certificates of value pertaining to specialised and general movable assets are processed and issued according to legal and organizational requirements
> Supply chain management concepts are applied to optimise stocks
> General and specialised assets are sold according to organizational and legal requirements

13.
> Livestock and game pen layouts are planned and designed to minimize injuries
> The management of animals is explained and applied to all livestock and game

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 linked. 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 Auctioneering 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

The Auctioneering Industry is a discipline with globally recognised best practices, standards and Qualifications. This Qualification and set of unit standards utilises international and locally recognised best practice and standards in the practices of running and conducting auction sales.

Benchmarking was done by comparison to Unit Standards / Outcomes of learning against:

> New Zealand Unit Standards in Livestock business -
> Arrange for sale of livestock by auction - 10 credits - level 4
> Sell livestock and chattles by auction - 14 credits - level 4
> Auction wool - 10 credits - level 5
The above were used in the comparison of the livestock elective unit standards

> Sell boats by auction - 3 credits - level 4
> Prepare, plan and facilitate a property sale by auction - 3 credits - level 4
The above unit standard was used as a comparison for the auctioning unit standards

A direct comparison with each unit standard was undertaken and the best practice points were highlighted and incorporated into each unit standard. However the outcomes incorporated were written in a South African context.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level. It was found that the South African unit standards seem to contain more detail and therefore are slightly more complex in their presentation and execution

The work groups also referred to other facets of national and international benchmarking, which occurred continuously throughout the Qualifications and Unit Standard writing process.

These facets were:
> The methods and techniques for writing standards
> The contents of the unit standards
> The levels in other countries compared to South Africa

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following Qualifications:

> National Certificate: Retail and Wholesale Operations Management - NQF Level
5 - NLRD 22154
> National Certificate: Retail and Wholesale, Product and Service Management
Technology - NQF Level 5 - NLRD 13720

Vertical articulation is possible with the following Qualifications:

> First Degree: Marketing Communication: Level 6
> First Degree: Marketing Management: Level 6
> First Degree: Marketing Research: Level 6
> First Degree: Customer management: Level 6

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 relevant 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
> To be declared competent in all the outcomes of the National Assessor Unit Standards as stipulated by South African Qualifications Authority (SAQA)
> To be possession of a qualification in Auctioneering, Marketing or Management at NQF Level 6 or above.

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	15082 Apply and administer real estate systems, policies and procedures	Level 4	6	Registered
Core	15088 Recognise and comply with legal requirements and records in a real estate business	Level 4	12	Registered
Core	7865 Improve service to customers	Level 5	6	Reregistered
Core	7885 Research and update the legal knowledge required for business compliance	Level 5	8	Registered
Core	117021 Plan and design livestock and game pen layouts	Level 5	12	Draft - Prep for P Comment
Core	117022 Complete the auctioneer's roll and vendor's roll	Level 5	12	Draft - Prep for P Comment
Core	117023 Demonstrate a working knowledge of the Insolvency Act of 1936 and the Messenger of the Court Act (Act 32 of 1994)	Level 5	10	Draft - Prep for P Comment
Core	117024 Monitor and control the auctioning of general and specialised assets	Level 5	8	Draft - Prep for P Comment
Core	117025 Administer legal documentation for the sale of general and specialised assets	Level 5	10	Draft - Prep for P Comment
Core	117026 Demonstrate an understanding of drafting and explain conditions of sale	Level 5	4	Draft - Prep for P Comment
Core	117027 Issue certificates of value for general and specialised assets	Level 5	5	Draft - Prep for P Comment
Core	7857 Manage information flow	Level 6	4	Reregistered
Core	7889 Manage quality in the organisation	Level 6	6	Reregistered
Elective	7878 Prepare and Maintain Financial Records and Statements	Level 5	12	Registered
Elective	7883 Manage workplace relations	Level 5	5	Reregistered
Elective	10050 Integrate marketing plans with business process	Level 5	6	Registered
Elective	10054 Identify and manage areas of customer service impact	Level 5	6	Registered
Elective	10056 Analyse and interpret data and marketing information	Level 5	8	Registered
Elective	11273 Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 5	8	Registered
Elective	15216 Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4	Registered
Elective	7880 Prepare, implement, manage and control budgets	Level 6	10	Registered
Elective	7881 Manage workplace diversity	Level 6	5	Reregistered
Fundamental	7782 Analyse a business and determine the way it functions	Level 4	3	Reregistered
Fundamental	8662 Analyse and communicate workplace data	Level 5	5	Registered
Fundamental	9224 Implement policies regarding HIV/AIDS in the workplace	Level 5	4	Registered
Fundamental	116484 Evaluate a specified code of ethics and/or code of conduct	Level 5	6	Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 1

Administer legal documentation for the sale of general and specialised assets

SAQA US ID	UNIT STANDARD TITLE			
117025	Administer legal documentation for the sale of general and specialised assets			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Marketing		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Business, Commerce and Management Studies		Marketing		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
BUS-MKT-0-SGB MARK	Regular	Level 5		10

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify and list general and specialist assets for auction.

SPECIFIC OUTCOME 2

Develop systems to keep auction documentation at the required level of confidentiality.

SPECIFIC OUTCOME 3

Monitor and control the documentation for the auctioning of general item assets.

SPECIFIC OUTCOME 4

Monitor and control the documentation for the auctioning of specialist item assets.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　2

Complete the auctioneer's roll and vendor's roll

SAQA US ID	UNIT STANDARD TITLE			
117022	Complete the auctioneer's roll and vendor's roll			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Marketing		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Business, Commerce and Management Studies		Marketing		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
BUS-MKT-0-SGB MARK	Regular	Level 5		12

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the requirements of an auctioneer's and vendor's roll.

SPECIFIC OUTCOME　2

Complete a Vendor's roll.

SPECIFIC OUTCOME　3

Complete an Auctioneer's roll.

SPECIFIC OUTCOME　4

Manage and control the administration of the Auctioneer's and Vendor's rolls.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 3

Demonstrate a working knowledge of the Insolvency Act of 1936 and the Messenger of the Court Act (Act 32 of 1994)

SAQA US ID	UNIT STANDARD TITLE		
117023	Demonstrate a working knowledge of the Insolvency Act of 1936 and the Messenger of the Court Act (Act 32 of 1994)		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Marketing		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Business, Commerce and Management Studies		Marketing	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
BUS-MKT-0-SGB MARK	Regular	Level 5	10

Specific Outcomes:

SPECIFIC OUTCOME 1

Describe the essential functions of the Insolvency Act of 1936.

SPECIFIC OUTCOME 2

Describe the essential functions of the Messenger of the Court Act of 1994.

SPECIFIC OUTCOME 3

Explain the impact of the Insolvency Act.

SPECIFIC OUTCOME 4

Explain the impact of the Messenger of the Court Act.

SPECIFIC OUTCOME 5

Explain the basic requirements of the Insolvency Act.

SPECIFIC OUTCOME 6

Explain the basic requirements of the Messenger of the Court Act.

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

UNIT STANDARD: 4

Demonstrate an understanding of drafting and explain conditions of sale

SAQA US ID	UNIT STANDARD TITLE			
117026	Demonstrate an understanding of drafting and explain conditions of sale			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Marketing		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Business, Commerce and Management Studies		Marketing		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
BUS-MKT-0-SGB MARK	Regular	Level 5		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain legislation pertaining to a sale.

SPECIFIC OUTCOME 2

Explain the development of conditions of sale.

SPECIFIC OUTCOME 3

Develop conditions of sale.

SPECIFIC OUTCOME 4

Manage and control the administration of the conditions of sale.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 5

Issue certificates of value for general and specialised assets

SAQA US ID	UNIT STANDARD TITLE				
117027	Issue certificates of value for general and specialised assets				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Marketing		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Business, Commerce and Management Studies		Marketing			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
BUS-MKT-0-SGB MARK	Regular		Level 5		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify and list general and specialist asset items.

SPECIFIC OUTCOME 2

Evaluate and issue valuation certificate for general items.

SPECIFIC OUTCOME 3

Evaluate and issue valuation certificate for specialist items.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　　　　　　6

Monitor and control the auctioning of general and specialised assets

SAQA US ID	UNIT STANDARD TITLE				
117024	Monitor and control the auctioning of general and specialised assets				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Marketing		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Business, Commerce and Management Studies		Marketing			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
BUS-MKT-0-SGB MARK	Regular		Level 5		8

Specific Outcomes:

SPECIFIC OUTCOME　1

Identify and list general and specialist assets for auction.

SPECIFIC OUTCOME　2

Monitor and control the auctioning of general item assets.

SPECIFIC OUTCOME　3

Monitor and control the auctioning of specialist item assets.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 7

Plan and design livestock and game pen layouts

SAQA US ID	UNIT STANDARD TITLE			
117021	Plan and design livestock and game pen layouts			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Marketing		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Business, Commerce and Management Studies		Marketing		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
BUS-MKT-0-SGB MARK	Regular	Level 5		12

Specific Outcomes:

SPECIFIC OUTCOME 1

Assess the land for suitability for livestock and game farming activity.

SPECIFIC OUTCOME 2

Design livestock and game fencing and access ways.

SPECIFIC OUTCOME 3

Plan water supply according to livestock and game requirements.

SPECIFIC OUTCOME 4

Design yards and handling facilities.

SPECIFIC OUTCOME 5

Plan shelter.

No. 1203　　　　　　　　　　　　　　　　　　　　　　**15 October 2004**

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)

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Administration

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Comment on the unit standards should reach SAQA at the address *below and no later than 14 November 2004.* All correspondence should be marked **Standards Setting – SGB for Administration** 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

DR LOFFIE NAUDE
ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

QUALIFICATION:

Further Education and Training Certificate: Membership Administration

SAQA QUAL ID	QUALIFICATION TITLE		
49088	Further Education and Training Certificate: Membership Administration		
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 supports the objectives of the National Qualifications Framework in that it provides entry into an integrated learning pathway in business services as a sub-field of administration, which gives recognition to learners for learning achievements in this field.

Learners credited with this qualification will be able to:
> Identify and recruit suitable members (individuals and organizations)
> Process applications and membership fees where applicable
> Administer and manage support to members and/or member organizations
> Ensure ongoing liaisons and communications with members

The qualification may be obtained through recognition of prior learning that facilitates access to an education, training and career path in business services, and thus accelerates the redress of past unfair discrimination in education, training and employment opportunities.

Specified unit standards have been included in the fundamental and elective categories to contribute to the full personal development of each learner and the social and economic development of the nation at large.

Rationale

The FET: Membership Administration is concerned with the administration of membership to a range of associations, professional bodies, trade unions, sports clubs, etc. Its primary focus is on maintenance and administration related to people management, but it also covers people acquisition, development and utilization. The certificate targets administrators in the private and public sector tasked with recruiting, managing and administering membership to a range of bodies.

The FETC: Membership Administration is a 140 credits undergraduate certificate. It provides entry into business services or provides recognition of acquired competencies for persons already active in the field. The main intention is to equip learners with competences to function in a support role to management.

Whilst there are some generic components drawn from existing standards in marketing, human resources and administration, there are specific skills and knowledge that pertains to membership administration. Hence it is a dedicated qualification to cater for this identified need. As such this certificate allows for articulation with more general certificates, but provides learners with sufficient depth and focus on issues pertaining to the membership administrator. The context and application for each unit standard will be for a membership administrator.

The FETC: Membership Administration is a specialised Qualification which offers administrative knowledge and skills to learners who:

> Have attained the National Certificate in Business Administration: Level 3 or any related administrative or management qualification at Level 3
> 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, Office Administration, Office Supervision or in a Management support function
> Wish to extend their range of skills and knowledge of Membership Administration so that they can become knowledge workers
> Are contracted in a learnership agreement
> Have recently taken up a position in Membership Administrator

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 3

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 a Unit Standard 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: 67 credits - ☐48%
> Electives: 17 credits - 12%
> 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-seven credits have been allocated to Unit Standards in the Core Component of this Qualification. This is to ensure that the Qualification has a strong Membership Administration focus. The Unit Standards classified as Core describe Membership Administration knowledge and skills that are generic to various Membership Administration contexts where Administrative and Marketing functions of one kind or another are executed. They provide an opportunity to develop knowledge of Membership Administration 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 Membership Administration.

All Unit standards are compulsory.

Elective Component

There are Unit Standards totaling Eighty-one credits in this Component. These Unit Standards will 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 17 credits. While learners may choose any of the Electives to make up the 17 credits, it is preferable that the learner chooses Standards that address particular aspects as a group 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

On achieving this Qualification, the learner will:

1. Operate within a team environment
2. Liaise with a range of customers and identify and solve customer complaints and problems
3. Operate within clearly defined contexts within the legislation with limited scope for decision-making and responsibility
4. Communicate effectively with stakeholders/members
5. Apply ethical principles to a business context and make decisions based on a corporate code of ethics
6. Conduct follow-up procedures with customers to evaluate and maintain customer satisfaction levels and relationships
7. Process membership data and documentation
8. Administrate membership base

ASSOCIATED ASSESSMENT CRITERIA

1.
> Team objectives are clearly understood and defined so as to be explained to members
> Team standards are interpreted and applied according to organisation protocol
> Other team members are consulted with effectively in order to enhance teamwork
> Roles of team members are identified according to strengths and requirements of projects

2.
> Clients are regularly liaised with in order to maintain relationships

> Clients' problems are identified and acted upon accordingly
> Clients' problems are satisfactorily resolved within pre-agreed to timeframes
> Benefits and advantages of services are clearly communicated to clients in order to effectively present a range of services

3.
> Legislated requirements are applied in a business unit
> The legal environment of the industry is identified and interpreted and applied within work context
> Decision-making is aligned to the legislation and company policy

4.
> Effective methods of communication are identified and integrated into business practices
> Outcomes of communications are achieved according to pre-set agreements
> Communication protocol and procedure is adhered to in order to effectively achieve mutual understanding in all types of communications

5.
> Business ethics are continuously taken into consideration in all work contexts
> Business ethical principles are applied to a business context according to organisation protocol
> Decisions based on corporate code of conduct and ethics are carefully considered and integrated into various work problem-solving contexts
> Options in decision-making processes are carefully selected and analysed according to the problem presented and organisational policy and procedures

6.
> Clients are liaised with on an ongoing basis in order to sustain relationships
> Follow-up meetings with clients are initiated in order to evaluate client satisfaction levels
> Service levels are continuously evaluated and improved upon in order to enhance customer relations

7.
> The appropriate mechanism for processing documents is selected and utilized according to membership requirements
> Accuracy of documents is ensured for ease of reference to membership data
> Records are kept up to date on an ongoing basis

8.
> Membership base is identified according to core business focus and marketing plan
> Assistance is provided in promoting services to membership base according to marketing strategy
> Ongoing communications with membership base is ensured in order to enhance service levels to members
> Database pertaining to members is updated and maintained on an ongoing basis in order to monitor and evaluate membership base effectively

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 Office Management 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 and a comparison was done for Human Resource, Marketing, Administration and Marketing unit standards which apply to this qualification against unit standards coming from:

> Australia
> New Zealand
> NVQ Qualifications for Britain
> IMM (Institute of Marketing Management) Qualifications

However, the international unit standards pertained only to those fields of learning and the qualifications related thereto. It was thus also necessary to compare the whole qualification for Membership Administration against similar international qualifications. Hence a further comparison was conducted against qualifications in:

> Australia
> New Zealand
> NVQ Qualifications for Britain
> Scotland
> Canada

The following conclusions have been drawn from the comparison:

> There is very little available on all of the abovementioned websites in respect of Membership Administration.

> However, the New Zealand website was the only one that revealed any unit standards pertaining to Membership Administration, and these only isolated unit standards in other fields of learning and within broader qualifications, including, Understanding religion (about members of faith), Race Management, and Professional Practice in Design and Construction Consultancy (professional membership requirements and codes of conduct) and Race Management (and the membership relating to Race Clubs).

> Two unit standards were consulted to gain an idea into the content of Membership Administration. These were from the latter two qualifications mentioned above. There was a unit standard listed for 'Provide, manage and maintain race club membership' but regrettably this standard has expired and has not been replaced and therefore could not be accessed. This was unfortunate as it was perceived that this would have been the ideal unit standard to customize and finetune for the purposes of this qualification. However, in the standard 'Demonstrate knowledge of managing a racing club', there was a specific outcome relating to Membership Administration, and this has been incorporated into the newly written standard for this qualification, i.e. 'Promote, administrate and maintain a membership base of an organization'.

ARTICULATION OPTIONS

This Qualification articulates horizontally with the following Qualifications:

> National Certificate in Business Administration: Level 4
> National Certificate in Marketing: Level 4
> National Certificate in Contact Centre Management: Level 4

Vertical articulation is possible with the following Qualifications:

> National Certificate in Management: Level 5
> National Certificate in Marketing 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 Administration at 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	10014 Describe features, advantages and benefits of a range of products	Level 4	6	Registered
Core	10015 Identify customers of the business	Level 4	4	Registered
Core	10017 Comply with legal requirements and understand implications	Level 4	4	Registered
Core	10022 Comply with organisational ethics	Level 4	4	Registered
Core	10024 Liaise with a range of customers of a business	Level 4	4	Registered
Core	10025 Handle a range of customer complaints	Level 4	4	Registered
Core	10031 Edit, Code and Capture data	Level 4	5	Registered
Core	10038 Conduct follow-up with customers to evaluate satisfaction levels	Level 4	14	Registered
Core	10983 Participate in the implementation and utilisation of equity related processes	Level 4	5	Registered
Core	110009 Manage administration records	Level 4	4	Registered
Core	110025 Process data using information technology	Level 4	5	Registered
Core	117138 Promote, administrate and maintain membership base of an organisation	Level 4	8	Draft - Prep for P Comment
Elective	14344 Demonstrate an understanding of a selected business environment	Level 2	10	Registered
Elective	13935 Plan and conduct basic research in an office envionment	Level 3	6	Registered
Elective	10019 Demonstrate an understanding of the target market	Level 4	4	Registered
Elective	10019 Demonstrate an understanding of the target market	Level 4	4	Registered
Elective	10021 Instil in myself a personal marketing culture	Level 4	4	Registered
Elective	10026 Identify expertise and resources	Level 4	3	Registered
Elective	10978 Recruit and select candidates to fill defined positions	Level 4	10	Registered
Elective	115211 Design and send letters of appeal	Level 4	4	Registered
Elective	10053 Manage customer requirements and needs and implement action plans	Level 5	8	Registered
Elective	10067 Develop customer needs and relationships	Level 5	16	Registered

Elective	10343 Develop and maintain a client database for Contact Centres	Level 5	12	Registered
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	7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	2	Registered
Fundamental	7483 Solve problems involving sequences and series in real and simulated situations	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

Promote, administrate and maintain membership base of an organisation

SAQA US ID	UNIT STANDARD TITLE			
117138	Promote, administrate and maintain membership base of an organisation			
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		8

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify membership base.

SPECIFIC OUTCOME 2

Assist in promoting services to membership base.

SPECIFIC OUTCOME 3

Ensure ongoing communications with membership base.

SPECIFIC OUTCOME 4

Update and maintain membership database.

No. 1204   **15 October 2004**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

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

Computer Sciences and Information Systems

Registered by **NSB 10, Physical, Mathematical, Computer and Life Sciences** 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.saqa.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 qualification and unit standards should reach SAQA at the address *below and no later than 13 November 2004.* All correspondence should be marked **Standards Setting – SGB Computer Sciences and Information Systems** 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

QUALIFICATION:

National Certificate: Information Technology: Use of IT in Business

SAQA QUAL ID	QUALIFICATION TITLE		
49077	National Certificate: Information Technology: Use of IT in Business		
SGB NAME	SGB Computer Sciences and Information Systems		
ABET BAND	PROVIDER NAME		
Undefined			
QUALIFICATION CODE	QUAL TYPE	SUBFIELD	
PHY-3-National Certificate	National Certificate	Information Technology and Computer Sciences	
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS	
135	Level 3	Regular-Unit Stds Based	
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE	

PURPOSE OF THE QUALIFICATION

The purpose of the qualification is to build the knowledge and skills required by learners in End User Computing. It is intended to empower learners to acquire knowledge, skills, attitudes and values required to operate confidently in the End User Computing environment in the South African community and to respond to the challenges of the economic environment.

The qualification addresses the need in the workplace for nationally recognised qualifications, based on unit standards, which will allow learners with workplace experience in End User Computing to obtain recognition for prior learning.

The qualification provides a framework for learners to develop skills that will enable them to become competent in End User Computing. It introduces theoretical concepts of End User Computing and requires the application thereof, to develop a range of skills that will enable learners to be better-informed workers in their chosen industry. It provides a balanced learning experience that lays the foundation for access to further education, life long learning, higher education and to productive employment.

A qualifying learner will be able to:
> Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
> Understand the impact and use Information Communication & Technology (ICT) in an organisation and society.
> Improve Communication by combining communication skills with End User Computing skills.
> Improve the application of mathematical literacy in the workplace, by better utilising of End User Computing Applications

The National Certificate in IT: End User Computing at NQF Level 3, is intended for learners already employed or new learners entering the workplace, requiring End User Computing skills. The unit standards of this qualification may be added to other industry qualifications to provide an End User Computing focus with comparison, choice, interpretation and the application of knowledge.

Rationale of the qualification

The National Certificate in IT: End User Computing - NQF Level 3, is designed to meet the needs of learners who require end user computing skills in all sectors of the economy, as End User Computing is an essential skill in any business today. The qualification is designed to accommodate both learners in formal education and learners already employed. It aims to develop informed and skilled learners that can apply the acquired skills in any industry and should contribute towards improved productivity and efficiency in the workplace.

This qualification is based on unit standards, to allow learners to qualify for a national qualification by

accumulating the required credits via short learning programmes or workplace practical experience or both. It also allows learners to achieve the qualifications through recognition of prior learning and/or learnerships schemes.

The qualification at this level is foundational and generic, allowing maximum mobility between qualifications. Apart from the workplace need the qualification will address, it is also designed as an entry-level qualification into most further education and training fields, because of the wide application of End User Computing in any environment. It will allow articulation into further qualifications in End User Computing or other IT qualifications, as well as entry into any other Further Education and Training where End User Computing is applied.

RECOGNIZE PREVIOUS LEARNING?

N

LEARNING ASSUMED TO BE IN PLACE

It is assumed that the learner is competent in skills gained at the further education and training band up to NQF level 2. Further learning assumed is the ability to use a personal computer competently at NQF level 1.

The assumed learning can be acquired in the traditional way of formal study as well as in the workplace. Acquiring the competencies in a workplace (either via formal learnerships or normal on-the-job training) has the potential of addressing the problems of the past, where formal qualifications were only obtainable by way of formal study.

Recognition of prior learning (RPL).

Many of the competencies used in the Information Technology profession has traditionally been acquired through short courses and on-the-job training, which did not provide formal recognition (at a national level) of the knowledge and skills acquired. These competencies are still today viewed by most industries as invaluable, with the sad reality that there is no national recognition. The nature of the Information Technology field means that competence is developed experientially, therefore the assessment processes should recognise experience versus theoretical knowledge. Recognition of prior learning will now allow people with these valuable competencies to be assessed and recognised formally.

Any learner wishing to be assessed may arrange to do so without having to attend any formal training. For recognition of prior learning the learner will be required to submit a portfolio of evidence of relevant experience, in a prescribed format, to be assessed for formal recognition. The assessor and learner will decide jointly on the most appropriate assessment procedures, subject to the assessment rules of the relevant ETQA. Learning assumed to be in place must be assessed by the assessor prior to any assessment relating to this qualification.

QUALIFICATION RULES

Rules regarding NQF levels of credits
The qualification consists of a minimum of 135 credits and has been designed in accordance with the SAQA rules of combination

Rules regarding Fundamental, Core and Electives
1. All fundamental outcomes are compulsory for this qualification. This is in excess of the 36 credits that are mandatory according to the SAQA FET Policy. The fundamental unit standard titles that are compulsory are listed in the qualification matrix.
2. All core outcomes are compulsory (62 credits)

Rules regarding Electives
1. A minimum of 20 elective credits needs to be completed out of one of the elective specialisation fields listed in the table below
2. A learner may specialise in more than one elective stream, as long as the rule listed in the previous point has been adhered to.
3. The qualification description will list the fields of specialisation that have been completed (according to the rules of the previous two points) on the qualification certificate.
4. Additional standards from any other SAQA field or sub-field may be added to the listed electives.

EXIT LEVEL OUTCOMES

1. Communicate effectively with fellow staff and users of information systems.
2. Demonstrate knowledge and understanding of HIV/AIDS in the workplace.
3. Use basic mathematics for financial aspects of personal life and in areas of business.

4. Demonstrate an understanding of the use of Information Communications & Technology (ICT) in an organisation & the impact it has on societies.

5. Demonstrate an understanding of applying end user computing application skills in a business environment.

6. Manage time and the work process in a business environment.

7. Co-ordinate, plan and prepare meetings and meeting communications.

8. Demonstrate an understanding of fundamental knowledge of IT related to Personal Computers (PCs), networking and IT environments in business.

9. Demonstrate an understanding of the knowledge and skills needed in a personal assistant or receptionist environment in business.

10. Demonstrate an understanding of the knowledge and skills needed in a general office administration environment in business.

11. Demonstrate an understanding of the knowledge and skills needed in an administration role on a project team.

ASSOCIATED ASSESSMENT CRITERIA

1.

Effective Communication is demonstrated with fellow staff and with users of end user computing technology, in the form of written and verbal communication.

2.

Knowledge and understanding of HIV/AIDS in the workplace is demonstrated by covering the specific outcomes of the related unit standard specified.

3.

Demonstrate a basic knowledge of mathematics in order to perform the tasks required by this qualification.

4.

An understanding of impact of ICT and its use in an organisation is demonstrated by explaining its use and impact related to business and societies.

5.

The ability to apply end user computing skills in a business environment is demonstrated by skilfully using the following types of applications in a business environment:
> Word processing
> Presentation
> Spreadsheets
> Databases
> Web Browsers and the Internet

6.

Demonstrate an ability to manage time within his or her working environment.

7.

Work effectively within a team, coordinating meetings and communications.

8.

This is demonstrated by being able to cover the specific outcomes of the unit standards selected in the specialisation stream that covers this area

9.

This is demonstrated by being able to cover the specific outcomes of the unit standards selected in the specialisation stream that covers this area.

10.

This is demonstrated by being able to cover the specific outcomes of the unit standards selected in the specialisation stream that covers this area.

11.

This is demonstrated by being able to cover the specific outcomes of the unit standards selected in the specialisation stream that covers this area.

Integrated Assessment.

Development of the competencies may be through a combination of formal and informal learning, self-learning, training programmes and work-based application.

The practical, applied, foundational and reflexive competencies demonstrated for the group of assessment criteria in this qualification, must prove that the whole competence is more than the sum of the parts of the competencies.

Providers should conduct diagnostic and formative assessment. Formative, continuous and diagnostic assessments should also take place in the work place, if applicable. The learner should also be able to assess him or herself and determine readiness for a summative assessment against this qualification.

During integrated assessments the assessor should make use of formative and summative assessment methods and should assess combinations of practical, applied, foundational and reflexive competencies. Input to completing the Integrated Assessment typically makes use of combinations of the following assessment methods:
1. Time-constrained written examinations
2. Coursework Evaluations
3. Continuous Evaluation
4. Practical Evaluation
5. Evaluation of Portfolios of Evidence

INTERNATIONAL COMPARABILITY

The concept of qualifications based on unit standards is not unique to South Africa. This qualification and unit standards have been evaluated against, and are comparable to core knowledge and specialised knowledge elements found in the following International Qualifications Frameworks:
> New Zealand NQF,
> Australian NQF,
> British NVQs.

Furthermore input to the development of the qualification has been benchmarked against the following International sources, where the outcomes and assessment criteria, degree of difficulty and notional learning time has been compared:
> Edexcel qualification in Using IT, at UK NQF level 2 (refer NVQ code: Q1052641),
> Edexcel qualification in Operating IT Systems, at UK NQF level 2 (refer NVQ code: Q1052638),
> NCC Education's International Certificate in Computer Studies for IT Professionals,
> International certifications like Microsoft MOUS, IC3 and ICDL,
> It appears that the above certification are also used in many African and SADC countries as benchmark for End User Computing skills in a business environment. Countries referred to includes, but is not limited to: Mauritius, Tanzania, Kenya, Botswana, Zimbabwe and Zambia

This qualification combines the NQF principles and requirements, with Internationally accepted Knowledge Areas required in End User Computing, to address the specific needs of the South African environment.

ARTICULATION OPTIONS

Upon successful completion of the qualification, the learner will understand the role of End User Computing and be able to competently carry out the exit level outcomes of the qualification, in a business environment. The purpose of this qualification is stated as being a foundational qualification at the Further Education and Training band, allowing for further study in Information Technology and related fields at Higher Education levels. This will allow the qualified learner to progress to further qualifications either in Information and Communications Technology, or in other related industries where IT is a key component.

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must be registered as an assessor or moderator 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 ETQAs 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 for assessment by the relevant ETQA.

To ensure that national standards are maintained, the final assessment should be conducted on the following basis, which will be under the control of the relevant ETQA's (ISETT SETA or other relevant ETQA's):
> National assessment of written papers and/or practical assignments needs to be undertaken, by the relevant ETQA. This must include the necessary assessment tools (eg. marking schemes) to ensure consistent assessment. This function can be performed by the ETQA itself or a nominated body or bodies.
> Assessment can be institutional or workplace based and must be done by a registered assessor.
> External moderation will be undertaken as required, to ensure that the quality of NQF standards are maintained nationally.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

The criteria to register as an assessor includes the following:
> Assessors should be registered as assessors with the relevant ETQA, in accordance with the policies and procedures defined by the ETQA.
> Have a relevant academic qualification or equivalent recognition, at a level higher that the qualification being assessed
> All registered assessors must have met the requirements of the generic assessor standard, and should be certificated by the ETDP SETA or by the relevant ETQA in agreement with the ETDP SETA in this regard.

NOTES

Knowledge Areas covered by the qualification

This qualification addresses the following knowledge areas being developed for the IT qualifications framework, inter alia:
> Competence in a variety of end user computing skills, with limited supervision and direction of others.
> Time Management in the workplace
> Planning and preparing meeting communications, control of office supplies
> Working as an administrator on a project team
> Application of a range of IT end user skills and knowledge to meet user needs, within designated responsibilities.
> Competence in dealing directly with customer staff
> Foundational knowledge of IT, as basis for further study in IT.

Qualification Naming and Specialisation Description

The Information Technology sub-field has been broken into various domains, of which "use of Information Technology" (End user computing) is one. Qualification names will be linked to these domains, with specialisation descriptions attached to the qualification certification document being produced. The reason for this is firstly to reduce the number of qualifications needed to be registered to a manageable level, and secondly to have the qualification linked to the typical structure of the Information Technology industry. Finally we want to have the qualification certification document to reflect fields of specialisation, for unit standards that has been achieved within listed fields of specialisation. These specialisation fields are defined as part of the elective unit standards for the qualification. This will allow flexibility in future to add new specialisation fields without having to redefine the whole qualification. This is very important to the IT industry, which is a very dynamic, and fast changing industry.

The naming of this qualification is as follows:
National Certificate in Information Technology: Use of IT in Business - (NQF Level 3),
Specialising in one or more of the following fields:
> IT Fundamentals
> Use of IT for Personal Assistants / Receptionists
> Use of IT for Office Administrators
> Use of IT for Project Administrators
> (and any new field not specified yet, allowing for new specialisations in this area)
A minimum of 20 credits from any one specialisation field is needed in order to be recognised as a specialisation field. Depending on the credits achieved, more than one specialisation field might be printed on the qualification certification documentation.

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	116936 Use a Graphical User Interface (GUI)-based database application to work with simple databases	Level 1	3	Draft - Prep for P Comment
Core	116934 Use a Graphical User Interface (GUI)-based presentation application to produce a presentation for a specified purpose	Level 2	6	Draft - Prep for P Comment
Core	116935 Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)- based messaging application	Level 2	2	Draft - Prep for P Comment
Core	116938 Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	4	Draft - Prep for P Comment
Core	116939 Describe the application and impact of Information and Communication Technologies (ICT) on societies and demonstrate an understanding of its security aspects an relevant legislation	Level 2	5	Draft - Prep for P Comment
Core	116940 Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 2	6	Draft - Prep for P Comment
Core	14912 Investigate the use of computer technology in an organisation	Level 3	6	Registered
Core	114636 Demonstrate an understanding of preventative maintenance, environmental and safety issues in a computer environment	Level 3	6	Registered
Core	116930 Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	Level 3	3	Draft - Prep for P Comment
Core	116941 Use a Graphical User Interface (GUI)-based database application to solve a given problem	Level 3	6	Draft - Prep for P Comment
Core	116942 Use a GUI-based word processor to enhance document appearance and to create merged documents	Level 3	4	Draft - Prep for P Comment
Core	116943 Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet	Level 3	3	Draft - Prep for P Comment
Core	114076 Use computer technology to research a computer topic	Level 4	3	Registered
Core	115359 Demonstrate an understanding of the handling of error in a computer programming environment	Level 4	2	Recommended
Core	115391 Demonstrate an understanding of the principles of the internet and the world-wide-web	Level 4	3	Recommended
Elective	7177 Attend to customer enquiries face-to-face and on the telephone in a banking environment	Level 3	4	Reregistered
Elective	7785 Function in a business environment	Level 3	4	Reregistered
Elective	7790 Process incoming and outgoing telephone calls	Level 3	3	Reregistered
Elective	7860 Introduce new staff to the workplace	Level 3	1	Reregistered
Elective	8000 Applying basic business principles	Level 3	9	Reregistered
Elective	13928 Monitor and control reception area	Level 3	4	Registered
Elective	13931 Monitor and control the maintenance of office equipment	Level 3	4	Registered
Elective	13934 Plan and prepare meeting communications	Level 3	4	Registered
Elective	13937 Monitor and control office supplies	Level 3	2	Registered
Elective	14913 Explain the principles of computer networks	Level 3	5	Registered
Elective	14918 Describe the principles of Computer Programming	Level 3	5	Registered
Elective	14932 Describe Synchronous/ Asynchronous Communication with computers	Level 3	6	Registered
Elective	14947 Describe data communications	Level 3	4	Registered
Elective	7836 Monitor customer satisfaction	Level 4	3	Registered
Elective	10022 Comply with organisational ethics	Level 4	4	Registered
Elective	10135 Work as a project team member	Level 4	8	Registered
Elective	10139 Implement project administration processes according to requirements	Level 4	5	Registered
Elective	10140 Apply a range of project management tools	Level 4	8	Registered
Elective	10388 Interpret basic financial statements	Level 4	3	Registered
Elective	14917 Explain computer architecture concepts	Level 4	7	Registered
Elective	14921 Describe the types of computer systems and associated hardware configurations	Level 4	6	Registered
Elective	14924 Demonstrate an understanding of information systems analysis	Level 4	3	Registered
Elective	14926 Describe information systems departments in business organisations	Level 4	3	Registered
Elective	110009 Manage administration records	Level 4	4	Registered
Elective	110021 Achieve personal effectiveness in business enviroment	Level 4	6	Registered

Fundamental	7455 Identify and work with simple forms of complex numbers	Level 3	1	Reregistered
Fundamental	7456 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	2	Registered
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	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	9010 Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2	Registered
Fundamental	9012 Investigate life and work related problems using data and probabilities	Level 3	5	Registered
Fundamental	9533 Use communication skills to handle and resolve conflict in the workplace	Level 3	3	Registered
Fundamental	11241 Perform Basic Business Calculations	Level 3	6	Registered
Fundamental	13915 Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	4	Registered
Fundamental	13918 Manage time and the work process in a business environment	Level 3	4	Registered
Fundamental	110023 Present information in report format	Level 4	6	Registered

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 1

Operate a personal computer system

SAQA US ID	UNIT STANDARD TITLE		
116932	Operate a personal computer system		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Computer Sciences and Information Systems		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 1	7

Specific Outcomes:

SPECIFIC OUTCOME   1

Start up and shut down a personal computer system using standard and non standard methods.

SPECIFIC OUTCOME   2

Change the configuration of a personal computer.

SPECIFIC OUTCOME   3

Use personal computer operating system functions.

SPECIFIC OUTCOME   4

Use operating system utilities.

SPECIFIC OUTCOME   5

Set up and manage a printer.

SPECIFIC OUTCOME   6

Operate a personal computer printer.

SPECIFIC OUTCOME   7

Operate personal computer peripheral equipment.

SPECIFIC OUTCOME   8

Replace consumables and maintain personal computer peripheral equipment.

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UNIT STANDARD: 2

Understand the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner

SAQA US ID	UNIT STANDARD TITLE		
116944	Understand the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner		

SGB NAME	ABET BAND	PROVIDER NAME
SGB Computer Sciences and Information Systems	Undefined	

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Physical, Mathematical, Computer and Life Sciences	Information Technology and Computer Sciences

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 1	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Describe the components of Information and Communication Technologies.

SPECIFIC OUTCOME 2

Describe the hardware components of a personal computer.

SPECIFIC OUTCOME 3

Describe software for personal computers.

SPECIFIC OUTCOME 4

Understand information networks in relation to ICT.

SPECIFIC OUTCOME 5

Explain the common applications of the Internet.

SPECIFIC OUTCOME 6

Describe ergonomic principles for computer workstations.

SPECIFIC OUTCOME 7

Understand health and safety when working with computers.

SPECIFIC OUTCOME 8

Use a computer workstation taking ergonomic principles and health and safety issues into account.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 3

Use Graphical User Interface (GUI) and text based operating systems

SAQA US ID	UNIT STANDARD TITLE			
116947	Use Graphical User Interface (GUI) and text based operating systems			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Computer Sciences and Information Systems		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 1		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand the terms of a Graphical User Interface (GUI)-based operating system.

SPECIFIC OUTCOME 2

Work with a Graphical User Interface (GUI)-based operating system.

SPECIFIC OUTCOME 3

Identify the storage devices on a computer.

SPECIFIC OUTCOME 4

Understand the concepts of files on a computer.

SPECIFIC OUTCOME 5

Locate files in Graphical User Interface (GUI)-based operating systems.

SPECIFIC OUTCOME 6

Locate files in Text Interface-based operating systems.

SPECIFIC OUTCOME 7

Work with computer files.

SPECIFIC OUTCOME 8

Protect computer data.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　4

Use a Graphical User Interface (GUI)-based database application to work with simple databases

SAQA US ID	UNIT STANDARD TITLE			
116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Computer Sciences and Information Systems		Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Physical, Mathematical, Computer and Life Sciences	Information Technology and Computer Sciences

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 1	3

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand the principles of databases.

SPECIFIC OUTCOME 2

Create, open and save simple databases.

SPECIFIC OUTCOME 3

Produce and edit a database from given specifications.

SPECIFIC OUTCOME 4

Modify the design of a database table.

SPECIFIC OUTCOME 5

Create and use an index to locate and sort records.

SPECIFIC OUTCOME 6

Create a data entry form for a database table.

SPECIFIC OUTCOME 7

Print from a database.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 5

Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations

SAQA US ID	UNIT STANDARD TITLE		
116933	Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations		

SGB NAME	ABET BAND	PROVIDER NAME	
SGB Computer Sciences and Information Systems	Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Physical, Mathematical, Computer and Life Sciences	Information Technology and Computer Sciences

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 1	3

Specific Outcomes:

SPECIFIC OUTCOME   1

Understand the principles of presentations.

SPECIFIC OUTCOME   2

Create a new slide presentation.

SPECIFIC OUTCOME   3

Produce a slide presentation from given text.

SPECIFIC OUTCOME   4

Format a slide presentation.

SPECIFIC OUTCOME   5

Edit a slide presentation.

SPECIFIC OUTCOME   6

Check spelling in a slide presentation.

SPECIFIC OUTCOME   7

Print a presentation.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　　　　　　　6

Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets

SAQA US ID	*UNIT STANDARD TITLE*		
116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets		
SGB NAME		*ABET BAND*	*PROVIDER NAME*
SGB Computer Sciences and Information Systems		Undefined	
FIELD DESCRIPTION		*SUBFIELD DESCRIPTION*	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
UNIT STANDARD CODE	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
PHY-ITC-0-SGB CS&IT	Regular	Level 1	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand the principles of spreadsheets.

SPECIFIC OUTCOME 2

Create, open and save spreadsheets.

SPECIFIC OUTCOME 3

Produce a spreadsheet from a given specification.

SPECIFIC OUTCOME 4

Edit a spreadsheet.

SPECIFIC OUTCOME 5

Format a spreadsheet.

SPECIFIC OUTCOME 6

Check spelling in a spreadsheet.

SPECIFIC OUTCOME 7

Print a spreadsheet.

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UNIT STANDARD: 7

Use a Graphical User Interface (GUI)-based web-browser to search the Internet

SAQA US ID	UNIT STANDARD TITLE				
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Computer Sciences and Information Systems		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular		Level 1		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand the concepts and terms of the Internet.

SPECIFIC OUTCOME 2

Explain legal, ethical and organisational issues in relation to Internet use.

SPECIFIC OUTCOME 3

Use a Graphical User Interface (GUI)-based browser to display a given Web Page.

SPECIFIC OUTCOME 4

Adjust settings to customise the view and preferences of the browser application.

SPECIFIC OUTCOME 5

Navigate on the Internet.

SPECIFIC OUTCOME 6

Use a Search Engine to locate given information specifications.

SPECIFIC OUTCOME 7

Obtain information from a Web site.

SPECIFIC OUTCOME 8

Print a Web Page.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 8

Use a Graphical User Interface (GUI)-based wordprocessor to create and edit documents

SAQA US ID	UNIT STANDARD TITLE		
116946	Use a Graphical User Interface (GUI)-based wordprocessor to create and edit documents		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Computer Sciences and Information Systems		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 1	3

Specific Outcomes:

SPECIFIC OUTCOME   1

Understand the principles of word processing.

SPECIFIC OUTCOME   2

Create, open and save documents.

SPECIFIC OUTCOME   3

Produce a document from given text.

SPECIFIC OUTCOME   4

Format a document.

SPECIFIC OUTCOME   5

Edit a document.

SPECIFIC OUTCOME   6

Check spelling and grammar in a document.

SPECIFIC OUTCOME   7

Print a document.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 9

Use electronic mail to send and receive messages

SAQA US ID	UNIT STANDARD TITLE			
116945	Use electronic mail to send and receive messages			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Computer Sciences and Information Systems		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 1		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand the concepts and terms of electronic messaging.

SPECIFIC OUTCOME 2

Create and send an E-mail message.

SPECIFIC OUTCOME 3

Receive and respond to e-mails.

SPECIFIC OUTCOME 4

Print an E-mail message.

SPECIFIC OUTCOME 5

Work with multiple E-mail messages.

SPECIFIC OUTCOME 6

Adjust settings to customise the view and preferences of the presentation application.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 10

Describe the application and impact of Information and Communication Technologies (ICT) on societies and demonstrate an understanding of its security aspects an relevant legislation

SAQA US ID	UNIT STANDARD TITLE		
116939	Describe the application and impact of Information and Communication Technologies (ICT) on societies and demonstrate an understanding of its security aspects an relevant legislation		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Computer Sciences and Information Systems		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand Information and Communication Technology (ICT).

SPECIFIC OUTCOME 2

Describe the applications of ICT in modern society.

SPECIFIC OUTCOME 3

Describe the role of ICT professionals in modern organisations.

SPECIFIC OUTCOME 4

Describe Information Security in ICT.

SPECIFIC OUTCOME 5

Describe the management of computer viruses using anti-virus software.

SPECIFIC OUTCOME 6

Describe legislation relating to information security in ICT in South Africa.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 11

Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)- based messaging application

SAQA US ID	UNIT STANDARD TITLE			
116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Computer Sciences and Information Systems		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 2	2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain legal, ethical and organisational issues in relation to Internet use.

SPECIFIC OUTCOME   2

Manage E-mail messages.

SPECIFIC OUTCOME   3

Enhance electronic messages.

SPECIFIC OUTCOME   4

Use the address book facilities of electronic mail applications.

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UNIT STANDARD: 12

Use a Graphical User Interface (GUI)-based presentation application to produce a presentation for a specified purpose

SAQA US ID	UNIT STANDARD TITLE		
116934	Use a Graphical User Interface (GUI)-based presentation application to produce a presentation for a specified purpose		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Computer Sciences and Information Systems		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 2	6

Specific Outcomes:

SPECIFIC OUTCOME   1

Plan a presentation for a specified purpose.

SPECIFIC OUTCOME   2

Adjust settings to customise the view and preferences of the presentation application.

SPECIFIC OUTCOME   3

Work with multiple presentations.

SPECIFIC OUTCOME   4

Format a presentation.

SPECIFIC OUTCOME   5

Use special presentation effects.

SPECIFIC OUTCOME   6

Apply special formatting to a presentation.

SPECIFIC OUTCOME   7

Print presentation notes and handouts.

SPECIFIC OUTCOME   8

Use a presentation for a specified purpose.

SPECIFIC OUTCOME 9

Evaluate a presentation produced for a specified purpose.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 13

Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem

SAQA US ID	UNIT STANDARD TITLE				
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Computer Sciences and Information Systems			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Physical, Mathematical, Computer and Life Sciences			Information Technology and Computer Sciences		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
PHY-ITC-0-SGB CS&IT		Regular	Level 2		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Plan a spreadsheet to provide a solution to a given problem.

SPECIFIC OUTCOME 2

Adjust settings to customise the view and preferences of the spreadsheet application.

SPECIFIC OUTCOME 3

Work with multiple worksheets and multiple spreadsheet files.

SPECIFIC OUTCOME 4

Apply formulae to worksheets.

SPECIFIC OUTCOME 5

Apply functions to worksheets.

SPECIFIC OUTCOME 6

Apply formatting to a spreadsheet.

SPECIFIC OUTCOME 7

Use special effects to improve the presentation of the spreadsheet.

SPECIFIC OUTCOME 8

Use a spreadsheet to provide a solution.

SPECIFIC OUTCOME 9

Print a spreadsheet.

SPECIFIC OUTCOME   10

Evaluate a spreadsheet.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 14

Use a Graphical User Interface (GUI)-based word processor to format documents

SAQA US ID	UNIT STANDARD TITLE			
116938	Use a Graphical User Interface (GUI)-based word processor to format documents			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Computer Sciences and Information Systems		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Work with multiple documents.

SPECIFIC OUTCOME 2

Format a document.

SPECIFIC OUTCOME 3

Use special word processing effects.

SPECIFIC OUTCOME 4

Apply special formatting to a document.

SPECIFIC OUTCOME 5

Adjust the display characteristics.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 15

Use a GUI-based word processor to enhance document appearance and to create merged documents

SAQA US ID	UNIT STANDARD TITLE		
116942	Use a GUI-based word processor to enhance document appearance and to create merged documents		

SGB NAME	ABET BAND	PROVIDER NAME
SGB Computer Sciences and Information Systems	Undefined	

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Physical, Mathematical, Computer and Life Sciences	Information Technology and Computer Sciences

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 3	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Create and edit a table.

SPECIFIC OUTCOME 2

Format a table.

SPECIFIC OUTCOME 3

Insert and edit graphics.

SPECIFIC OUTCOME 4

Understand the uses of merged documents.

SPECIFIC OUTCOME 5

Create a merged document.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　16

Use a Graphical User Interface (GUI)-based database application to solve a given problem

SAQA US ID	UNIT STANDARD TITLE		
116941	Use a Graphical User Interface (GUI)-based database application to solve a given problem		

SGB NAME	ABET BAND	PROVIDER NAME
SGB Computer Sciences and Information Systems	Undefined	

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Physical, Mathematical, Computer and Life Sciences	Information Technology and Computer Sciences

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 3	6

Specific Outcomes:

SPECIFIC OUTCOME 1

Plan a database to provide a solution to a given problem.

SPECIFIC OUTCOME 2

Adjust settings to customise the view and preferences of the database application.

SPECIFIC OUTCOME 3

Create a relational database from a simple user document.

SPECIFIC OUTCOME 4

Retrieve information from a database.

SPECIFIC OUTCOME 5

Sort data in a database.

SPECIFIC OUTCOME 6

Create a report for a database table.

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National Qualifications Framework

Established in terms of Act 58 of 1995

UNIT STANDARD: 17

Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance

SAQA US ID	UNIT STANDARD TITLE				
116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance				

SGB NAME		ABET BAND	PROVIDER NAME		
SGB Computer Sciences and Information Systems		Undefined			

FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Physical, Mathematical, Computer and Life Sciences	Information Technology and Computer Sciences	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
PHY-ITC-0-SGB CS&IT	Regular	Level 3	3

Specific Outcomes:

SPECIFIC OUTCOME   1

Create a chart graph in a presentation.

SPECIFIC OUTCOME   2

Create an organisational chart in a presentation.

SPECIFIC OUTCOME   3

Create a drawing in a presentation.

SPECIFIC OUTCOME   4

Import images into a presentation.

SPECIFIC OUTCOME   5

Chart graphs, organisational charts, drawing objects, images and objects are manipulated in presentation.

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　18

Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet

SAQA US ID	UNIT STANDARD TITLE		
116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Computer Sciences and Information Systems		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Physical, Mathematical, Computer and Life Sciences		Information Technology and Computer Sciences	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
PHY-ITC-0-SGB CS&IT	Regular	Level 3	3

Specific Outcomes:

SPECIFIC OUTCOME　1

Create and edit a graph charts.

SPECIFIC OUTCOME　2

Load data from an external data source to produce a given spreadsheet result.

SPECIFIC OUTCOME　3

Insert and edit objects in a spreadsheet.

No. 1205   **15 October 2004**

Established in terms of Act 58 of 1995

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

Hiring Service

Registered by NSB 11, Services, 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 qualifications and unit standards. The qualifications and unit standards can be accessed via the SAQA web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, Hatfield Forum, 1067 Arcadia Street, Hatfield.

Comment on the qualifications and unit standards should reach SAQA at the address *below and no later than 14 November 2004.* All correspondence should be marked **Standards Setting – SGB for Hiring Services** 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

QUALIFICATION:

National Certificate: Hiring Support Services

SAQA QUAL ID	QUALIFICATION TITLE	
48887	National Certificate: Hiring Support Services	
SGB NAME	SGB Hiring Services	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
SRV-3-National Certificate	National Certificate	Cleaning, Domestic, Hiring, Property and Rescue Services
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
123	Level 3	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

The National Certificate: Hiring Support Services has been designed as an entry level Qualification in the field of Hiring Services. It is the first step in a series of Qualifications that is linked to career pathing within the hiring industry.

This Qualification will mean that in future those people involved in the Hiring Services Industry will have the necessary knowledge, skills and attitudes to operate professionally. It will also open a career path for people within Hiring Services who will have improved career opportunities as a result of their increased knowledge of the Hiring Industry, their ability to implement the policies and carry out the procedures required of people in their field of work. This they will be able to achieve with only periodic assistance and supervision.

Learners working towards this National Certificate: Hiring Support Services will find that the acquisition of competence in the Unit Standards, which makes up the Qualification, will add value to their job performance. This Qualification is intended to enhance the provision of entry-level service within the Hiring Support Services Industry. It also enables the learner to use competencies, which will contribute towards the growth of the business and the industry.

It will provide the broad knowledge, skills and values needed in the Hiring Support Services Industry and will facilitate access to, mobility and progression within, education and training and to progress along a learning path for learners who:
> Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
> Have worked in the Hiring Support Services Industry for many years, but have no formal Qualification in the Hiring business.
> Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Hiring Support Services Industry.

The National Certificate in Hiring Support Services will also provide the learners with the building blocks for the learning required for the FET Certificate: Hiring Operations at NQF level 4.

Rationale for the Qualification

This Qualification will assist learners to contribute meaningfully to the support services required in a hiring enterprise together with self organisational skills and knowledge. This Qualification will result in the development of people with skills and knowledge required to be successful in 'Hiring Support Services' and provide a learning pathway in the 'Hiring' services industry. The Qualification will equip the learner with additional knowledge and skills which they would be able to apply in a variety of industries.

The National Certificate: Hiring Support Services was developed to assist in creating appropriate learning

opportunities, which will contribute towards a safe, effective work place that will benefit the industry at large and open up diverse learning pathways.

The stakeholders involved in the economic activity of Hiring Support Services identified the following learning areas that comprise this Qualification:

> Appliance and equipment hire
> Car and truck hire
> Plant and crane hire (with operator)
> Construction or demolition equipment hire (with and without operator)
> Machinery and equipment hire (with and without operator)
> Small tools hire
> Video hire
> Commodity hire (video, cell phone, etc.)
> Garment and clothing hire
> Event hire
> Technical hire

This entry level Qualification will ensure an understanding of the 'Hiring Service Industry' and its application in the South African context.

The Qualification at Level 3 is a building block that can be developed further and will lead to a more defined Hiring Support Services learning path at more complex NQF levels.

It also focuses on the skills, knowledge, values and attitude required to ensure further progression. The intention is:
> To promote the development of knowledge, skills and values that are required in the Hiring Support Services Industry.
> To realise the potential of people.
> To provide opportunities for people to move up the value chain.

The Unit Standards contained in this Qualification cover areas of learning that ensure learners are able to absorb tasks starting with simple activities and becoming more complex as they gain experience and confidence.

The industry's need for clear directives, and market related skills in career advancement will be met in this Qualification.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

The following is the learning assumed to be in place for the learners accessing this Qualification:

> Communication at NQF level 2.
> Mathematical Literacy at NQF level 2.
> Computer Literacy at NQF level 2, which includes the ability to use a personal computer.

Recognition of prior learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Qualification. Recognition of Prior Learning will be done by means of Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:
> For accelerated access to further learning.
> Gaining of credits towards a qualification.

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education and Training, Quality Assurance Body and is conducted by a registered assessor.

QUALIFICATION RULES

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totalling 123 credits (minimum).

> Fundamental: 40 credits (33%)
> Core: 64 credits (□52%)
> Elective: Minimum 19 credits (15%)

Total: 123 credits (minimum)

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

Fundamental Credits

At level 3, SAQA stipulates the minimum number of credits allocated to Communication Studies and Languages and Physical, Computer Mathematical and Life Sciences; should total 36 credits however the SGB felt that the additional fundamental unit standards chosen will add value to the Qualification as a whole.

Core

64 credits have been allocated to the Core Unit Standards. This is to ensure that the Qualification has a strong Hiring Services focus.

The Core Unit Standards offer a broad contextual understanding and will enable the learners to gain an all round picture of the Hiring Services Industry.

Electives

A minimum of 19 credits must be selected by the learner from the Elective Unit Standards. There are a total of 20 credits for the Elective area. They also allow for progression to the next level of learning.

EXIT LEVEL OUTCOMES

1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the Hiring Services Industry.

2. Explain and use the basics of mathematics in both personal and business situations.

3. Apply and carry out general office administration in a hiring business including the processing of payments and stock control.

4. Situate the theory and practice of Hiring Services in a range of relevant contexts.

5. Work with the customers and clients of the business and ensure that customer satisfaction levels are maintained within the Hiring Service Industry.

6. Demonstrate the use of products and provide instructions and information regarding the products and their uses.

7. Demonstrate an understanding of the transporting of the hire items, equipment and machinery to various locations.

8. Demonstrate an understanding of the Vehicle Hire Industry.

9. Apply safety and security procedures in the working environment.

10. Demonstrate an understanding of the Event Hiring Industry.

11. Demonstrate an understanding of the Commodity and Garment Hire Industry.

ASSOCIATED ASSESSMENT CRITERIA

1.
> Audience needs and expectations are accommodated in both written and verbal communication.

> Language and texts are used to interpret and write communications in all contexts

2.
> Mathematics is explained and used in both personal and business contexts.

3.
> General office administration duties are carried out according to organisational requirements.
> Payment points are operated and the payments are processed.
> Stock is controlled and located in accordance with standard operating procedures.

4.
> Team functions and principles are implemented to maintain team work.
> Basic business principles are applied to grow the business.
> All safety, health and housekeeping practices are implemented to ensure compliance.
> Own time is managed to ensure work is completed on time.

5.
> Client and customer needs are identified and a relevant hire service is provided.
> Sales support structures are used to gain maximum customer satisfaction.

6.
> All the requirements of preparing the hire item for use by the customers and clients are explained and applied.
> Hire contracts are administered and controlled in accordance with organisational requirements.

7.
> Stock and hire items are received and dispatched in accordance with standard operating procedures.

8.
> Car hire customers are advised about local information.
> Basic safety checks are performed on hire vehicles to ensure customer safety.
> Hired vehicles are prepared and delivered to the hiring customers.

9.
> Safety and security practices are applied in the working environment according to company procedures.
> Safe working practices are applied according to legislative requirements.

10.
> Events are built up and broken down according to company procedures.
> Event stock items are monitored and controlled according to company standards.

11.
> Customers' needs are identified and met using selling techniques.
> Promotions are implemented and monitored according to company standards.

Integrated Assessment

Learning, teaching and assessment are inextricably linked. 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 Hiring contexts wherever possible.

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 credits 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:

> New Zealand Qualifications Authority - Unit Standards
> Provide snow-sport equipment for hire - Level 2 - 3 Credits
> Complete customer hire purchase applications - Level 2 - 2 Credits
> Hire and manage stock of car chains - Level 2 - 2 Credits
> Hire, fit and maintain car chains - Level 2 - 3 credits

American Rental Association - Courses

The courses offered by the above association did not have credits or levels for comparison purposes. However, the contents were used for benchmarking purposes. The courses are:
> Certified Event Rental Professional
> Ware washing
> Linen Processing
> Tenting
> Table Top Design
> Warehouse Management]
> Delivery Procedures / Process / Operations

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each, unit standard and the best practice points were highlighted and incorporated into each Unit Standard. However, where points were incorporated these were written in a South African context and at a level appropriate to South Africa.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level and unit standard to unit standard.

ARTICULATION OPTIONS

This Qualification lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas outlined in the Rationale for the Qualification indicate the articulation possibilities.

Horizontal articulation possibilities lie with other NQF level 3 Qualifications and Unit Standards in the Learning areas of:
> National Certificate: Procurement, Logistics and Supply Chain Management - NQF Level 3 -NLRD 20246
> National Certificate: Generic Business Administration Services - NQF Level 3
> National Certificate: Generic Management - NQF level 3

Vertical progression can be achieved by embarking on the study of related NQF Level 4 Qualifications:
> National Certificate: Hiring Operations - NQF Level 4
> National Certificate: Tourism: Car Rental - NQF Level 4 - NLRD 17492

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must register as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.

> 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 (including professional bodies); 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 encompass achievement of the competence described in the Qualification.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Assessors should keep the following general principles in mind when designing and conducting assessment:

> Focus the initial assessment activities on gathering evidence in terms of the main outcomes expressed in the titles of the unit standards to ensure assessment is integrated rather than fragmented. The aim is to declare the person competent against the qualification purpose. Where assessment across titles or at title level is unmanageable, then focus assessments around each specific outcome, or groups of specific outcomes. Take special note of the need for integrated assessment.

> Make sure evidence is gathered across the entire range, wherever it applies. Assessment activities should be as close to the real performance as possible, and where simulations or role-plays are used, there should be supporting evidence to show that the learner is able to perform in the real situation.

> All assessments should be conducted in line with the following well documented principles of assessment: appropriateness, fairness, manageability, integration into work or learning, validity, direct, authentic, sufficient, systematic, open and consistent.

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	8015 Executing general office administration	Level 2	4	Registered
Core	8420 Operate in a team	Level 2	4	Registered
Core	14341 Keep informed about current affairs related to one's own industry	Level 2	4	Registered
Core	14348 Process incoming and outgoing telephone calls	Level 2	3	Registered
Core	7820 Operate a payment point and process payments	Level 3	3	Registered
Core	8000 Applying basic business principles	Level 3	9	Reregistered
Core	8016 Maintaining occupational health, safety and general housekeeping	Level 3	8	Registered
Core	13918 Manage time and the work process in a business environment	Level 3	4	Registered
Core	115858 Receive and store new stock for hire	Level 3	3	Draft - Prep for P Comment
Core	115861 Receive and store returned hired stock	Level 3	4	Draft - Prep for P Comment
Core	115862 Administer the hire contract	Level 3	4	Draft - Prep for P Comment
Core	115872 Demonstrate an understanding of and apply security measures and maintain work area	Level 3	5	Draft - Prep for P Comment
Core	115878 Load and deliver stock	Level 3	5	Draft - Prep for P Comment
Core	115880 Interact with customer to provide a complete hire service	Level 3	4	Draft - Prep for P Comment
Elective	9875 Perform basic safety checks to ensure general vehicle safety	Level 2	8	Registered
Elective	14359 Behave in a professional manner in a business environment	Level 2	5	Registered
Elective	116565 Inform customers about tourist and travel information	Level 2	4	Draft - Prep for P Comment
Elective	9851 Prepare and execute vehicle delivery to the customer	Level 3	8	Registered
Elective	10973 Convey general freight	Level 3	6	Reregistered
Elective	115831 Foster and maintain customer service levels and relations	Level 3	4	Draft - Prep for P Comment
Elective	115848 Perform build up and breakdown functions	Level 3	7	Draft - Prep for P Comment
Elective	115856 Follow and adhere to a code of conduct	Level 3	3	Draft - Prep for P Comment

Elective	115860 Demonstrate an understanding of product and / or service details and information	Level 3	6	Draft - Prep for P Comment
Elective	115863 Demonstrate an understanding of the preparation of the item for hire	Level 3	7	Draft - Prep for P Comment
Elective	115873 Clean and maintain stock	Level 3	5	Draft - Prep for P Comment
Elective	115876 Monitor, control and co-ordinate the flow of stock	Level 3	4	Draft - Prep for P Comment
Elective	115879 Implement promotions for hire products or services	Level 3	5	Draft - Prep for P Comment
Elective	9844 Identify customers and generate selling opportunities	Level 4	8	Registered
Fundamental	8494 Demonstrate an understanding of HIV/AIDS and its implications	Level 2	4	Registered
Fundamental	7456 Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	2	Registered
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	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	9010 Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2	Registered
Fundamental	9012 Investigate life and work related problems using data and probabilities	Level 3	5	Registered
Fundamental	9013 Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4	Registered
Fundamental	14086 Work with a wide range of patterns and basic functions and solve related problems	Level 3	3	Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

QUALIFICATION:

Further Education and Training Certificate: Hiring Operations

SAQA QUAL ID	QUALIFICATION TITLE	
48889	Further Education and Training Certificate: Hiring Operations	
SGB NAME	SGB Hiring Services	

ABET BAND	PROVIDER NAME	
Undefined		

QUALIFICATION CODE	QUAL TYPE	SUBFIELD
SRV-4-National Certificate	National Certificate	Cleaning, Domestic, Hiring, Property and Rescue Services

MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
129	Level 4	Regular-Unit Stds Based

SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

The FET Certificate: Hiring Operations Level 4 has been designed for people working in the Hiring Industry at operational and supervisory levels. It takes some of the key aspects of 'Hiring Services' introduced at NQF level 3 and requires their practical application in the Hiring environment in general and their own work context in particular. It is the second step in a series of Qualifications that is linked to career pathing within the hiring industry.

This Qualification will mean that in future those people involved in the Hiring Industry will have the necessary knowledge, skills and attitudes to operate professionally at a more senior level. It will also open up further career paths for people within Hiring Services and who will now have improved career opportunities as a result of their increased knowledge of the Hiring Industry, and their ability to implement the policies and carry out the procedures required of people in their field of work.

Learners working towards this FET Certificate: Hiring Operations Level 4 will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to the job performance. This Qualification is intended to enhance the provision of supervisory-level service within the Hiring Industry. It also enables the learner to use competencies, which will help grow the business they work in.

It will provide the broad knowledge, skills and values needed in the Hiring Services Industry and will facilitate access to, and mobility and progression within, education and training and to progress along a learning path for learners who:
> Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
> Have worked in the Hiring Operations Industry for many years, but have no formal Qualification in the Hiring business.
> Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Hiring Operations Industry.

The FET Certificate in Hiring Operations Level 4 will also provide the learners with the building blocks for the learning required for the National Diploma: Hiring Operations Management at NQF level 5.

Rationale for the Qualification

This level 4 Qualification will equip learners with self and team organisational skills and knowledge in order to contribute meaningfully to the operations in the hiring industry. This Qualification will result in the further development of people with the skills and knowledge required to be successful in 'Hiring Operations and will provide a further learning pathway in the 'Hiring' industry. The Qualification will provide the learner with additional knowledge and skills which they could use in the development of others within the work place.

The FET Certificate: Hiring Operations was developed to assist in creating appropriate learning opportunities, which will contribute towards the control of a safe and effective work place that will benefit other employees and the industry at large.

The stakeholders involved in the economic activity of Hiring Operations identified the following learning areas that comprise this Qualification:

> Appliance and equipment hire
> Car and truck hire
> Plant and crane hire (with operator)
> Construction or demolition equipment hire (with and without operator)
> Machinery and equipment hire (with and without operator)
> Small tools hire
> Video hire
> Commodity hire (video, cell phone, etc.)
> Garment and clothing hire
> Event hire
> Technical hire

This Operational Qualification will ensure an advanced understanding of the supervisory role in the 'Hiring Industry' and its application in the South African context.

The Qualification at Level 4 is a building block that can be developed further and will lead to a more defined Hiring Operations and Management learning path at more complex NQF levels.
It also focuses on the skills, knowledge, values and attitudes required to ensure further progression. The intention is:

> To promote the development of knowledge, skills and values that are required in the Hiring Support and Services Industry.
> To realise the potential of people.
> To provide opportunities for people to move up the value chain.

The Unit Standards contained in this Qualification cover areas of learning that ensure learners are able to absorb tasks starting with operational activities and becoming more complex as they lead others in gaining experience and confidence.

The industry's need for clear directives, and market related skills in career advancement will be met in this Qualification.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

The following is the learning assumed to be in place:

> Communication at NQF Level 3
> Mathematical Literacy at NQF Level 3
> A demonstrated understanding of the Hiring Industry and how it operates

Recognition of prior learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Qualification. Recognition of Prior Learning will be done by means of Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:
> For accelerated access to further learning
> Gaining of credits towards a qualification

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education and Training, Quality Assurance Body and is conducted by a registered assessor.

QUALIFICATION RULES

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 129 credits (minimum).

> Fundamental: 60 credits (47%)
> Core: 50 credits (39%)
> Elective: Minimum 19 credits (14%)

Total: 129 Credits (Minimum) (100%)

Fundamental:
> 20 credits at Level 3
> 40 credits at Level 4
> Total: 60 credits

Core:
> 4 credits at Level 3
> 46 credits at Level 4
> Total: 50 credits

Elective:
> Learners must select a Minimum of 19 credits from the Elective Unit Standards to make up the 129 credits required.
> Minimum: 19 Credits (Minimum).

Total credits:
> 129 credits Minimum
> 20 credits Fundamental at Level 3
> 40 credits Fundamental at Level 4
> 4 credits Core at Level 3
> 46 credits Core at Level 4
> 129 credits Minimum Electives
> Total: 129 Credits (Minimum)

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

Fundamental Credits

At level 4, SAQA stipulates the minimum number of credits allocated to Communication Studies and Languages and Physical, Computer Mathematical and Life Sciences; should total 36 credits however the SGB felt that the additional fundamental unit standards chosen will add value to the qualification as a whole.

Core

50 credits have been allocated to the Core Unit Standards. This is to ensure that the qualification has a strong Hiring focus.

The Core Unit Standards offer a broad contextual understanding and will enable the learners to gain an all round picture of the Hiring Industry.

Electives

A minimum of 19 credits must be selected by the learner from the Elective Unit Standards. There are a total of 20 credits for the Elective area. They also allow for progression to the next level of learning.

EXIT LEVEL OUTCOMES

1. Communicate verbally and in writing using a variety of formats with a range of stakeholders and role-players in the Hiring Operations Industry in two languages.

2. Explain and use the basics of mathematics in both personal and business situations.

3. Operate in a hiring business including determining the way it functions and an analysis thereof.

4. Situate the theory and practice of Hiring Operations in a range of relevant contexts

5. Maintain and manage the customers and clients of the business to ensure that customer satisfaction levels are maintained within the Hiring Operations Industry.

6. Demonstrate the use of project activities to ensure all work gets done according to plan.

7. Demonstrate an understanding of the management transport activities of dangerous and abnormal loads to various locations.

8. Demonstrate an understanding of the Vehicle Hire Industry and tourism in South Africa.

9. Demonstrate an understanding of the Event Hire Industry in South Africa.

10. Demonstrate an understanding of the Commodity and Garment Hire Industry in South Africa.

ASSOCIATED ASSESSMENT CRITERIA

1.
> Audience needs and expectations are accommodated in both oral and verbal communication in both languages.
> Language and texts are used to interpret and write communications in all contexts.

2.
> Mathematics is used and are explained and used in both personal and business contexts.

3.
> A hiring business is analysed.
> How a business functions is determined.
> An understanding of how a business operates is demonstrated, either in the workplace or through work-realistic, out-of-classroom simulation.

4.
> Hire items inventory is maintained, processed and documented according to standard operating procedures.
> Hire contracts are monitored and controlled to met organisational objectives.
> All safety, health and housekeeping practices are monitored to ensure compliance.

5.
> Client and customer needs and concerns and advise is provided which meets these needs.
> Sales support structures are communicated to gain maximum customer satisfaction.
> Customer service problems are resolved within agreed time frames and procedures.
> A cultural awareness is displayed when working with clients, customers and colleagues.

6.
> All the Project scheduling activities are explained and applied to a project to ensure completion.

7.
> Dangerous goods are transported in accordance with relevant transport legislation and standards operating procedures.
> Abnormal Hire items are transported in accordance with standard operating procedures.
> Plant and equipment problems are actioned and resolved in line with company standards.

8.
> Car hire customer are advised about local information.
> Customers are identified in order to improve sales opportunities.
> Hired vehicles are handed over to the service customers and their arrival and departure is overseen.

9.
> Event hire customers are advised about relevant information.
> Customers are identified in order to improve sales opportunities.
> Event build up and break down procedures are overseen.

10.
> Commodity and garment hire customers are advised about relevant information.
> Customers are identified in order to improve sales opportunities.
> Commodity and garment items are prepared for hire and quality checked on delivery and return.

Integrated Assessment

Learning, teaching and assessment are inextricably linked. 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 Hiring Operations contexts wherever possible.

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 credits 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:

> New Zealand Qualifications Authority - Unit Standards
> Cost civil plant for purchase or hire for hire - Level 4 - 15 Credits
> Manage the hire of civil construction plant and equipment - Level 4 - 8 Credits
> Demonstrate knowledge for transport service license - Level 4 - 3 Credits
> Recommend rental ranges and manage repairs - Level 4 - 2 credits

American Rental Association - Courses

The courses offered by the above association did not have credits or levels for comparison purposes. However, the contents were used for benchmarking purposes. The courses are:
> Certified Event Rental Professional
> Ware washing
> Linen Processing
> Tenting
> Table Top Design
> Warehouse Management]
> Delivery Procedures / Process / Operations

No other 'Hiring' Qualifications could be found so a comparison was only done on the above unit standards.

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each and the best practice points were highlighted and incorporated into each Unit Standard. However, where points were incorporated these were written in a South African context and at a level appropriate to South Africa.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level and unit standard to unit standard.

ARTICULATION OPTIONS

This Qualification lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas outlined in the Rationale for the Qualification indicates the articulation possibilities.

Horizontal articulation possibilities lies with other NQF level 4 Qualifications and
Unit Standards in the Learning areas:
> National Certificate: Procurement, Logistics and Supply Chain Management -
NQF Level 4 -NLRD 20247
> National Certificate: New Venture Creations - NQF Level 4
> National Certificate in Generic Management - NQF Level 4
> National Certificate in Event support - NQF Level 4
> National Certificate in Business Administration Services - NQF Level 4

Vertical progression can be achieved by embarking on the study of related NQF
Level 5 Qualifications:
> National Diploma: Hiring Operations Management - NQF Level 5
> National Diploma: Retail Travel - NQF Level 5 - NLRD 14122
> National Diploma: Service Management - NQF Level 5 - NLRD 20613

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must
register as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.

> 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 (including professional bodies); 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 encompass achievement of the
competence described in the Qualification.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

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

> Be competent in all the outcomes of the National Assessor Unit Standards as stipulated by the South
African Qualifications Authority (SAQA).
> Be registered as an assessor with the relevant ETQA or an ETQA that has a memorandum of
understanding with the relevant ETQA.

NOTES

Exit point for learners who do not complete the Qualification:

> Learners will be credited with Unit Standards in which they have proved competence.
> Learners who complete individual Unit Standards but do not complete this Qualification retain their
credits. However, should the substance of the Unit Standard change, the validity of the credit towards the
Qualification may be reviewed
> Learners who change their provider or learning site before completing the Qualification may transfer their
credits to the new learning site.

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	9850 Communicate and liaise with internal departments and external sales support structures	Level 3	4	Registered
Core	7791 Display cultural awareness in dealing with customers and colleagues	Level 4	4	Reregistered
Core	9243 Monitor occupational health & safety	Level 4	8	Registered
Core	9845 Identify the needs and concerns of customers and advise customers to optimise choice and benefits	Level 4	7	Registered
Core	10133 Schedule project activities to facilitate effective project execution	Level 4	8	Registered

Core	115859 Monitor and control hire contracts	Level 4	4	Draft - Prep for P Comment
Core	115870 Maintain process and record inventories of all hire items	Level 4	7	Draft - Prep for P Comment
Core	116575 Demonstrate an understanding of and apply hiring business practices	Level 4	4	Draft - Prep for P Comment
Core	116594 Function in a team	Level 4	4	Draft - Prep for P Comment
Elective	10977 Convey abnormal freight	Level 3	8	Reregistered
Elective	13936 Outline the legal environment of a selected industry	Level 3	2	Registered
Elective	9844 Identify customers and generate selling opportunities	Level 4	8	Registered
Elective	9858 Handover vehicles	Level 4	4	Registered
Elective	10230 Convey dangerous goods by road	Level 4	8	Registered
Elective	110009 Manage administration records	Level 4	4	Registered
Elective	115845 Implement sales and marketing strategies	Level 4	5	Draft - Prep for P Comment
Elective	115864 Manage security in a hiring business	Level 4	4	Draft - Prep for P Comment
Elective	115867 Co-ordinate promotional activities	Level 4	6	Draft - Prep for P Comment
Elective	115869 Interpret, implement and supervise event site plans	Level 4	11	Draft - Prep for P Comment
Elective	115871 Resolve plant and equipment customer service problems	Level 4	4	Draft - Prep for P Comment
Elective	115877 Monitor and control the maintenance of equipment	Level 4	6	Draft - Prep for P Comment
Elective	116590 Contribute to sustainable tourism in South Africa	Level 4	4	Draft - Prep for P Comment
Elective	116595 Manage arrival and departure of customers	Level 4	3	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	8973 Use language and communication in occupational learning programmes	Level 3	5	Registered
Fundamental	7465 Collect and use data to establish complex statistical and probability models and solve related problems	Level 4	5	Registered
Fundamental	7468 Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	2	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	8979 Use language and communication in occupational learning programmes	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	9016 Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	4	Registered
Fundamental	9224 Implement policies regarding HIV/AIDS in the workplace	Level 5	4	Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Diploma: Hiring Operations Management

SAQA QUAL ID	QUALIFICATION TITLE	
48888	National Diploma: Hiring Operations Management	
SGB NAME	SGB Hiring Services	
ABET BAND	**PROVIDER NAME**	
Undefined		
QUALIFICATION CODE	**QUAL TYPE**	**SUBFIELD**
SRV-5-National Certificate	National Certificate	Cleaning, Domestic, Hiring, Property and Rescue Services
MINIMUM CREDITS	**NQF LEVEL**	**QUALIFICATION CLASS**
250	Level 5	Regular-Unit Stds Based
SAQA DECISION NUMBER	**REGISTRATION START DATE**	**REGISTRATION END DATE**

PURPOSE OF THE QUALIFICATION

The National Diploma: Hiring Operations Management has been designed for people working in the Hiring Industry at operational and management levels. It advances key aspects of 'Hiring Operations and Supervision' introduced at NQF level 4 into management and leadership skills.

This Qualification will mean that in future those people involved in the Hiring Industry will have the necessary knowledge, skills and attitudes to operate professionally at management level. It will also open up further career paths for people within the Hiring Industry and advance career opportunities. Their ability to develop and manage policies and procedures will be enhanced.

Learners working towards this National Diploma: Hiring Operations Management will find that the acquisition of competence in the Unit Standards, which make up the Qualification, will add value to their job performance. This Qualification is intended to enhance the provision of management-level service within the Hiring Industry and enable the learner to use these competencies, which will help to grow themselves and the organisation.

It will provide the broad knowledge, skills and values required to facilitate access to, mobility and progression within education, training and development to progress along a learning path for learners who:
> Were previously disadvantaged or who were unable to complete their schooling and were therefore denied access to Further Education and Training.
> Have worked in the Hiring Industry for many years, but have no formal Qualification in the Hiring industry.
> Wish to extend their range of skills and knowledge of the industry so that they can become competent workers in the Hiring Industry.

Rationale for the Qualification

This National Diploma Qualification will provide the qualifying learner with the competencies needed to undertake a range of hiring specific processes and align the learner with management functions and develop leadership qualities. This Qualification should result in the development of people in the skills and knowledge required to be successful at management level. This Qualification will equip the learner with advanced knowledge, skills and attitudes required in management functions in all walks of life.

The National Diploma: Hiring Operations Management was also developed to assist in creating learning, which will be safe and applicable to the learner and the industry at large. It will open up diverse learning pathways.

The stakeholders involved in the economic activity of Hiring Operations Management identified the following learning areas that comprise this Qualification:

> Appliance and equipment hire
> Car and truck hire
> Plant and crane hire (with operator)
> Construction or demolition equipment hire (with and without operator)
> Machinery and equipment hire (with and without operator)
> Small tools hire
> Video hire
> Commodity hire (video, cell phone, etc.)
> Garment and clothing hire
> Event hire
> Technical hire

This is the third Hiring Qualification which will contribute towards the professional growth of the learner and the local and international hiring industry.

The National Diploma: Hiring Operations Management at Level 5 is a further building block and will lead to a more defined Hiring Operations and Management learning path at a more complex NQF level. It also focuses on the skills, knowledge, values, attitudes and attributes required to ensure that the learner is able to perform at this managerial level with confidence and motivate others for career advancement.

The intention is:

> To promote the development of knowledge, skills and values that are required in the Hiring Industry.
> To realise and develop the potential of people, teams and the organisation.
> To provide opportunities for people to move up the hierarchy of the organisation.

The Unit Standards contained in this National Diploma cover areas of learning that ensure learners are able to master complex tasks and lead others

The industry's need for clear directives, and market related skills in career advancement will be met in this Qualification.

RECOGNIZE PREVIOUS LEARNING?

Y

LEARNING ASSUMED TO BE IN PLACE

Learning assumed to be in place

The following is the learning assumed to be in place:

> Communication at NQF Level 4 in two languages or eqivalent
> A demonstrated understanding of the Hiring Industry and how it operates and how to monitor and supervise functions within the industry.

Recognition of prior learning

The structure of this Unit Standard based Qualification makes the Recognition of Prior Learning possible, if the learner is able to demonstrate competence in the knowledge, skills, values and attitudes implicit in this Qualification.

Recognition of Prior Learning will be done by means of Integrated Assessment as mentioned in the previous paragraph.

This Recognition of Prior Learning may allow:
> For accelerated access to further learning
> Gaining of credits towards a qualification

All recognition of Prior Learning is subject to quality assurance by the relevant accredited Education and Training, Quality Assurance Body and is conducted by a registered assessor.

QUALIFICATION RULES

The qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective

> Contract and manage service providers within a selected industry

Integrated Assessment

Learning, teaching and assessment are inextricably linked. 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 Hiring contexts wherever possible.

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 credits 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:

> New Zealand Qualifications Authority - Unit Standards
> Cost civil plant for purchase or hire for hire - Level 4 - 15 Credits
> Manage the hire of civil construction plant and equipment - Level 4 - 8 Credits
> Demonstrate knowledge for transport service license - Level 4 - 3 Credits
> Recommend rental ranges and manage repairs - Level 4 - 2 credits

American Rental Association - Courses

The courses offered by the above association did not have credits or levels for comparison purposes. However, the contents were used for benchmarking purposes. The courses are:
> Certified Event Rental Professional
> Ware washing
> Linen Processing
> Tenting
> Table Top Design
> Warehouse Management]
> Delivery Procedures / Process / Operations

A direct comparison of the title, specific outcomes, assessment criteria and embedded knowledge was undertaken with each standard, and the best practice points were highlighted and incorporated into each Unit Standard. However, where points were incorporated these were written in a South African context and at a level appropriate to South Africa.

Because of the difference in levels across the different countries, difficulty was found in making actual direct comparisons, level to level and unit standard/course to unit standard.

ARTICULATION OPTIONS

This Qualification lends itself to both vertical and horizontal articulation possibilities. These possibilities ensure both mobility and progression for the learner. The learning areas outlined in the Rationale for the Qualification indicates the articulation possibilities.

Horizontal articulation possibilities lie with other NQF level 5 Qualifications and Unit Standards in the Learning areas:
> National Diploma: Procurement, Logistics and Supply Chain Management - NQF Level 5 -NLRD 20248
> National Diploma: Customer Management - NQF Level 5 - NLRD 20908

> National Certificate: General Travel - NQF Level 5 - NLRD 14119
> National Diploma: Service Management - NQF Level 5 - NLRD 20414

Vertical progression can be achieved by embarking on the study of related NQF
Level 6 Qualifications:
> National First Degree: Customer Management - NQF Level 6 - NLRD 20909
> National First Degree: Procurement, Logistics and Supply Chain Management -
NQF Level 6 -NLRD 20249

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must register as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.

> 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 (including professional bodies); 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 encompass achievement of the competence described in the Qualification.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

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

> Be competent in all the outcomes of the National Assessor Unit Standard as stipulated by the South African Qualifications Authority (SAQA).
> Be registered as an assessor with the relevant ETQA or an ETQA that has a memorandum of understanding with the relevant ETQA.

NOTES

Exit point for learners who do not complete the Qualification:

> Learners will be credited with Unit Standards in which they have proved competence.
> Learners who complete individual Unit Standards but do not complete this Qualification retain their credits. However, should the substance of the Unit Standard change, the validity of the credits towards the Qualification may be reviewed.
> Learners who change their provider or learning site before completing the Qualification may transfer their credits to the new learning site.

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	10388 Interpret basic financial statements	Level 4	3	Registered
Core	14319 Explore strategies to retain or expand existing business in the insurance/investment industry	Level 4	3	Registered
Core	110023 Present information in report format	Level 4	6	Registered
Core	110025 Process data using information technology	Level 4	5	Registered
Core	7865 Improve service to customers	Level 5	6	Reregistered
Core	7883 Manage workplace relations	Level 5	5	Reregistered
Core	7885 Research and update the legal knowledge required for business compliance	Level 5	8	Registered
Core	7886 Develop and Implement A Business Plan	Level 5	8	Registered
Core	7948 Operate central reservation or global distribution system	Level 5	16	Reregistered
Core	10046 Provide product training to others in the organisation	Level 5	10	Registered
Core	10054 Identify and manage areas of customer service impact	Level 5	6	Registered
Core	15216 Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4	Registered

1.
> Workplace is understood and communications skills are applied to meet workplace communication needs

2.
> HIV/AIDS policies are implemented in the workplace
> Professional values and ethics are described pertaining to the workplace
> Social issues are examined pertaining to the workplace

3.
> The information flow in an organisation is managed
> A central reservation system is operated according to organisational requirements

4.
> Individuals and teams are developed to improve performance
> Workplace relations are manage to enhance team workplace relations
> The performance of staff is monitored and actions taken to enhance performance
> Development and training is provided to employees to improve service levels and performance

5.
> The viability of whether to purchase or hire items is undertaken
> Hire contracts are explained and drafted for implementation

6.
> Customer service strategies are monitored to meet business objectives
> The service level to customers is monitored and improvement plans implemented to improve service
> Promotional strategies are developed and implemented to increase income
> Marketing plans and strategies are developed and managed to meet company objectives
> A strategy and action plan is developed and implemented for the organisation
> Opportunities are created for innovation to improve/grow the business

7.
> Legal knowledge is researched and updated for business compliance
> Out of line situations are rectified as required

8.
> Basic financial statements are interpreted for the business
> Financial analysis tools are applied to the business
> A business plan is developed and implemented within a business

9.
> Information relating to equipment and service for hire is determined and developed for a specific business

10.
> The location of freight is monitored and freight is controlled

11.
> The car rental industry and links between various travel and tourism sectors is analysed
> The car rental system is understood and operated within guidelines
> Car rental products and services are sold
> The fundamentals of vehicle finance and insurance are explained and applied

12.
> Source and implement new equipment for hire within specific industry
> Determine costs of plant and equipment for hire in line with budget restraints
> Utilize plant and equipment effectively

13.
> Plan, implement and co-ordinate an event in line with specifications
> Manage risk within an event to ensure success
> Manage work processes before, during and after an event according to company standards

14.
> Develop and implement administrative tools within own industry
> Develop and implement marketing strategies and monitor their effectiveness

components, totaling 248 credits (minimum).

Fundamental: 34 credits (14%)
> 4 credits at Level 4
> 10 credits at Level 5
> 20 credits at Level 6
> Total: 34 credits

Core: 187 credits (74%)
> 17 credits at Level 4
> 105 credits at Level 5
> 65 credits at Level 6
> Total: 187 credits

Elective: Minimum 29 credits (12%)
> Learners must select a Minimum of 29 credits from the Elective Unit Standards to make up the 248 credits required.

TOTAL: 250 - 100%

Motivation for number of credits assigned to Fundamental, Core and Elective

Fundamental Credits

At level 5, SAQA does not stipulate the minimum number of credits allocated to Communication Studies and Languages and Physical, Computer Mathematical and Life Sciences; however the SGB felt that the additional Fundamental Unit Standards chosen for 34 credits will add value to the qualification as a whole as they are fundamental to the success of the learner.

Core

187 credits have been allocated to the Core Unit Standards. This is to ensure that the qualification has a strong operational and management focus. Also the majority of the credits are at level 5 and 6.

The Core Unit Standards offer a broad contextual understanding and will enable the learners to gain an all round picture of the Hiring Industry, especially the operations and management perspectives.

Electives

A minimum of 29 credits must be selected by the learner from one of the Elective category Unit Standards. There are a total of 29 credits for each Elective category. They will allow for specialisation in one of the four Elective categories.

EXIT LEVEL OUTCOMES

On achieving this qualification, the learner will be able to:

1. Communicate verbally and in writing in the workplace using a variety of communication skills.
2. Explain and implement various types of workplace processes to enhance the relationship of people at work.
3. Operate and control administration practices in an organisation.
4. Manage and control the development of people and performance.
5. Maintain and manage the procedures and processes within the Hiring Service Industry.
6. Manage and implement various strategic plans for the business.
7. Demonstrate an understanding of the legal issues pertaining to a business.
8. Demonstrate an understanding of and apply financial practices to the organisation.
9. Demonstrate an understanding of the equipment and services offered for hire.
10. Monitor and mange freight.
11. Manage issues pertaining to the Vehicle Hire Industry.
12. Demonstrate an understanding of the Plant and Equipment Hire Industry in South Africa.
13. Demonstrate an understanding of the Event Hire Industry in South Africa.
14. Demonstrate an understanding of the Commodity and Garment Hire Industry in South Africa.

ASSOCIATED ASSESSMENT CRITERIA

Core	15219 Develop and implement a strategy and action plans for a team, department or division	Level 5	4	Registered
Core	15234 Apply efficient time management to the work of a department/division/section	Level 5	4	Registered
Core	15236 Apply financial analysis	Level 5	4	Registered
Core	115849 Demonstrate an understanding of hire contracts for implementation	Level 5	6	Draft - Prep for P Comment
Core	115868 Develop teams and individuals to enhance performance in the hiring industry	Level 5	10	Draft - Prep for P Comment
Core	115874 Manage the financial aspects of a hiring business	Level 5	10	Draft - Prep for P Comment
Core	7857 Manage information flow	Level 6	4	Reregistered
Core	7859 Lead and manage teams of people	Level 6	6	Registered
Core	7887 Develop and Manage Marketing Plans and Strategies	Level 6	12	Registered
Core	7888 Monitor staff performance	Level 6	5	Reregistered
Core	10090 Develop and manage customer strategies to meet business objectives	Level 6	42	Registered
Elective	10136 Plan, organise and support project meetings and workshops	Level 4	4	Registered
Elective	10141 Contribute to the management of project risk within own field of expertise	Level 4	5	Registered
Elective	14552 Contract service providers	Level 4	3	Registered
Elective	109999 Manage service providers in a selected organisation	Level 4	5	Registered
Elective	110003 Develop administrative procedures in a selected organisation	Level 4	8	Registered
Elective	13482 Co-ordinate an event	Level 5	12	Registered
Elective	13484 Perform successful event administration	Level 5	8	Registered
Elective	15238 Devise and apply strategies to establish and maintain relationships	Level 5	3	Registered
Elective	115828 Develop, implement and monitor promotional strategies	Level 5	5	Draft - Prep for P Comment
Elective	115838 Buy and replace stock for hire	Level 5	5	Draft - Prep for P Comment
Elective	115842 Incorporate new plant and equipment into fleet	Level 5	7	Draft - Prep for P Comment
Elective	115844 Determine and develop information relating to plant and equipment and service for hire	Level 5	6	Draft - Prep for P Comment
Elective	115865 Identify and determine utilization and availability of hire fleet	Level 5	6	Draft - Prep for P Comment
Elective	115866 Cost plant and equipment for purchase or hire	Level 5	10	Draft - Prep for P Comment
Elective	116808 Function within the car rental system	Level 5	10	Draft - Prep for P Comment
Elective	116809 Analyse the car rental industry	Level 5	5	Draft - Prep for P Comment
Elective	117041 Sell car rental products and services and maintain customer satisfaction	Level 5	8	Draft - Prep for P Comment
Elective	7945 Analyse the tourism industry and make recommendations on products and services	Level 6	6	Reregistered
Fundamental	116486 Explain personal and social responsibility in independent decision making contexts	Level 4	5	Registered
Fundamental	9224 Implement policies regarding HIV/AIDS in the workplace	Level 5	4	Registered
Fundamental	116484 Evaluate a specified code of ethics and/or code of conduct	Level 5	6	Registered
Fundamental	8046 Communicating at an advanced level and maintaining interpersonal relations	Level 6	20	Reregistered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 1

Inform customers about tourist and travel information

SAQA US ID	UNIT STANDARD TITLE			
116565	Inform customers about tourist and travel information			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Source information on major events and tourist attractions in the area.

SPECIFIC OUTCOME 2

Identify location and routes to and from a destination for a customer.

SPECIFIC OUTCOME 3

Communicate destination, venue and tourist attraction information to customers.

SPECIFIC OUTCOME 4

Explain restrictions on cross-border travel rentals and related conditions to customers.

SPECIFIC OUTCOME 5

Inform customers about safety precautions to be applied when travelling.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 2

Administer the hire contract

SAQA US ID	UNIT STANDARD TITLE			
115862	Administer the hire contract			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Complete hire contract.

SPECIFIC OUTCOME 2

Administer hiring documentation.

SPECIFIC OUTCOME 3

Execute hire contract.

SPECIFIC OUTCOME 4

Demonstrate knowledge of pricing structures.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 3

Clean and maintain stock

SAQA US ID	UNIT STANDARD TITLE			
115873	Clean and maintain stock			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Develop a cleaning and maintenance schedule.

SPECIFIC OUTCOME   2

Sort products for cleaning or maintenance.

SPECIFIC OUTCOME   3

Clean products following specifications.

SPECIFIC OUTCOME   4

Maintain products for future use.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 4

Demonstrate an understanding of and apply security measures and maintain work area

SAQA US ID	UNIT STANDARD TITLE			
115872	Demonstrate an understanding of and apply security measures and maintain work area			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Implement security measures in the working environment.

SPECIFIC OUTCOME   2

Respond to emergency situations.

SPECIFIC OUTCOME   3

Maintain a clean and safe working area.

SPECIFIC OUTCOME   4

Create a presentable working area.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 5

Demonstrate an understanding of product and / or service details and information

SAQA US ID	UNIT STANDARD TITLE		
115860	Demonstrate an understanding of product and / or service details and information		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Hiring Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 3	6

Specific Outcomes:

SPECIFIC OUTCOME   1

Prepare equipment for customer use.

SPECIFIC OUTCOME   2

Determine product / service details and information.

SPECIFIC OUTCOME   3

Describe the product / service details and specifications.

SPECIFIC OUTCOME   4

Demonstrate product / service features, benefits, advantages and uses.

SPECIFIC OUTCOME   5

Record and report product and equipment failures.

SOUTH
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AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 6

Demonstrate an understanding of the preparation of the item for hire

SAQA US ID	UNIT STANDARD TITLE		
115863	Demonstrate an understanding of the preparation of the item for hire		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Hiring Services		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 3	7

Specific Outcomes:

SPECIFIC OUTCOME 1

Operate equipment according to manufacturers instructions.

SPECIFIC OUTCOME 2

Explain functions of equipment.

SPECIFIC OUTCOME 3

Advise on correct accessories for equipment.

SPECIFIC OUTCOME 4

Identify and explain corrective measures for equipment failures.

SOUTH
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QUALIFICATIONS
AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 7

Follow and adhere to a code of conduct

SAQA US ID	UNIT STANDARD TITLE			
115856	Follow and adhere to a code of conduct			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Describe the code of conduct.

SPECIFIC OUTCOME 2

Explain the results of applying and not applying the code of conduct.

SPECIFIC OUTCOME 3

Communicate the code of conduct.

SPECIFIC OUTCOME 4

Apply the code of conduct.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 8

Foster and maintain customer service levels and relations

SAQA US ID	UNIT STANDARD TITLE			
115831	Foster and maintain customer service levels and relations			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Accept and process customer order.

SPECIFIC OUTCOME 2

Distribute orders and or equipment.

SPECIFIC OUTCOME 3

Follow up on orders placed.

SPECIFIC OUTCOME 4

Maintain customer satisfaction and relationships.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 9

Implement promotions for hire products or services

SAQA US ID	UNIT STANDARD TITLE			
115879	Implement promotions for hire products or services			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Implement a promotional plan/strategy.

SPECIFIC OUTCOME 2

Set out and display hire products or services.

SPECIFIC OUTCOME 3

Maintain promotional activities and displays.

SPECIFIC OUTCOME 4

Monitor a promotional plan/strategy.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 10

Interact with customer to provide a complete hire service

SAQA US ID	UNIT STANDARD TITLE			
115880	Interact with customer to provide a complete hire service			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Accept and record customers order.

SPECIFIC OUTCOME   2

Process customer's orders in accordance with organisational requirements.

SPECIFIC OUTCOME   3

Complete and administer order procedures and documentation.

SPECIFIC OUTCOME   4

Confirm and distribute orders for equipment.

SPECIFIC OUTCOME   5

Follow up on orders placed.

SPECIFIC OUTCOME   6

Maintain customer satisfaction and relationships.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 11

Load and deliver stock

SAQA US ID	UNIT STANDARD TITLE			
115878	Load and deliver stock			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Prepare client orders for delivery.

SPECIFIC OUTCOME   2

Move products to loading area.

SPECIFIC OUTCOME   3

Load products onto delivery vehicle.

SPECIFIC OUTCOME   4

Deliver products to client.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 12

Monitor, control and co-ordinate the flow of stock

SAQA US ID	UNIT STANDARD TITLE		
115876	Monitor, control and co-ordinate the flow of stock		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Hiring Services		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Move, sort and store stock.

SPECIFIC OUTCOME 2

Control stock while in holding.

SPECIFIC OUTCOME 3

Receive and despatch stock.

SPECIFIC OUTCOME 4

Locate stock.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 13

Perform build up and breakdown functions

SAQA US ID	UNIT STANDARD TITLE			
115848	Perform build up and breakdown functions			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Interpret a layout plan for a function.

SPECIFIC OUTCOME 2

Identify and collect tools and equipment required for build up.

SPECIFIC OUTCOME 3

Set up the function and check quality of the build up.

SPECIFIC OUTCOME 4

Hand over to designated supervisor.

SPECIFIC OUTCOME 5

Break down and clear tools and equipment after the function.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 14

Receive and store new stock for hire

SAQA US ID	UNIT STANDARD TITLE			
115858	Receive and store new stock for hire			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Services		Cleaning, Domestic, Hiring, Property and Rescue Services	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 3	3

Specific Outcomes:

SPECIFIC OUTCOME 1

Obtain documents of goods to be received.

SPECIFIC OUTCOME 2

Receive and check new goods.

SPECIFIC OUTCOME 3

Store new goods.

SPECIFIC OUTCOME 4

Report and record damaged goods received.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 15

Receive and store returned hired stock

SAQA US ID	UNIT STANDARD TITLE			
115861	Receive and store returned hired stock			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Obtain documents of goods to be returned.

SPECIFIC OUTCOME 2

Receive and check returned goods.

SPECIFIC OUTCOME 3

Clean and store returned goods.

SPECIFIC OUTCOME 4

Report and record damaged goods received.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 16

Co-ordinate promotional activities

SAQA US ID	UNIT STANDARD TITLE				
115867	Co-ordinate promotional activities				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Services			Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE		**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS		Regular	Level 4		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Communicate with internal and external stakeholders.

SPECIFIC OUTCOME 2

Maintain relationships with providers.

SPECIFIC OUTCOME 3

Manage and monitor promotional activity plans.

SPECIFIC OUTCOME 4

Evaluate completed promotional activities.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 17

Contribute to sustainable tourism in South Africa

SAQA US ID	UNIT STANDARD TITLE				
116590	Contribute to sustainable tourism in South Africa				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Services			Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE		**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS		Regular	Level 4		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Describe different roles, relationships, responsibilities and expectations of stakeholders in tourism.

SPECIFIC OUTCOME 2

Describe approaches for sustainable tourism.

SPECIFIC OUTCOME 3

Identify types of resources integral to tourism.

SPECIFIC OUTCOME 4

Evaluating sustainability issues towards improving own performance.

SPECIFIC OUTCOME 5

Reflect on own contribution to tourism sustainability within the hiring sector.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　18

Demonstrate an understanding of and apply hiring business practices

SAQA US ID	UNIT STANDARD TITLE			
116575	Demonstrate an understanding of and apply hiring business practices			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 4	4

Specific Outcomes:

SPECIFIC OUTCOME　1

Describe the functions and inter-dependence of departments in a hiring business.

SPECIFIC OUTCOME　2

Describe products and services offered by a hiring business.

SPECIFIC OUTCOME　3

Maintain confidentiality of sensitive information/ documentation to protect customers of the hiring business.

SPECIFIC OUTCOME　4

Understand and operate within budget guidelines.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 19

Function in a team

SAQA US ID	UNIT STANDARD TITLE			
116594	Function in a team			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 4		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Identify the structure and purpose of a team.

SPECIFIC OUTCOME   2

Describe and apply the roles and responsibilities required to work in a team.

SPECIFIC OUTCOME   3

Identify factors that affect a team in the workplace.

SPECIFIC OUTCOME   4

Review the effectiveness of the team and own participation in the team.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 20

Implement sales and marketing strategies

SAQA US ID	UNIT STANDARD TITLE				
115845	Implement sales and marketing strategies				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Hiring Services			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Services			Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS		Regular	Level 4		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Interpret a sales or marketing strategy.

SPECIFIC OUTCOME   2

Implement a sales or marketing strategy.

SPECIFIC OUTCOME   3

Monitor the sales or marketing strategy.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 21

Interpret, implement and supervise event site plans

SAQA US ID	UNIT STANDARD TITLE			
115869	Interpret, implement and supervise event site plans			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 4		11

Specific Outcomes:

SPECIFIC OUTCOME   1

Interpret a site plan.

SPECIFIC OUTCOME   2

Identify and collect tools and equipment required for the site.

SPECIFIC OUTCOME   3

Supervise the setting up of the area and checking quality of the final layout.

SPECIFIC OUTCOME   4

Monitor the use of physical resources.

SPECIFIC OUTCOME   5

Break down and clear tools and equipment after the event.

SPECIFIC OUTCOME   6

Ensure staff work within company guidelines and procedures at an event.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 22

Maintain process and record inventories of all hire items

SAQA US ID	UNIT STANDARD TITLE		
115870	Maintain process and record inventories of all hire items		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Hiring Services		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 4	7

Specific Outcomes:

SPECIFIC OUTCOME   1

Identify and implement seasonal trading patterns.

SPECIFIC OUTCOME   2

Maintain stock levels.

SPECIFIC OUTCOME   3

Process incoming stock.

SPECIFIC OUTCOME   4

Update and maintain maintenance records.

SPECIFIC OUTCOME   5

Update and maintain administrative records.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 23

Manage arrival and departure of customers

SAQA US ID	UNIT STANDARD TITLE				
116595	Manage arrival and departure of customers				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Hiring Services			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Services			Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS		Regular	Level 4		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Gather and check customer arrival and departure information.

SPECIFIC OUTCOME 2

Offering customers friendly and efficient assistance and service.

SPECIFIC OUTCOME 3

Provide technical information.

SPECIFIC OUTCOME 4

Solve customer related problems.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 24

Manage security in a hiring business

SAQA US ID	UNIT STANDARD TITLE				
115864	Manage security in a hiring business				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Services			Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE		**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS		Regular	Level 4		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Implement strategies to ensure stock security.

SPECIFIC OUTCOME   2

Implement strategies to ensure store security.

SPECIFIC OUTCOME   3

Implement strategies to ensure cash security.

SPECIFIC OUTCOME   4

Follow up on bad debt.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 25

Monitor and control hire contracts

SAQA US ID	UNIT STANDARD TITLE			
115859	Monitor and control hire contracts			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 4		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Establish and follow-up on outstanding hire equipment and payments, site servicing and accessories.

SPECIFIC OUTCOME   2

Monitor and control short returns and damage of equipment.

SPECIFIC OUTCOME   3

Conduct audit on hire contracts for non-compliance.

SPECIFIC OUTCOME   4

Report on audit findings.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 26

Monitor and control the maintenance of equipment

SAQA US ID	UNIT STANDARD TITLE			
115877	Monitor and control the maintenance of equipment			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 4		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Develop and implement a maintenance/preparation schedule.

SPECIFIC OUTCOME 2

Sort products for in-house or manufacturer maintenance.

SPECIFIC OUTCOME 3

Ensure the maintenance of products for future use.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 27

Resolve plant and equipment customer service problems

SAQA US ID	UNIT STANDARD TITLE			
115871	Resolve plant and equipment customer service problems			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 4		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify plant and equipment customer service problems.

SPECIFIC OUTCOME 2

Provide advice and support regarding the information received to facilitate problem solving.

SPECIFIC OUTCOME 3

Select the best solution to resolve customer plant and equipment service problems.

SPECIFIC OUTCOME 4

Implement the solution to customer plant and equipment service problems.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 28

Analyse the car rental industry

SAQA US ID	UNIT STANDARD TITLE			
116809	Analyse the car rental industry			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 5		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Identify services offered by other providers in the car rental industry.

SPECIFIC OUTCOME   2

Identify allies in the car rental industry.

SPECIFIC OUTCOME   3

Identify competitors in the car rental industry.

SPECIFIC OUTCOME   4

Evaluating effectiveness of own business against the car rental industry.

SOUTH
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Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 29

Buy and replace stock for hire

SAQA US ID	UNIT STANDARD TITLE		
115838	Buy and replace stock for hire		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Hiring Services		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Services		Cleaning, Domestic, Hiring, Property and Rescue Services	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 5	5

Specific Outcomes:

SPECIFIC OUTCOME   1

Evaluate stock for hire levels according to organisational requirements.

SPECIFIC OUTCOME   2

Monitor the use of the hire fleet.

SPECIFIC OUTCOME   3

Receive and check stock and goods deliveries.

SPECIFIC OUTCOME   4

Distribute stock for hire orders.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　30

Cost plant and equipment for purchase or hire

SAQA US ID	UNIT STANDARD TITLE			
115866	Cost plant and equipment for purchase or hire			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 5		10

Specific Outcomes:

SPECIFIC OUTCOME 1

Assess equipment against intended uses.

SPECIFIC OUTCOME 2

Assess costs of equipment operation.

SPECIFIC OUTCOME 3

Assess cost of equipment ownership.

SPECIFIC OUTCOME 4

Recommend purchase or hire of equipment.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 31

Demonstrate an understanding of hire contracts for implementation

SAQA US ID	UNIT STANDARD TITLE			
115849	Demonstrate an understanding of hire contracts for implementation			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate an understanding of company structures and individuals for contract purposes.

SPECIFIC OUTCOME 2

Understand and apply general conditions of contract.

SPECIFIC OUTCOME 3

Demonstrate an understanding of and applying Codes of Practice and Ethics relevant to contract management.

SPECIFIC OUTCOME 4

Demonstrate a basic understanding of contractual law.

SPECIFIC OUTCOME 5

Demonstrate an understanding of the layout and design of a hire contract.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　32

Determine and develop information relating to plant and equipment and service for hire

SAQA US ID	UNIT STANDARD TITLE			
115844	Determine and develop information relating to plant and equipment and service for hire			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		6

Specific Outcomes:

SPECIFIC OUTCOME　1

Identify the information on plant, equipment and services required by customers and hiring staff.

SPECIFIC OUTCOME　2

Establish objectives for presenting a range of plant, equipment or services.

SPECIFIC OUTCOME　3

Present product details and information to hiring staff.

SPECIFIC OUTCOME　4

Demonstrate product details and information.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 33

Develop teams and individuals to enhance performance in the hiring industry

SAQA US ID	UNIT STANDARD TITLE			
115868	Develop teams and individuals to enhance performance in the hiring industry			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5	10

Specific Outcomes:

SPECIFIC OUTCOME   1

Identify the development needs of hiring teams and individuals.

SPECIFIC OUTCOME   2

Plan the development of hiring teams and individuals.

SPECIFIC OUTCOME   3

Develop hiring teams and individuals to improve performance.

SPECIFIC OUTCOME   4

Support individual learning and development.

SPECIFIC OUTCOME   5

Assess the development of hiring teams and individuals.

SPECIFIC OUTCOME   6

Improve the development of hiring teams and individuals.

SOUTH
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Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 34

Develop, implement and monitor promotional strategies

SAQA US ID	UNIT STANDARD TITLE			
115828	Develop, implement and monitor promotional strategies			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Evaluate promotional strategies and select preferred option.

SPECIFIC OUTCOME 2

Conceptualising promotional strategies.

SPECIFIC OUTCOME 3

Delegate tasks.

SPECIFIC OUTCOME 4

Track the promotion.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 35

Function within the car rental system

SAQA US ID	UNIT STANDARD TITLE			
116808	Function within the car rental system			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		10

Specific Outcomes:

SPECIFIC OUTCOME 1

Follow correct rental procedures.

SPECIFIC OUTCOME 2

Utilise available resources within the organisation.

SPECIFIC OUTCOME 3

Deal with unexpected situations.

SPECIFIC OUTCOME 4

Develop and implement an action plan to achieve desired service levels.

SPECIFIC OUTCOME 5

Monitor progress and effectiveness of action plans implemented.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 36

Identify and determine utilization and availability of hire fleet

SAQA US ID	UNIT STANDARD TITLE			
115865	Identify and determine utilization and availability of hire fleet			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
SRV-CDHPR-0-SGB HS	Regular	Level 5		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Plan the use of hire fleet.

SPECIFIC OUTCOME 2

Ensure availability of hire fleet.

SPECIFIC OUTCOME 3

Manage the procurement of hire fleet.

SPECIFIC OUTCOME 4

Monitor the use of the hire fleet.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 37

Incorporate new plant and equipment into fleet

SAQA US ID	UNIT STANDARD TITLE			
115842	Incorporate new plant and equipment into fleet			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Receive and check new plant and equipment into fleet.

SPECIFIC OUTCOME 2

Interpret operator and maintenance instructions for new plant and equipment.

SPECIFIC OUTCOME 3

Develop and implement a maintenance and service schedule.

SPECIFIC OUTCOME 4

Monitor maintenance and service schedules.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　38

Manage the financial aspects of a hiring business

SAQA US ID	UNIT STANDARD TITLE			
115874	Manage the financial aspects of a hiring business			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		10

Specific Outcomes:

SPECIFIC OUTCOME 1

Manage the implementation and operation of an effective financial system.

SPECIFIC OUTCOME 2

Analyse the financial performance of a company.

SPECIFIC OUTCOME 3

Develop and implement financial plans and budgets to improve financial results.

SPECIFIC OUTCOME 4

Manage the basic financing of a company.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 39

Sell car rental products and services and maintain customer satisfaction

SAQA US ID	UNIT STANDARD TITLE			
117041	Sell car rental products and services and maintain customer satisfaction			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Hiring Services		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Services		Cleaning, Domestic, Hiring, Property and Rescue Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
SRV-CDHPR-0-SGB HS	Regular	Level 5		8

Specific Outcomes:

SPECIFIC OUTCOME 1

Identify needs of the customer.

SPECIFIC OUTCOME 2

Present car rental features, advantages and benefits to the customer.

SPECIFIC OUTCOME 3

Demonstrate car rental features, advantages and benefits.

SPECIFIC OUTCOME 4

Apply closing techniques to sell products or services.

SPECIFIC OUTCOME 5

Deal with unexpected situations.

SPECIFIC OUTCOME 6

Establish level of customer satisfaction on return of vehicle.

No. 1206   **15 October 2004**

SOUTH
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Established in terms of Act 58 of 1995

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

Ancillary Health Care

Registered by NSB 09, Health Sciences and Social Services, 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 . The full qualification and unit standards can be accessed via the SAQA web-site at **www.saqa.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.

Comment on the unit standards should reach SAQA at the address *below and no later than 13 November 2004.* All correspondence should be marked **Standards Setting – SGB Ancillary Health Care** and addressed to

> The Director: Standards Setting and Development
> SAQA
> *Attention: Mr. D Mphuthing*
> Postnet Suite 248
> Private Bag X06
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> 0145
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JOE SAMUELS
DIRECTOR: STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

QUALIFICATION:

National Certificate: Fundamental Ancillary Health Care

SAQA QUAL ID	QUALIFICATION TITLE	
49085	National Certificate: Fundamental Ancillary Health Care	
SGB NAME	SGB Ancillary Health Care	
ABET BAND	PROVIDER NAME	
Undefined		
QUALIFICATION CODE	QUAL TYPE	SUBFIELD
HEA-2-National Certificate	National Certificate	Promotive Health and Developmental Services
MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
154	Level 2	Regular-Unit Stds Based
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE

PURPOSE OF THE QUALIFICATION

Learners who have achieved this qualification will be able to advocate for, promote, and provide for health within a community context. They will provide a service that will assist communities to manage their own health and wellness.

This qualification will provide the foundation for a certificate in ancillary health care Level 3.

Rationale

The South African Government is committed to combining the national human resource development strategy with the rapid upgrading of service delivery to all the nation's communities. An integral part of this strategy are initiatives to strengthen communities' abilities to empower themselves to participate in the political, economic, social and development spheres of South African life. Two key components in this empowerment are communities' abilities to integrate with and access state services, and their ability to further the health and wellness of community members.

Ancillary Health Workers are an asset towards improving access and delivery of Primary Health Care to communities. Their key role is to improve the quality of life by providing community-based health care at local level within the context of an intersectoral environment. They enable the human aspect of primary health care through rendering community-based health care. They reach areas that cannot be reached by professional health workers due to the scarcity of this category of workers.

Ancillary Health Workers have a broad and inclusive role but what is unique about them is that they render care in the home and in the community. They also respond to the community's needs by making use of available local resources and within societal norms of the specific community. They are able to make a unique contribution towards the empowerment of individuals and communities.

The focus in this learning field is therefore on primary health care within the framework of community development that aims at health promotion as one of its vital aspects. The Ancillary Health Worker is required to play a pre-emptive role in the assessment and identification of needs as well as intervention in Primary Health Care activities. This takes place in collaboration with, and referral to, the formal health services and other health related systems. Home-based care also forms a unique function of Ancillary Health Workers. Preventative measures for the management of disasters and accidents also form an important aspect of their activities. In all these activities the Ancillary Health Worker observes the ethical codes of practice, norms, values and rights of the community.

RECOGNIZE PREVIOUS LEARNING?

N

LEARNING ASSUMED TO BE IN PLACE

Learners wishing to study towards this qualification are assumed to have:
> Communication at NQF level 1
> Mathematical Literacy at NQF level 1
> 9822: Engage In Basic Health Promotion

QUALIFICATION RULES

All Fundamental component Unit Standards are compulsory (36 credits must be attained):
> 20 credits for Communication and Language
> 16 credits for Computer Literacy Mathematic Literacy
▢
All Core component Unit Standards are compulsory (86 credits must be attained).

The Elective Component consists of a number of unit standards from which at least 30 credits must be attained.

EXIT LEVEL OUTCOMES

1. Communicate with individuals & communities in a variety of ways.
2. Network with members of the local community in order to advocate and promote improved health and wellness.
3. Provide basic health care services.

Critical Cross field Outcomes

Communicate with individuals and communities in a variety of ways:
> Solve problems/ make decisions
> Team work
> Organisation
> Information
> Communicate
> Technology
> Related systems
> Personal development

Network with members of the local ommunity in order to advocate and promote improved health and wellness:
> Solve problems/ make decisions
> Team work
> Organisation
> Information
> Communicate
> Related systems
> Personal development

Provide basic health care services:
> Solve problems/ make decisions
> Team work
> Organisation
> Information
> Communicate
> Technology

ASSOCIATED ASSESSMENT CRITERIA

1.
> Communication with individuals & groups is clear, understandable and effective.
> Communication is in line with the principles espoused in the SA constitution.

2.
> Preventive measures to reduce the potential impact of disasters are instituted.
> Facilitation of group work in development practice is demonstrated.
> Environmental Health and community hygiene are promoted.
> An understanding of the foundation of development practice is demonstrated
> Healthy development (ECD) is facilitated.

3.
> The ability to coach learners is demonstrated.
> Basic life support and/or first aid procedures for emergencies are performed in simulated situations.
> An awareness for a disability friendly environment is created within a community.
> The client and family are supported and assisted to manage home based care.
> Quality care for the frail person is provided.
> The client and family is assisted to facilitate and maintain the optimal functioning of a client with dementia.
> The development and learning of toddlers is facilitated.
> The learning and development of babies is facilitated.

The assessment of critical cross-field outcomes should be achieved through the process of integrated assessment of each of the unit standards outcomes.

Integrated assessment

Assessment is not a single event but rather a structured process of gathering evidence and making judgements of the learners' performance in relation to the qualification. A range of formative and summative methods can be used in assessing learners, this may include:

> Written and oral tests/examinations
> Case studies and assignments
> Role play and simulation sessions
> Written reports/work plans
> Workbook
> Peer group review
> Feedback from beneficiaries
> Portfolio of evidence

Assessment should be carried out at regular intervals as well as at the end of the periods of study and should be offered in an integrated way. It is envisaged that learners will work at more than one unit standard at a time.

The learners should produce sufficient evidence of achieving each specific outcome of each unit standard. This evidence should initially be assessed for competence by the educator/facilitator.

Once the facilitator believes that the learner has demonstrated competence in a particular unit standard, the facilitator should recommend the portfolio for external moderation by a registered assessor.

INTERNATIONAL COMPARABILITY

This qualification is unique to South Africa and is appropriate for the unique needs of health and social services in this country as well as other neighbouring countries within the Southern Africa region.

ARTICULATION OPTIONS

This qualification provides access to NQF level 3 qualifications in related health and development fields.

MODERATION OPTIONS

Moderation must include both internal and external moderation of integrated assessment.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

Criteria for the registration of assessors:

Persons assessing learners against this qualification must:
> Be a suitably qualified person
> Be suitably qualified at a minimum of NQF level 3
> Be experienced in the fields of primary health care and community development
> Be registered as an assessor with the relevant ETQA

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	9823 Perform basic life support and/or first aid procedures in emergencies	Level 1	5	Registered
Core	9824 Assess the inter-relationships between the individual, family and community in terms of Primary Health Care (PHC)	Level 1	10	Registered
Core	9826 Assist community members to access services in accordance with their health related human rights	Level 1	5	Registered
Core	117017 Provide accurate information about Tuberculosis and directly Observed treatment (DOTS)	Level 1	3	Draft - Prep for P Comment
Core	8420 Operate in a team	Level 2	4	Registered
Core	8493 Maintain occupational health and safety	Level 2	2	Registered
Core	11813 Apply knowledge of self in order to make a life decision	Level 2	3	Registered
Core	11816 Demonstrate knowledge and understanding of the rights and responsibilities of the individual under the South African Constitution	Level 2	2	Registered
Core	11817 Demonstrate knowledge and understanding of the structures that reinforce and support human rights in South Africa	Level 2	3	Registered
Core	11818 Investigate work opportunities in order to make a personal career/employment decision	Level 2	2	Registered
Core	12352 Demonstrate knowledge of the roles and responsibilities of a community committee	Level 2	4	Registered
Core	14042 Demonstrate knowledge of environmental health and community hygiene practices	Level 2	6	Registered
Core	14051 Collect and record data	Level 2	3	Registered
Core	116993 Understand the relevance of ethical issues in community work and be able to promote awareness of rights and responsibilities	Level 2	2	Draft - Prep for P Comment
Core	116995 Participate in health promotion activities	Level 2	8	Draft - Prep for P Comment
Core	117007 Assist individuals and communities to establish and maintain good nutrition through all stages of life to improve health and quality of life	Level 2	12	Draft - Prep for P Comment
Core	116987 Apply active listening skills in the care and support environment	Level 3	6	Draft - Prep for P Comment
Core	117002 Apply accurate information about HIV and AIDS and treatment options to community care and support situations	Level 3	6	Draft - Prep for P Comment
Elective	110042 Understand the foundations of development practice	Level 1	12	Registered
Elective	110050 Facilitate group work in development practice	Level 1	12	Registered
Elective	117029 Provide quality care for the frail person	Level 1	12	Draft - Prep for P Comment
Elective	7568 Demonstrate knowledge of and produce word processing documents using basic functions	Level 2	3	Reregistered
Elective	116991 Create an awareness within a community for a disability friendly environment	Level 2	8	Draft - Prep for P Comment
Elective	12835 Facilitate the learning and development of babies (0-24 months) in ECD settings	Level 3	12	Registered
Elective	12836 Facilitate the learning and development of toddlers (18-36 months) in ECD settings	Level 3	12	Registered
Elective	13869 Involve family members in ECD programmes	Level 3	12	Registered
Elective	116988 Assist and support the client and family to facilitate and maintain the optimal functioning of a client with dementia	Level 3	10	Draft - Prep for P Comment
Elective	117004 Assist and support the client and family to manage home based care	Level 3	16	Draft - Prep for P Comment
Elective	117009 Apply palliative care principles when assisting and supporting the client and family to manage disease at a stage when it no longer responds to curative treatment	Level 3	10	Draft - Prep for P Comment
Elective	117016 Institute preventive measures to reduce the potential impact of disasters	Level 3	14	Draft - Prep for P Comment
Fundamental	7467 Collect and use data to establish basic statistical and probability models and solve related problems	Level 2	5	Reregistered
Fundamental	7479 Describe, represent and informally analyse shape and motion in 2- and 3-dimensional space	Level 2	4	Reregistered
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	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

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 1

Apply accurate information about HIV & AIDS to everyday life

SAQA US ID	UNIT STANDARD TITLE				
116999	Apply accurate information about HIV & AIDS to everyday life				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Ancillary Health Care		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Health Sciences and Social Services		Promotive Health and Developmental Services			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular		Level 1		2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain what HIV is, how it can be passed on from one person to another and practices that can prevent the virus from spreading.

SPECIFIC OUTCOME   2

Explain how HIV affects the human body and how it causes AIDS.

SPECIFIC OUTCOME   3

Understand the different ways that HIV and AIDS affects communities.

SPECIFIC OUTCOME   4

Explore the societal and workplace issues related to HIV and AIDS, including the rights of people who are infected and affected.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 2

Provide accurate information about Tuberculosis and directly Observed treatment (DOTS)

SAQA US ID	UNIT STANDARD TITLE			
117017	Provide accurate information about Tuberculosis and directly Observed treatment (DOTS)			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular	Level 1		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate a basic knowledge of the risk factors, manifestation and treatment of tuberculosis.

SPECIFIC OUTCOME 2

Demonstrate an understanding of factors that have an effect on the person with tuberculosis, the family and the community.

SPECIFIC OUTCOME 3

Identify and facilitate comprehensive local support systems for the person suffering from tuberculosis, as well as the family and community.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 3

Provide quality care for the frail person

SAQA US ID	UNIT STANDARD TITLE			
117029	Provide quality care for the frail person			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
HEA-PHD-0-SGB AHC	Regular	Level 1		12

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate a fundamental understanding of the normal function of the body systems.

SPECIFIC OUTCOME 2

Identify the common degenerative, disease and trauma processes and their effect on the body systems of the frail person.

SPECIFIC OUTCOME 3

Assess the client's condition and environment with reference to the specific needs of the frail person.

SPECIFIC OUTCOME 4

Assist in the management of clients' condition and treatment in accordance with their specific needs under the supervision of a qualified health worker.

SPECIFIC OUTCOME 5

Demonstrate the use of a variety of basic equipment and the ability to improvise where necessary.

SPECIFIC OUTCOME 6

Apply active listening skills in the care environment.

SPECIFIC OUTCOME 7

Demonstrate an awareness of the human rights and the dignity of the frail person.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 4

Assist individuals and communities to establish and maintain good nutrition through all stages of life to improve health and quality of life

SAQA US ID	UNIT STANDARD TITLE				
117007	Assist individuals and communities to establish and maintain good nutrition through all stages of life to improve health and quality of life				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Ancillary Health Care		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Health Sciences and Social Services		Promotive Health and Developmental Services			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular		Level 2		12

Specific Outcomes:

SPECIFIC OUTCOME   1

Demonstrate an understanding of nutritional needs of individuals at different stages of life.

SPECIFIC OUTCOME   2

Demonstrate an understanding of the nutritional needs, preferences and resources within the community.

SPECIFIC OUTCOME   3

Plan and prepare balanced diets for individuals at different stages of life.

SPECIFIC OUTCOME   4

Create awareness of the importance of household food security, including provision and storage.

SPECIFIC OUTCOME   5

Provide appropriate information to families and the community on the selection, preparation and storage of food.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 5

Create an awareness within a community for a disability friendly environment

SAQA US ID	UNIT STANDARD TITLE			
116991	Create an awareness within a community for a disability friendly environment			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
HEA-PHD-0-SGB AHC	Regular	Level 2		8

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate an understanding of normal physical and mental development and disabilities.

SPECIFIC OUTCOME 2

Demonstrate knowledge and understanding of physical disability.

SPECIFIC OUTCOME 3

Demonstrate knowledge and understanding of mental disability.

SPECIFIC OUTCOME 4

Provide accurate information to community members about appropriate resources for people with disabilities.

SPECIFIC OUTCOME 5

Assist with disability awareness campaigns within the local community.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 6

Participate in health promotion activities

SAQA US ID	UNIT STANDARD TITLE			
116995	Participate in health promotion activities			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular	Level 2		8

Specific Outcomes:

SPECIFIC OUTCOME 1

Describe and explain health promotion in the local context.

SPECIFIC OUTCOME 2

Describe, explain and demonstrate fundamental methods of collecting health promotion data.

SPECIFIC OUTCOME 3

Describe and explain the importance of behaviour change in health promotion.

SPECIFIC OUTCOME 4

Describe and explain health policy relevant to local needs.

SPECIFIC OUTCOME 5

Describe and explain the role of advocacy.

SPECIFIC OUTCOME 6

Assist in the planning, implementation and evaluation of health promotion projects with the community.

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UNIT STANDARD:　7

Understand the relevance of ethical issues in community work and be able to promote awareness of rights and responsibilities

SAQA US ID	UNIT STANDARD TITLE			
116993	Understand the relevance of ethical issues in community work and be able to promote awareness of rights and responsibilities			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate an understanding of the relevance of ethical issues in their community work.

SPECIFIC OUTCOME 2

Provide fundamental and accurate information to community members about health rights and responsibilities.

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Established in terms of Act 58 of 1995

UNIT STANDARD: 8

Apply accurate information about HIV and AIDS and treatment options to community care and support situations

SAQA US ID	UNIT STANDARD TITLE			
117002	Apply accurate information about HIV and AIDS and treatment options to community care and support situations			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME   1

The rights of people who are infected and affected by HIV and AIDS both in the workplace and in society are discussed with reference to the South African Constitution.

SPECIFIC OUTCOME   2

The importance of knowing one's HIV status is discussed with reference to voluntary testing and counselling and the implications of having a test for HIV.

SPECIFIC OUTCOME   3

Prevention and treatment options for pregnant women who are HIV positive are explained with reference to mother-to-child-transmission.

SPECIFIC OUTCOME   4

The short course of antiretroviral medicine given to rape survivors is explained (PEP or post-exposure prophylaxis) with reference to access and when the treatment must be given.

SPECIFIC OUTCOME   5

The importance of early treatment for opportunistic infections is discussed and reference is made to the rights of people who are living with HIV to have access to quality care and treatment.

SPECIFIC OUTCOME   6

Access to antiretroviral medicines, their benefits and the difficulties associated with taking ARVs are discussed.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 9

Apply active listening skills in the care and support environment

SAQA US ID	UNIT STANDARD TITLE			
116987	Apply active listening skills in the care and support environment			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
HEA-PHD-0-SGB AHC	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate sensitivity appropriate to the age, culture and physical and emotional circumstances of a client.

SPECIFIC OUTCOME 2

Demonstrate the ability to build a relationship with a client.

SPECIFIC OUTCOME 3

Demonstrate appropriate verbal and non-verbal support skills in the caring/support relationship.

SPECIFIC OUTCOME 4

Assist the client to look at his or her own options.

SPECIFIC OUTCOME 5

Demonstrate the ability to conclude a session with the client and refer when necessary.

SPECIFIC OUTCOME 6

Demonstrate the ability to reflect on own listening skills in the interaction with the client.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 10

Apply palliative care principles when assisting and supporting the client and family to manage disease at a stage when it no longer responds to curative treatment

SAQA US ID	UNIT STANDARD TITLE			
117009	Apply palliative care principles when assisting and supporting the client and family to manage disease at a stage when it no longer responds to curative treatment			

SGB NAME	ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care	Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Health Sciences and Social Services	Promotive Health and Developmental Services

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
HEA-PHD-0-SGB.AHC	Regular	Level 3	10

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate a basic knowledge of all aspects of the concept of palliative care.

SPECIFIC OUTCOME 2

Demonstrate an understanding of all the possible role players involved in the provision of palliative care and their respective roles.

SPECIFIC OUTCOME 3

Demonstrate the legal and ethical issues related to the provision of palliative care.

SPECIFIC OUTCOME 4

Understand the needs of the dying patient and the family and explain what could be done to meet these needs.

SPECIFIC OUTCOME 5

Assist in the management of pain and other symptoms at all levels under the direction of a qualified health worker.

SPECIFIC OUTCOME 6

Demonstrate an understanding of the concepts of grief and loss and the associated feelings.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 11

Assist and support the client and family to facilitate and maintain the optimal functioning of a client with dementia

SAQA US ID	UNIT STANDARD TITLE				
116988	Assist and support the client and family to facilitate and maintain the optimal functioning of a client with dementia				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Ancillary Health Care		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Health Sciences and Social Services		Promotive Health and Developmental Services			
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC		Regular	Level 3		10

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate an understanding of Dementia.

SPECIFIC OUTCOME 2

Demonstrate the ability to interview the family in order to obtain an anecdotal record of the client.

SPECIFIC OUTCOME 3

Explain the rights of mental health care users dementia included.

SPECIFIC OUTCOME 4

Communicate with the person with dementia.

SPECIFIC OUTCOME 5

Promote the creation of a safe environment for the person who has dementia.

SPECIFIC OUTCOME 6

Develop fundamental programmes adapted to the different stages of the disease.

SPECIFIC OUTCOME 7

Understand and manage problem behaviour and mood disorders.

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UNIT STANDARD: 12

Assist and support the client and family to manage home based care

SAQA US ID	UNIT STANDARD TITLE			
117004	Assist and support the client and family to manage home based care			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular	Level 3		16

Specific Outcomes:

SPECIFIC OUTCOME 1

Share basic knowledge of disease and disability.

SPECIFIC OUTCOME 2

Assess the client's health status within his/her own environment.

SPECIFIC OUTCOME 3

Assist in the management of the client's daily living activities.

SPECIFIC OUTCOME 4

Assist in the maintenance of the client's health status, restoration of function and prevention of complications.

SPECIFIC OUTCOME 5

Provide psychosocial support and refer when necessary.

SPECIFIC OUTCOME 6

Assess and take responsibility for personal well-being.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 13

Institute preventive measures to reduce the potential impact of disasters

SAQA US ID	UNIT STANDARD TITLE			
117016	Institute preventive measures to reduce the potential impact of disasters			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Ancillary Health Care		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Health Sciences and Social Services		Promotive Health and Developmental Services		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
HEA-PHD-0-SGB AHC	Regular	Level 3		14

Specific Outcomes:

SPECIFIC OUTCOME 1

Understand the impact of disasters on the community.

SPECIFIC OUTCOME 2

Understand the factors that give rise to disaster situations.

SPECIFIC OUTCOME 3

Mobilize relevant resources to rectify potentially dangerous situations.

SPECIFIC OUTCOME 4

Demonstrate an understanding of the Disaster Continuum of both slow and sudden onset disasters.
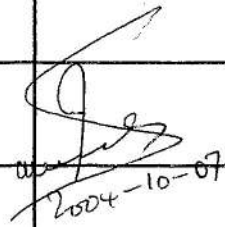
SPECIFIC OUTCOME 5

Understand the difference between a hazard, natural and man made disasters and categorise the main hazards that may affect the community.

SPECIFIC OUTCOME 6

Establish and maintain disaster coping mechanisms by utilising disaster related structures.

TRACKING OF THE FLOW OF SUBMISSIONS FOR THE GOVERNMENT GAZETTE TO THE DIRECTOR

Date	NSB	SGB	Description	Proposed Closing Date	Comments	Signature for Approval for Publishing in Gov Gazette	Date of Publication and GG Number
05-Oct-04	10	Computer Sciences and Information Systems	NC: Information Technology (Use of IT in Business) and unit standards Level 3	13-Nov-04			
05-Oct-04	9	Ancillary Health Care	National Certificate: Fundamental Ancillary health Care and unit standards Level 2	13-Nov-04		2004-10-07	
05-Oct-04	3	Marketing	National Certificate: Auctioneering Management and unit standards Level 5	13-Nov-04			
05-Oct-04	6	Mining and Minerals	131 x Unit standards in Mining and Minerals	13-Nov-04			

No. 1207   **15 October 2004**

Established in terms of Act 58 of 1995

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

Mining and Minerals

Registered by NSB 06, Manufacturing, Engineering and Technology, publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standard. The unit standard can be accessed via the SAQA web-site at **www.saqa.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 13 November 2004.* All correspondence should be marked **Standards Setting – SGB for Mining and Minerals** and addressed to

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SOUTH
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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 1

Replace a fluid drive coupling

SAQA US ID	UNIT STANDARD TITLE			
10734	Replace a fluid drive coupling			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing fluid drive couplings.

SPECIFIC OUTCOME 2

Prepare to replace the fluid drive coupling.

SPECIFIC OUTCOME 3

Replace the Fluid Drive Coupling.

SPECIFIC OUTCOME 4

Test the Fluid Drive Coupling and Prepare for Operation and/or Production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 2

Replace a taper sleeve bearing

SAQA US ID	UNIT STANDARD TITLE			
10735	Replace a taper sleeve bearing			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a taper sleeve bearing.

SPECIFIC OUTCOME   2

Prepare to replace the taper sleeve bearing.

SPECIFIC OUTCOME   3

Replace the taper sleeve bearing.

SPECIFIC OUTCOME   4

Test the taper sleeve bearing and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 3

Replace a reduction gearbox

SAQA US ID	UNIT STANDARD TITLE			
10736	Replace a reduction gearbox			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a reduction gearbox.

SPECIFIC OUTCOME   2

Prepare to replace a reduction gearbox.

SPECIFIC OUTCOME   3

Replace a reduction gearbox.

SPECIFIC OUTCOME   4

Test the reduction gearbox and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 4

Replace a single-stage centrifugal pump

SAQA US ID	UNIT STANDARD TITLE			
10737	Replace a single-stage centrifugal pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a single-stage centrifugal pump.

SPECIFIC OUTCOME 2

Prepare to replace a centrifugal pump.

SPECIFIC OUTCOME 3

Replace the single-stage centrifugal pump.

SPECIFIC OUTCOME 4

Test the single-stage centrifugal pump and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 5

Overhaul a single-stage centrifugal pump

SAQA US ID	UNIT STANDARD TITLE			
10738	Overhaul a single-stage centrifugal pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a single- stage centrifugal pump.

SPECIFIC OUTCOME 2

Prepare to overhaul a single-stage centrifugal pump.

SPECIFIC OUTCOME 3

Overhaul a single-stage centrifugal pump.

SPECIFIC OUTCOME 4

Test the single-stage centrifugal pump and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 6

Repair a double drum scraper winch

SAQA US ID	UNIT STANDARD TITLE			
10739	Repair a double drum scraper winch			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a double-drum scraper winch.

SPECIFIC OUTCOME 2

Prepare to repair a double-drum scraper winch.

SPECIFIC OUTCOME 3

Repair the double-drum scraper winch.

SPECIFIC OUTCOME 4

Test the double-drum scraper winch and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 7

Replace the transmission of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10742	Replace the transmission of a self-propelled mobile machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		10

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME 2

Prepare to replace the transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME 3

Replace the transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME 4

Test the transmission of a self-propelled mobile machine and prepare for operation and / production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 8

Replace a vertical spindle pump unit

SAQA US ID	UNIT STANDARD TITLE				
10743	Replace a vertical spindle pump unit				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a vertical spindle pump unit.

SPECIFIC OUTCOME 2

Prepare to replace the vertical spindle pump unit.

SPECIFIC OUTCOME 3

Replace the vertical spindle pump unit.

SPECIFIC OUTCOME 4

Test the vertical spindle pump and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 9

Overhaul a portable pneumatic submersible centrifugal pump

SAQA US ID	UNIT STANDARD TITLE			
10744	Overhaul a portable pneumatic submersible centrifugal pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a portable pneumatic submersible centrifugal pump.

SPECIFIC OUTCOME 2

Prepare to overhaul a portable pneumatic submersible centrifugal pump.

SPECIFIC OUTCOME 3

Overhaul the portable pneumatic submersible centrifugal pump.

SPECIFIC OUTCOME 4

Test the portable pneumatic submersible centrifugal pump and prepare for operation and / production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

10

Repair a single-stage centrifugal pump

SAQA US ID	UNIT STANDARD TITLE		
10746	Repair a single-stage centrifugal pump		

SGB NAME		ABET BAND	PROVIDER NAME
SGB Mining and Minerals		Undefined	

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Manufacturing, Engineering and Technology	Fabrication and Extraction

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 3	7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a single-stage centrifugal pump.

SPECIFIC OUTCOME 2

Prepare to repair the single-stage centrifugal pump.

SPECIFIC OUTCOME 3

Repair the single-stage centrifugal pump.

SPECIFIC OUTCOME 4

Test the single-stage centrifugal pump and prepare for operation and/or production.

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UNIT STANDARD: 11

Maintain the hydraulic system of a load haul dump machine

SAQA US ID	UNIT STANDARD TITLE			
10747	Maintain the hydraulic system of a load haul dump machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 1		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to maintaining the hydraulic system of a load haul dump machine.

SPECIFIC OUTCOME 2

Prepare to maintain the hydraulic system of a load haul dump machine.

SPECIFIC OUTCOME 3

Maintain the hydraulic system of a load haul dump machine.

SPECIFIC OUTCOME 4

Test the load haul dump machine and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 12

Replace the bucket assembly of a load haul dump machine

SAQA US ID	UNIT STANDARD TITLE			
10749	Replace the bucket assembly of a load haul dump machine			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a bucket assembly of a load haul dump machine.

SPECIFIC OUTCOME 2

Prepare to replace the bucket assembly of a load haul dump machine.

SPECIFIC OUTCOME 3

Replace the bucket assembly of a load haul dump machine.

SPECIFIC OUTCOME 4

Test the bucket assembly of a load haul dump machine and prepare for operation and/or production.

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UNIT STANDARD: 13

Repair the bucket assembly of a load haul dump machine

SAQA US ID	UNIT STANDARD TITLE				
10751	Repair the bucket assembly of a load haul dump machine				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing the bucket assembly of a load haul dump machine.

SPECIFIC OUTCOME   2

Prepare to repair the bucket assembly of a load haul dump machine.

SPECIFIC OUTCOME   3

Repair the bucket assembly of a load haul dump machine.

SPECIFIC OUTCOME   4

Test the bucket assembly of a load haul dump machine and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

14

Overhaul a reduction gearbox

SAQA US ID	UNIT STANDARD TITLE			
10752	Overhaul a reduction gearbox			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular		Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling reduction gearboxes.

SPECIFIC OUTCOME 2

Prepare to overhaul a reduction gearbox.

SPECIFIC OUTCOME 3

Overhaul the reduction gearbox.

SPECIFIC OUTCOME 4

Test the reduction gearbox and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 15

Overhaul a hydraulic cylinder

SAQA US ID	UNIT STANDARD TITLE				
10753	Overhaul a hydraulic cylinder				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 2		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling hydraulic cylinders.

SPECIFIC OUTCOME   2

Prepare to overhaul a hydraulic cylinder.

SPECIFIC OUTCOME   3

Overhaul the hydraulic cylinder.

SPECIFIC OUTCOME   4

Test the hydraulic cylinder and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 　　　　　　　　　　16

Replace the centre bearing assembly of an articulated vehicle

SAQA US ID	UNIT STANDARD TITLE			
10755	Replace the centre bearing assembly of an articulated vehicle			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the centre bearing assembly of an articulated vehicle.

SPECIFIC OUTCOME 2

Prepare to replace the centre bearing assembly of an articulated vehicle.

SPECIFIC OUTCOME 3

Replace the centre bearing assembly of an articulated vehicle.

SPECIFIC OUTCOME 4

Test the centre bearing assembly of articulated vehicle and prepare for operation and / Production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 17

Repair the mechanical brake system of an underground locomotive

SAQA US ID	UNIT STANDARD TITLE				
10759	Repair the mechanical brake system of an underground locomotive				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM		Regular	Level 2		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the mechanical brake system of an underground locomotive.

SPECIFIC OUTCOME 2

Prepare to repair the mechanical brake system of an underground locomotive.

SPECIFIC OUTCOME 3

Repair the mechanical brake system of the underground locomotive.

SPECIFIC OUTCOME 4

Test the mechanical brake system of the underground locomotive and prepare for operation.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 18

Join a conveyor belt by means of mechanical clips

SAQA US ID	UNIT STANDARD TITLE			
10760	Join a conveyor belt by means of mechanical clips			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to joining a conveyor belt.

SPECIFIC OUTCOME 2

Prepare to join a conveyor belt.

SPECIFIC OUTCOME 3

Join the conveyor belt.

SPECIFIC OUTCOME 4

Test the conveyor belt and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 19

Join mild steel by means of arc welding

SAQA US ID	UNIT STANDARD TITLE				
10762	Join mild steel by means of arc welding				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM		Regular	Level 2		11

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to joining mild steel by means of arc welding.

SPECIFIC OUTCOME   2

Prepare to join mild steel by means of arc welding.

SPECIFIC OUTCOME   3

Join mild steel by means of arc welding.

SPECIFIC OUTCOME   4

Complete the process of arc welding mild steel, and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　20

Test and adjust the mechanical safety devices on a winding plant

SAQA US ID	UNIT STANDARD TITLE				
10763	Test and adjust the mechanical safety devices on a winding plant				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to testing and adjusting the mechanical safety devices.

SPECIFIC OUTCOME　2

Prepare to test and adjust the mechanical safety devices on a winding plant.

SPECIFIC OUTCOME　3

Test and adjust the mechanical safety devices on a winding plant.

SPECIFIC OUTCOME　4

Complete the testing and adjusting process of the mechanical safety devices.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 21

Repair a drum reclaimer

SAQA US ID	UNIT STANDARD TITLE				
10764	Repair a drum reclaimer				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to the repair of drum reclaimers.

SPECIFIC OUTCOME 2

Prepare to repair the drum reclaimer.

SPECIFIC OUTCOME 3

Repair the drum reclaimer.

SPECIFIC OUTCOME 4

Test the drum reclaimer and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 22

Repair a drum stacker

SAQA US ID	UNIT STANDARD TITLE			
10765	Repair a drum stacker			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing drum stackers.

SPECIFIC OUTCOME 2

Prepare to repair the drum stacker.

SPECIFIC OUTCOME 3

Repair the drum stacker.

SPECIFIC OUTCOME 4

Test the drum stacker and prepare for operation and/or production.

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 23

Replace the diesel engine of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10766	Replace the diesel engine of a self-propelled mobile machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge pertaining to diesel engines.

SPECIFIC OUTCOME 2

Prepare to replace a diesel engine.

SPECIFIC OUTCOME 3

Replace the diesel engine.

SPECIFIC OUTCOME 4

Test the diesel engine and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 24

Replace the centre portion of the differential assembly of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE				
10767	Replace the centre portion of the differential assembly of a self-propelled mobile machine				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical when replacing the centre portion of the differential assembly.

SPECIFIC OUTCOME 2

Prepare to replace the centre portion of the differential assembly.

SPECIFIC OUTCOME 3

Replace the centre portion of the differential assembly of a self-propelled mobile machine.

SPECIFIC OUTCOME 4

Test the centre portion of the differential assembly of a self-propelled mobile machine.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 25

Cut material by means of lancing

SAQA US ID	UNIT STANDARD TITLE			
10768	Cut material by means of lancing			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to cutting material by means of lancing.

SPECIFIC OUTCOME 2

Prepare to cut material by means of lancing.

SPECIFIC OUTCOME 3

Cut material by means of lancing.

SPECIFIC OUTCOME 4

Complete the cutting (lancing) process and prepare for operation and/or production.

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　26

Overhaul the propeller shaft of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10769	Overhaul the propeller shaft of a self-propelled mobile machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge pertaining to propeller shafts.

SPECIFIC OUTCOME 2

Prepare to overhaul the propeller shaft of a self-propelled mobile machine.

SPECIFIC OUTCOME 3

Overhaul the propeller shaft of a self-propelled mobile machine.

SPECIFIC OUTCOME 4

Test the propeller shaft assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 27

Replace a double drum scraper winch

SAQA US ID	UNIT STANDARD TITLE				
10770	Replace a double drum scraper winch				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a double drum scraper winch.

SPECIFIC OUTCOME 2

Prepare to replace a double drum scraper winch.

SPECIFIC OUTCOME 3

Replace a double drum scraper winch.

SPECIFIC OUTCOME 4

Test the double drum scraper winch and preparing for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 28

Replace the cutter-boom gearbox of a continuous miner

SAQA US ID	UNIT STANDARD TITLE			
10771	Replace the cutter-boom gearbox of a continuous miner			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the cutter-boom gearbox of a continuous miner.

SPECIFIC OUTCOME 2

Prepare to replace the cutter-boom gearbox.

SPECIFIC OUTCOME 3

Replace the cutter-boom gearbox.

SPECIFIC OUTCOME 4

Test the continuous miner cutter-boom gearbox and prepare for operation and/or production.

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UNIT STANDARD: 29

Repair the hydraulic braking system of a self-propelled machine

SAQA US ID	UNIT STANDARD TITLE				
10773	Repair the hydraulic braking system of a self-propelled machine				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE		NQF LEVEL	CREDITS
MET-FBE-0-SGB MM		Regular		Level 3	7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the hydraulic braking system of a self-propelled machine.

SPECIFIC OUTCOME 2

Prepare to repair the hydraulic braking system of a self-propelled machine.

SPECIFIC OUTCOME 3

Repair the hydraulic braking system of a self-propelled machine.

SPECIFIC OUTCOME 4

Test the hydraulic braking system on a self-propelled machine and prepare for operation.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 30

Replace the cutter head assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE			
10774	Replace the cutter head assembly of a continuous miner			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing the cutter head assembly of a continuous miner.

SPECIFIC OUTCOME   2

Prepare to replace the cutter head assembly of the continuous miner.

SPECIFIC OUTCOME   3

Replace the cutter head assembly of the continuous miner.

SPECIFIC OUTCOME   4

Test the cutter head assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 31

Overhaul a gear type hydraulic motor

SAQA US ID	UNIT STANDARD TITLE				
10775	Overhaul a gear type hydraulic motor				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling gear-type hydraulic motors.

SPECIFIC OUTCOME 2

Prepare to overhaul a gear-type hydraulic motor.

SPECIFIC OUTCOME 3

Overhaul the gear-type hydraulic motor.

SPECIFIC OUTCOME 4

Test the gear-type hydraulic motor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　　　　32

Overhaul a gear-type hydraulic pump

SAQA US ID	UNIT STANDARD TITLE				
10776	Overhaul a gear-type hydraulic pump				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to overhauling gear-type hydraulic pumps.

SPECIFIC OUTCOME　2

Prepare to overhaul the gear-type hydraulic pump.

SPECIFIC OUTCOME　3

Overhaul the gear-type hydraulic pump.

SPECIFIC OUTCOME　4

Test the gear-type hydraulic pump and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 33

Replace a multi-stage centrifugal pump

SAQA US ID	UNIT STANDARD TITLE				
10777	Replace a multi-stage centrifugal pump				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a multi-stage centrifugal pump.

SPECIFIC OUTCOME   2

Prepare to replace a multi-stage centrifugal pump.

SPECIFIC OUTCOME   3

Replace the multi-stage centrifugal pump.

SPECIFIC OUTCOME   4

Test the multi-stage centrifugal pump and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　34

Repair a multi-stage centrifugal pump

SAQA US ID	UNIT STANDARD TITLE				
10778	Repair a multi-stage centrifugal pump				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a multi-stage centrifugal pump.

SPECIFIC OUTCOME 2

Prepare to repair the multi-stage centrifugal pump.

SPECIFIC OUTCOME 3

Repair the multi-stage centrifugal pump.

SPECIFIC OUTCOME 4

Test the multi-stage centrifugal pump and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 35

Overhaul of a multi-stage centrifugal pump

SAQA US ID	UNIT STANDARD TITLE			
10779	Overhaul of a multi-stage centrifugal pump			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 3	6

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling multi-stage centrifugal pumps.

SPECIFIC OUTCOME   2

Prepare to overhaul a multi-stage centrifugal pump.

SPECIFIC OUTCOME   3

Overhaul the multi-stage centrifugal pump.

SPECIFIC OUTCOME   4

Complete the process of overhauling the multi-stage centrifugal pump and prepare for operation.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 36

Cut mild steel by means of an Oxy-acetylene profile cutter

SAQA US ID	UNIT STANDARD TITLE			
10780	Cut mild steel by means of an Oxy-acetylene profile cutter			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology	Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to cutting mild steel by means of an Oxy-acetylene profile cutter.

SPECIFIC OUTCOME 2

Prepare to cut mild steel by means of an Oxy-acetylene profile cutter.

SPECIFIC OUTCOME 3

Cut mild steel by means of an Oxy-acetylene profile cutter.

SPECIFIC OUTCOME 4

Complete the mild steel cutting process.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 37

Cut mild steel by means of an Oxy-acetylene straight-line cutter

SAQA US ID	UNIT STANDARD TITLE				
10781	Cut mild steel by means of an Oxy-acetylene straight-line cutter				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE		NQF LEVEL	CREDITS
MET-FBE-0-SGB MM		Regular		Level 2	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to cutting mild steel.

SPECIFIC OUTCOME 2

Prepare to cut mild steel by means of an Oxy-acetylene straight-line cutter.

SPECIFIC OUTCOME 3

Cut mild steel by means of an Oxy-acetylene straight-line cutter.

SPECIFIC OUTCOME 4

Complete the mild steel cutting process.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 38

Adjust the valve clearances of an internal combustion engine

SAQA US ID	UNIT STANDARD TITLE				
10782	Adjust the valve clearances of an internal combustion engine				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM		Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to adjusting the valve clearances of an internal combustion engine.

SPECIFIC OUTCOME   2

Prepare to adjust the valve clearances.

SPECIFIC OUTCOME   3

Adjust the valve clearances.

SPECIFIC OUTCOME   4

Test the internal combustion engine and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 39

Join of aluminium by means of arc welding

SAQA US ID	UNIT STANDARD TITLE			
10783	Join of aluminium by means of arc welding			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to joining aluminium by means of arc welding.

SPECIFIC OUTCOME 2

Prepare to join aluminium by means of arc welding.

SPECIFIC OUTCOME 3

Join aluminium by means of arc welding.

SPECIFIC OUTCOME 4

Complete the aluminium arc welding process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 40

Grind steel by means of a pedestal / bench grinding machine

SAQA US ID	UNIT STANDARD TITLE		
10784	Grind steel by means of a pedestal / bench grinding machine		
SGB NAME		**ABET BAND**	**PROVIDER NAME**
SGB Mining and Minerals		Undefined	
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**	
Manufacturing, Engineering and Technology		Fabrication and Extraction	
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**	**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2	2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain The Factors Critical To Grinding Steel By Means Of A Pedestal / Bench Grinding Machine.

SPECIFIC OUTCOME   2

Prepare To Grind Steel By Means Of A Pedestal / Bench Grinding Machine.

SPECIFIC OUTCOME   3

Grind Steel By Means Of A Pedestal / bench Grinding Machine.

SPECIFIC OUTCOME   4

Complete The Grinding Process.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 41

Weld aluminium by means of Oxy-acetylene equipment

SAQA US ID	UNIT STANDARD TITLE			
10785	Weld aluminium by means of Oxy-acetylene equipment			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to welding aluminium by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 2

Prepare to weld aluminium by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 3

Weld aluminium by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 4

Complete the Oxy-acetylene welding process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 　　42

Cut screw threads by means of a thread-cutting machine

SAQA US ID	UNIT STANDARD TITLE				
10786	Cut screw threads by means of a thread-cutting machine				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to cutting screw threads by means of a thread-cutting machine.

SPECIFIC OUTCOME　2

Prepare to cut screw threads by means of a thread-cutting machine.

SPECIFIC OUTCOME　3

Cut screw threads by means of a thread-cutting machine.

SPECIFIC OUTCOME　4

Complete the screw thread cutting process.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 43

Weld mild steel by means of Oxy-acetylene equipment

SAQA US ID	UNIT STANDARD TITLE			
10789	Weld mild steel by means of Oxy-acetylene equipment			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to welding mild steel by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 2

Prepare to weld mild steel by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 3

Weld mild steel by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 4

Complete the Oxy-acetylene welding process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　　　44

Silver solder metals by means of Oxy-acetylene equipment

SAQA US ID	UNIT STANDARD TITLE			
10790	Silver solder metals by means of Oxy-acetylene equipment			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to silver soldering metals by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 2

Prepare to silver-solder metals by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 3

Silver solder metals by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 4

Complete the silver soldering process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 45

Troubleshoot the hydraulic system of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE				
10791	Troubleshoot the hydraulic system of a self-propelled mobile machine				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to troubleshooting the hydraulic system.

SPECIFIC OUTCOME 2

Prepare to troubleshoot the hydraulic system.

SPECIFIC OUTCOME 3

Troubleshoot the hydraulic system.

SPECIFIC OUTCOME 4

Complete the troubleshooting process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　46

Repair the air-cooling system of an internal combustion engine

SAQA US ID	UNIT STANDARD TITLE			
10792	Repair the air-cooling system of an internal combustion engine			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the air cooling system of an internal combustion engine.

SPECIFIC OUTCOME 2

Prepare to repair the air cooling system of an internal combustion engine.

SPECIFIC OUTCOME 3

Repair the air cooling system of the internal combustion engine.

SPECIFIC OUTCOME 4

Test the air cooling system of the internal combustion engine and prepare for operation.

SOUTH
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Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 47

Repair the fuel system of a diesel engine

SAQA US ID	UNIT STANDARD TITLE			
10793	Repair the fuel system of a diesel engine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the fuel system of a diesel engine.

SPECIFIC OUTCOME 2

Prepare to repair the fuel system.

SPECIFIC OUTCOME 3

Repair the fuel system.

SPECIFIC OUTCOME 4

Test the fuel system and prepare for operation and/or production.

SOUTH
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Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 48

Perform troubleshooting on the pneumatic system of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10794	Perform troubleshooting on the pneumatic system of a self-propelled mobile machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to troubleshooting the pneumatic system.

SPECIFIC OUTCOME 2

Prepare to troubleshoot the pneumatic system of a self-propelled mobile machine.

SPECIFIC OUTCOME 3

Troubleshoot the pneumatic system of a self-propelled mobile machine.

SPECIFIC OUTCOME 4

Complete the troubleshooting processes and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 49

Replace the cutter drum assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE			
10795	Replace the cutter drum assembly of a continuous miner			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a cutter drum assembly of a continuous miner.

SPECIFIC OUTCOME 2

Prepare to replace the cutter drum assembly of a continuous miner.

SPECIFIC OUTCOME 3

Replace the cutter drum assembly of a continuous miner.

SPECIFIC OUTCOME 4

Test the cutter drum assembly of a continuous miner and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 50

Repair the cutter drum assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE			
10796	Repair the cutter drum assembly of a continuous miner			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing the cutter drum assembly of a continuous miner.

SPECIFIC OUTCOME   2

Prepare to repair the cutter drum assembly of a continuous miner.

SPECIFIC OUTCOME   3

Repair the cutter drum assembly of the continuous miner.

SPECIFIC OUTCOME   4

Test the cutter drum assembly of a continuous miner and prepare for operation and/or production.

SOUTH
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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

Established in terms of Act 58 of 1995

UNIT STANDARD: 51

Overhaul the wheel-end final drive assembly of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10797	Overhaul the wheel-end final drive assembly of a self-propelled mobile machine			
SGB NAME		*ABET BAND*	*PROVIDER NAME*	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		*SUBFIELD DESCRIPTION*		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	*UNIT STANDARD TYPE*	*NQF LEVEL*		*CREDITS*
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling the wheel-end final drive assembly.

SPECIFIC OUTCOME 2

Prepare to overhaul the wheel-end final drive assembly of a self-propelled mobile machine.

SPECIFIC OUTCOME 3

Overhaul the wheel-end final drive assembly of a self-propelled mobile machine.

SPECIFIC OUTCOME 4

Test the wheel-end final drive assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 52

Replace the cutter boom assembly of a continuous miner.

SAQA US ID	UNIT STANDARD TITLE			
10798	Replace the cutter boom assembly of a continuous miner.			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the cutter boom assembly of a continuous miner.

SPECIFIC OUTCOME 2

Prepare to replace the cutter boom assembly of a continuous miner.

SPECIFIC OUTCOME 3

Replace the cutter boom assembly of a continuous miner.

SPECIFIC OUTCOME 4

Test the cutter boom assembly of the continuous miner and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 53

Replace the wheel-end final drive assembly of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10799	Replace the wheel-end final drive assembly of a self-propelled mobile machine			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the wheel-end final drive assembly.

SPECIFIC OUTCOME 2

Prepare to replace the wheel-end final drive assembly of a self-propelled mobile machine.

SPECIFIC OUTCOME 3

Replace the wheel-end final drive assembly.

SPECIFIC OUTCOME 4

Test the wheel-end final drive assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 54

Replace the final-drive axle assembly of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10800	Replace the final-drive axle assembly of a self-propelled mobile machine			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the final-drive axle assembly.

SPECIFIC OUTCOME 2

Prepare to replace the final-drive axle assembly.

SPECIFIC OUTCOME 3

Replace the final-drive axle assembly.

SPECIFIC OUTCOME 4

Test the final-drive axle assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 55

Repair the cutter boom assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE			
10801	Repair the cutter boom assembly of a continuous miner			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing the cutter boom assembly of a continuous miner.

SPECIFIC OUTCOME   2

Prepare to repair the cutter boom assembly of a continuous miner.

SPECIFIC OUTCOME   3

Repair the cutter boom assembly of a continuous miner.

SPECIFIC OUTCOME   4

Test the cutter boom assembly of the continuous miner and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 56

Overhaul the cutter gearbox of a continuous miner

SAQA US ID	UNIT STANDARD TITLE				
10802	Overhaul the cutter gearbox of a continuous miner				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**	
MET-FBE-0-SGB MM	Regular	Level 2		4	

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling the cutter gearbox of a continuous miner.

SPECIFIC OUTCOME 2

Prepare to overhaul the cutter gearbox of a continuous miner.

SPECIFIC OUTCOME 3

Overhaul the cutter gearbox of a continuous miner.

SPECIFIC OUTCOME 4

Test the cutter gearbox of the continuous miner and prepare for operation and/or production.

SOUTH
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AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 57

Replace a flange-mounted valve

SAQA US ID	UNIT STANDARD TITLE			
10803	Replace a flange-mounted valve			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 1	2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a flange-mounted valve.

SPECIFIC OUTCOME 2

Prepare to replace a flange-mounted valve.

SPECIFIC OUTCOME 3

Replace the flange-mounted valve.

SPECIFIC OUTCOME 4

Test the flange-mounted valve and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 58

Replace the cutter clutch assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE				
10804	Replace the cutter clutch assembly of a continuous miner				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the cutter clutch assembly of a continuous miner.

SPECIFIC OUTCOME 2

Prepare to replace the cutter clutch assembly of a continuous miner.

SPECIFIC OUTCOME 3

Replace the cutter clutch assembly of a continuous miner.

SPECIFIC OUTCOME 4

Test the cutter clutch assembly of the continuous miner and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 59

Replace a flanged pipe section

SAQA US ID	UNIT STANDARD TITLE				
10805	Replace a flanged pipe section				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing flanged pipe sections in a mining context.

SPECIFIC OUTCOME   2

Prepare to replace a flanged pipe section.

SPECIFIC OUTCOME   3

Replace the flanged pipe section.

SPECIFIC OUTCOME   4

Test the flanged pipe section and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 60

Overhaul the cutter clutch assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE				
10806	Overhaul the cutter clutch assembly of a continuous miner				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling the cutter clutch assembly of a continuous miner.

SPECIFIC OUTCOME   2

Prepare to overhaul the cutter clutch assembly.

SPECIFIC OUTCOME   3

Overhaul the cutter clutch assembly.

SPECIFIC OUTCOME   4

Test the cutter clutch assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 61

Overhaul the gathering head gearbox assembly of a continuous miner

SAQA US ID	UNIT STANDARD TITLE				
10807	Overhaul the gathering head gearbox assembly of a continuous miner				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling gathering head gearbox of a continuous miner.

SPECIFIC OUTCOME 2

Prepare to overhaul the gathering head gearbox.

SPECIFIC OUTCOME 3

Overhaul the gathering head gearbox.

SPECIFIC OUTCOME 4

Test the gathering head gearbox and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 62

Braze metals by means of Oxy-acetylene equipment

SAQA US ID	UNIT STANDARD TITLE			
10808	Braze metals by means of Oxy-acetylene equipment			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to brazing metals by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 2

Prepare to braze metals by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 3

Braze metals by means of Oxy-acetylene equipment.

SPECIFIC OUTCOME 4

Complete the brazing processes and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 63

Replace the components of an air-driven track bound mechanical loader

SAQA US ID	UNIT STANDARD TITLE				
10809	Replace the components of an air-driven track bound mechanical loader				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the components of an air-driven track bound.

SPECIFIC OUTCOME 2

Prepare to replace the components.

SPECIFIC OUTCOME 3

Replace the components.

SPECIFIC OUTCOME 4

Test the air-driven track bound mechanical loader and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 64

Join metals by means of Tungsten Inert Gas (TIG) welding

SAQA US ID	UNIT STANDARD TITLE				
10810	Join metals by means of Tungsten Inert Gas (TIG) welding				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**	
MET-FBE-0-SGB MM	Regular	Level 3		6	

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to joining metals by means of TIG welding.

SPECIFIC OUTCOME 2

Prepare to join metals by means of TIG welding.

SPECIFIC OUTCOME 3

Join metals by means of TIG welding.

SPECIFIC OUTCOME 4

Complete the TIG welding process and prepare for operation and/or production.

SOUTH
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QUALIFICATIONS
AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 65

Repair a single-speed reduction gearbox

SAQA US ID	UNIT STANDARD TITLE			
10811	Repair a single-speed reduction gearbox			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a single-speed reduction gearbox.

SPECIFIC OUTCOME 2

Prepare to repair a single speed reduction gearbox.

SPECIFIC OUTCOME 3

Repair the single-speed reduction gearbox.

SPECIFIC OUTCOME 4

Test the single-speed reduction gearbox and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 66

Gouge metals by means of an arc-welding machine

SAQA US ID	UNIT STANDARD TITLE			
10812	Gouge metals by means of an arc-welding machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to gouging metals by means of an arc-welding machine.

SPECIFIC OUTCOME 2

Prepare to gouge metals by means of an arc-welding machine.

SPECIFIC OUTCOME 3

Gouge metals by means of an arc-welding machine.

SPECIFIC OUTCOME 4

Complete the process of gouging metal by means of an arc-welding machine.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 67

Repair the upper gearbox of an air-driven track bound mechanical loader

SAQA US ID	UNIT STANDARD TITLE			
10813	Repair the upper gearbox of an air-driven track bound mechanical loader			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the upper gearbox of an air-driven track bound.

SPECIFIC OUTCOME 2

Prepare to repair the upper gearbox.

SPECIFIC OUTCOME 3

Repair the upper gearbox.

SPECIFIC OUTCOME 4

Test the air-driven track bound mechanical loader and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 68

Repair the lower gearbox of an air-driven track bound mechanical loader

SAQA US ID	UNIT STANDARD TITLE			
10814	Repair the lower gearbox of an air-driven track bound mechanical loader			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		7

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing the lower gearbox of an air-driven track bound.

SPECIFIC OUTCOME   2

Prepare to repair the lower gearbox.

SPECIFIC OUTCOME   3

Repair the lower gearbox.

SPECIFIC OUTCOME   4

Test the air-driven track bound mechanical loader and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 69

Maintain an air compressor

SAQA US ID	UNIT STANDARD TITLE			
10815	Maintain an air compressor			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to maintaining an air compressor.

SPECIFIC OUTCOME 2

Prepare to maintain the air compressor.

SPECIFIC OUTCOME 3

Maintain the air compressor.

SPECIFIC OUTCOME 4

Test the air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 70

Repair the motor of an air-driven mechanical loader

SAQA US ID	UNIT STANDARD TITLE			
10816	Repair the motor of an air-driven mechanical loader			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the motor of an air-driven mechanical loader.

SPECIFIC OUTCOME 2

Prepare to repair the motor.

SPECIFIC OUTCOME 3

Repair the motor.

SPECIFIC OUTCOME 4

Test the air-driven mechanical loader prepare for operation and/or production.

SOUTH
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AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 71

Overhaul a vane-type hydraulic motor

SAQA US ID	UNIT STANDARD TITLE			
10817	Overhaul a vane-type hydraulic motor			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to maintaining an air compressor.

SPECIFIC OUTCOME   2

Prepare to maintain the air compressor.

SPECIFIC OUTCOME   3

Maintain the air compressor.

SPECIFIC OUTCOME   4

Test the air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　72

Overhaul a piston-type hydraulic motor

SAQA US ID	UNIT STANDARD TITLE			
10819	Overhaul a piston-type hydraulic motor			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to overhauling a vane-type hydraulic motor.

SPECIFIC OUTCOME　2

Prepare to overhaul a vane-type hydraulic motor.

SPECIFIC OUTCOME　3

Overhaul the vane-type hydraulic motor.

SPECIFIC OUTCOME　4

Test the vane-type hydraulic motor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 73

Repair the controls and pipes of an air-driven mechanical loader

SAQA US ID	UNIT STANDARD TITLE			
10820	Repair the controls and pipes of an air-driven mechanical loader			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the controls and pipes of an air-driven mechanical loader.

SPECIFIC OUTCOME 2

Prepare to repair the controls and pipes.

SPECIFIC OUTCOME 3

Repair the controls and pipes.

SPECIFIC OUTCOME 4

Test the air-driven mechanical loader and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 74

Overhaul a vane-type hydraulic pump

SAQA US ID	UNIT STANDARD TITLE			
10821	Overhaul a vane-type hydraulic pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling a piston-type hydraulic motor.

SPECIFIC OUTCOME   2

Prepare to overhaul a piston-type hydraulic motor.

SPECIFIC OUTCOME   3

Overhaul the piston-type hydraulic motor.

SPECIFIC OUTCOME   4

Test the piston-type hydraulic motor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 75

Replace a tyre-type drive coupling

SAQA US ID	UNIT STANDARD TITLE			
10822	Replace a tyre-type drive coupling			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing tyre-type drive couplings.

SPECIFIC OUTCOME 2

Prepare to replace a tyre-type drive coupling.

SPECIFIC OUTCOME 3

Replace a tyre-type drive coupling.

SPECIFIC OUTCOME 4

Test the tyre-type drive coupling and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　76

Replace a pin and bush type drive coupling

SAQA US ID	UNIT STANDARD TITLE				
10823	Replace a pin and bush type drive coupling				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to replacing a pin and bush type drive coupling.

SPECIFIC OUTCOME　2

Prepare to replace a pin and bush type drive coupling.

SPECIFIC OUTCOME　3

Replace the pin and bush type drive coupling.

SPECIFIC OUTCOME　4

Test the pin and bush type drive coupling and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 77

Bend a pipe by means of a hydraulic pipe bender

SAQA US ID	UNIT STANDARD TITLE			
10824	Bend a pipe by means of a hydraulic pipe bender			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular		Level 2	2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to bending pipes by means of a hydraulic pipe bender.

SPECIFIC OUTCOME   2

Prepare to bend a pipe by means of a hydraulic pipe bender.

SPECIFIC OUTCOME   3

Bend a pipe by means of a hydraulic pipe bender.

SPECIFIC OUTCOME   4

Complete the pipe bending process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 78

Overhaul a piston-type hydraulic pump

SAQA US ID	UNIT STANDARD TITLE			
10825	Overhaul a piston-type hydraulic pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a piston-type hydraulic motor.

SPECIFIC OUTCOME 2

Prepare to overhaul a piston-type hydraulic motor.

SPECIFIC OUTCOME 3

Overhaul the piston-type hydraulic motor.

SPECIFIC OUTCOME 4

Test the piston-type hydraulic motor and prepare for operation and/or production.

SOUTH
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QUALIFICATIONS
AUTHORITY

National Qualifications Framework

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 79

Replace the transfer gearbox of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10826	Replace the transfer gearbox of a self-propelled mobile machine			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing the transfer gearbox of a self-propelled mobile machine.

SPECIFIC OUTCOME   2

Prepare to replace the transfer gearbox of a self-propelled mobile machine.

SPECIFIC OUTCOME   3

Replace the transfer gearbox of a self-propelled mobile machine.

SPECIFIC OUTCOME   4

Test the transfer gearbox and prepare for operation and/or production.

SOUTH
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AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 80

Repair a piston-type air compressor

SAQA US ID	UNIT STANDARD TITLE			
10827	Repair a piston-type air compressor			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a piston-type air compressor.

SPECIFIC OUTCOME 2

Prepare to repair a piston-type air compressor.

SPECIFIC OUTCOME 3

Repair the piston-type air compressor.

SPECIFIC OUTCOME 4

Test the piston-type air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 81

Replace the manual transmission of a vehicle

SAQA US ID	UNIT STANDARD TITLE			
10828	Replace the manual transmission of a vehicle			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing the manual transmission of a vehicle.

SPECIFIC OUTCOME   2

Prepare to replace the manual transmission of a vehicle.

SPECIFIC OUTCOME   3

Replace the manual transmission of a vehicle.

SPECIFIC OUTCOME   4

Test the manual transmission of the vehicle and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 82

Repair the transfer gearbox of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE				
10829	Repair the transfer gearbox of a self-propelled mobile machine				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**	
MET-FBE-0-SGB MM	Regular	Level 2		3	

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to finding the fault and repairing the transfer gearbox.

SPECIFIC OUTCOME 2

Prepare to repair the transfer gearbox.

SPECIFIC OUTCOME 3

Repair the transfer gearbox.

SPECIFIC OUTCOME 4

Test the transfer gearbox of a self-propelled mobile machine and prepare for operation.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 83

Overhaul a transfer gearbox of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10830	Overhaul a transfer gearbox of a self-propelled mobile machine			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling the transfer gearbox of a self-propelled mobile machine.

SPECIFIC OUTCOME   2

Prepare to overhaul the transfer gearbox.

SPECIFIC OUTCOME   3

Overhaul the transfer gearbox.

SPECIFIC OUTCOME   4

Test the transfer gearbox and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 84

Repair a vane-type air compressor

SAQA US ID	UNIT STANDARD TITLE				
10831	Repair a vane-type air compressor				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a vane-type air compressor.

SPECIFIC OUTCOME 2

Prepare to repair a vane-type air compressor.

SPECIFIC OUTCOME 3

Repair the vane-type air compressor.

SPECIFIC OUTCOME 4

Test the vane-type air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 85

Replace a direct mount bearing

SAQA US ID	UNIT STANDARD TITLE		
10832	Replace a direct mount bearing		

SGB NAME		ABET BAND	PROVIDER NAME
SGB Mining and Minerals		Undefined	

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a direct mount bearing.

SPECIFIC OUTCOME   2

Prepare to replace a direct mount bearing.

SPECIFIC OUTCOME   3

Replace a direct mount bearing.

SPECIFIC OUTCOME   4

Test the direct mount bearing and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 86

Repair a monorope winch

SAQA US ID	UNIT STANDARD TITLE			
10833	Repair a monorope winch			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a monorope winch.

SPECIFIC OUTCOME 2

Prepare to repair a monorope winch.

SPECIFIC OUTCOME 3

Repair a monorope winch.

SPECIFIC OUTCOME 4

Test the monorope winch and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 87

Repair a screw-type air compressor

SAQA US ID	UNIT STANDARD TITLE			
10834	Repair a screw-type air compressor			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a screw-type air compressor.

SPECIFIC OUTCOME 2

Prepare to repair a screw-type air compressor.

SPECIFIC OUTCOME 3

Repair the screw-type air compressor.

SPECIFIC OUTCOME 4

Test the screw-type air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 88

Replace a monorope winch

SAQA US ID	UNIT STANDARD TITLE			
10835	Replace a monorope winch			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a monorope winch.

SPECIFIC OUTCOME 2

Prepare to replace the monorope winch.

SPECIFIC OUTCOME 3

Replace a monorope winch.

SPECIFIC OUTCOME 4

Test the monorope winch and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 89

Overhaul a piston-type air compressor

SAQA US ID	UNIT STANDARD TITLE			
10836	Overhaul a piston-type air compressor			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling a piston-type air compressor.

SPECIFIC OUTCOME   2

Prepare to overhaul a piston-type air compressor.

SPECIFIC OUTCOME   3

Overhaul the piston-type air compressor.

SPECIFIC OUTCOME   4

Test the piston-type air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 90

Replace hydraulic pipes and fittings

SAQA US ID	UNIT STANDARD TITLE			
10837	Replace hydraulic pipes and fittings			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing hydraulic pipes and fittings.

SPECIFIC OUTCOME   2

Prepare to replace hydraulic pipes and fittings.

SPECIFIC OUTCOME   3

Replace hydraulic pipes and fittings.

SPECIFIC OUTCOME   4

Test the hydraulic system and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 91

Overhaul a vane-type air compressor

SAQA US ID	UNIT STANDARD TITLE				
10838	Overhaul a vane-type air compressor				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a vane-type air compressor.

SPECIFIC OUTCOME 2

Prepare to overhaul a vane-type air compressor.

SPECIFIC OUTCOME 3

Overhaul the vane-type air compressor.

SPECIFIC OUTCOME 4

Test the vane-type air compressor and prepare for operation and/or production.

SOUTH
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QUALIFICATIONS
AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 92

Repair the power shift transmission of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE		
10839	Repair the power shift transmission of a self-propelled mobile machine		
SGB NAME		ABET BAND	PROVIDER NAME
SGB Mining and Minerals		Undefined	
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the power shift transmission.

SPECIFIC OUTCOME 2

Prepare to repair the power shift transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME 3

Repair the power shift transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME 4

Test the power shift transmission and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 93

Overhaul a screw-type air compressor

SAQA US ID	UNIT STANDARD TITLE				
10840	Overhaul a screw-type air compressor				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		7

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a screw-type air compressor.

SPECIFIC OUTCOME 2

Prepare to overhaul a screw-type air compressor.

SPECIFIC OUTCOME 3

Overhaul the screw-type air compressor.

SPECIFIC OUTCOME 4

Test the screw-type air compressor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 94

Repair the constant mesh transmission of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE				
10841	Repair the constant mesh transmission of a self-propelled mobile machine				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE		NQF LEVEL	CREDITS
MET-FBE-0-SGB MM		Regular		Level 2	5

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing the constant mesh transmissions.

SPECIFIC OUTCOME   2

Prepare to repair the constant mesh transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME   3

Repair the constant mesh transmission of a self-propelled mobile machine.

SPECIFIC OUTCOME   4

Test the constant mesh transmission and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 95

Join cast iron by means of arc welding

SAQA US ID	UNIT STANDARD TITLE				
10842	Join cast iron by means of arc welding				

SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			

FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS	
MET-FBE-0-SGB MM	Regular	Level 2		3	

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to joining cast iron by means of arc welding.

SPECIFIC OUTCOME 2

Prepare to join cast iron by means of arc welding.

SPECIFIC OUTCOME 3

Join cast iron by means of arc welding.

SPECIFIC OUTCOME 4

Complete the arc welding process and prepare for operation and/or production.

SOUTH
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QUALIFICATIONS
AUTHORITY

NATIONAL QUALIFICATIONS FRAMEWORK

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　　96

Perform maintenance on a self-propelled mobile hydraulic drill rig

SAQA US ID	UNIT STANDARD TITLE			
10843	Perform maintenance on a self-propelled mobile hydraulic drill rig			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain factors critical to performing maintenance on a self-propelled mobile hydraulic drill rig.

SPECIFIC OUTCOME 2

Prepare to perform maintenance on a self-propelled mobile hydraulic drill rig.

SPECIFIC OUTCOME 3

Perform maintenance on a self-propelled mobile hydraulic drill rig.

SPECIFIC OUTCOME 4

Test the self-propelled mobile hydraulic drill rig and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 97

Repair a hydraulic accumulator

SAQA US ID	UNIT STANDARD TITLE				
10844	Repair a hydraulic accumulator				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM		Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a hydraulic accumulator.

SPECIFIC OUTCOME 2

Prepare to repair a hydraulic accumulator.

SPECIFIC OUTCOME 3

Repair the hydraulic accumulator.

SPECIFIC OUTCOME 4

Test the hydraulic accumulator and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 98

Bend steel by means of a bending machine

SAQA US ID	UNIT STANDARD TITLE			
10845	Bend steel by means of a bending machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to bending steel by means of a bending machine.

SPECIFIC OUTCOME 2

Prepare to bend steel by means of a bending machine.

SPECIFIC OUTCOME 3

Bend steel by means of a bending machine.

SPECIFIC OUTCOME 4

Complete the bending process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 99

Replace the hydraulic wheel motor of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10846	Replace the hydraulic wheel motor of a self-propelled mobile machine			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a hydraulic wheel motor.

SPECIFIC OUTCOME   2

Prepare to replace the hydraulic wheel motor.

SPECIFIC OUTCOME   3

Replace the hydraulic wheel motor.

SPECIFIC OUTCOME   4

Test the hydraulic wheel motor and prepare for operation and/or production.

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 　　　　　100

Cut material by means of a hydraulic or electric guillotine

SAQA US ID	UNIT STANDARD TITLE			
10847	Cut material by means of a hydraulic or electric guillotine			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Manufacturing, Engineering and Technology	Fabrication and Extraction

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to cutting material by means of a hydraulic or electric guillotine.

SPECIFIC OUTCOME 2

Prepare to cut material by means of a hydraulic or electric guillotine.

SPECIFIC OUTCOME 3

Cut material by means of hydraulic or electric guillotine.

SPECIFIC OUTCOME 4

Complete the cutting process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 101

Replace liners in a transfer chute

SAQA US ID	UNIT STANDARD TITLE			
10848	Replace liners in a transfer chute			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing liners in a transfer chute.

SPECIFIC OUTCOME 2

Prepare to replace liners in a transfer chute.

SPECIFIC OUTCOME 3

Replace liners in a transfer chute.

SPECIFIC OUTCOME 4

Complete the liner replacement and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 102

Punch and shear material by means of a punching and shearing machine

SAQA US ID	UNIT STANDARD TITLE			
10849	Punch and shear material by means of a punching and shearing machine			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Manufacturing, Engineering and Technology	Fabrication and Extraction

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to punching and shearing material.

SPECIFIC OUTCOME 2

Prepare to punch and shear material.

SPECIFIC OUTCOME 3

Punch and shear the material.

SPECIFIC OUTCOME 4

Complete the punching and shearing process and prepare for operation and/or production.

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AUTHORITY

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 103

Install a transfer chute

SAQA US ID	UNIT STANDARD TITLE			
10850	Install a transfer chute			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to installing a transfer chute.

SPECIFIC OUTCOME   2

Prepare to install a transfer chute.

SPECIFIC OUTCOME   3

Install the transfer chute.

SPECIFIC OUTCOME   4

Test the transfer chute and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 104

Roll material by means of a plate-rolling machine

SAQA US ID	UNIT STANDARD TITLE			
10851	Roll material by means of a plate-rolling machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to rolling material by means of a plate-rolling machine.

SPECIFIC OUTCOME 2

Prepare to roll the material.

SPECIFIC OUTCOME 3

Roll the material.

SPECIFIC OUTCOME 4

Complete the rolling process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 105

Overhaul a double-drum scraper winch

SAQA US ID	UNIT STANDARD TITLE			
10852	Overhaul a double-drum scraper winch			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		6

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to overhauling a double-drum scraper winch.

SPECIFIC OUTCOME   2

Prepare to overhaul a double-drum scraper winch.

SPECIFIC OUTCOME   3

Overhaul the double-drum scraper winch.

SPECIFIC OUTCOME   4

Test the double-drum scraper winch and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 106

Overhaul a positive displacement pump

SAQA US ID	UNIT STANDARD TITLE			
10853	Overhaul a positive displacement pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a positive displacement pump.

SPECIFIC OUTCOME 2

Prepare to overhaul a positive displacement pump.

SPECIFIC OUTCOME 3

Overhaul the positive displacement pump.

SPECIFIC OUTCOME 4

Complete the overhauling process and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 107

Repair a positive displacement pump

SAQA US ID	UNIT STANDARD TITLE			
10854	Repair a positive displacement pump			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		6

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a positive displacement pump.

SPECIFIC OUTCOME 2

Prepare to repair a positive displacement pump.

SPECIFIC OUTCOME 3

Repair a positive displacement pump.

SPECIFIC OUTCOME 4

Test the positive displacement pump and prepare for operation and/or production.

SOUTH
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QUALIFICATIONS
AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 108

Repair a transfer chute

SAQA US ID	UNIT STANDARD TITLE			
10855	Repair a transfer chute			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing a transfer chute.

SPECIFIC OUTCOME   2

Prepare to repair a transfer chute.

SPECIFIC OUTCOME   3

Repair the transfer chute.

SPECIFIC OUTCOME   4

Test the transfer chute and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 109

Install a V-belt drive

SAQA US ID	UNIT STANDARD TITLE		
10856	Install a V-belt drive		

SGB NAME		ABET BAND	PROVIDER NAME
SGB Mining and Minerals		Undefined	

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	4

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to installing a V-belt drive.

SPECIFIC OUTCOME   2

Prepare to install a V-belt drive.

SPECIFIC OUTCOME   3

Install the V-belt drive.

SPECIFIC OUTCOME   4

Test the V-belt drive and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 110

Replace a radial door on a transfer chute

SAQA US ID	UNIT STANDARD TITLE				
10857	Replace a radial door on a transfer chute				
SGB NAME			**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM		Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing a radial door on a transfer chute.

SPECIFIC OUTCOME 2

Prepare to replace the radial door on a transfer chute.

SPECIFIC OUTCOME 3

Replace the radial door on a transfer chute.

SPECIFIC OUTCOME 4

Test the radial door and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 111

Repair a V-belt drive

SAQA US ID	UNIT STANDARD TITLE			
10858	Repair a V-belt drive			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a V-belt drive.

SPECIFIC OUTCOME 2

Prepare to repair the V-belt drive.

SPECIFIC OUTCOME 3

Repair the V-belt drive.

SPECIFIC OUTCOME 4

Test the V-belt drive and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 112

Repair a hydraulic cylinder

SAQA US ID	UNIT STANDARD TITLE			
10859	Repair a hydraulic cylinder			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing a hydraulic cylinder.

SPECIFIC OUTCOME 2

Prepare to repair a hydraulic cylinder.

SPECIFIC OUTCOME 3

Repair the hydraulic cylinder.

SPECIFIC OUTCOME 4

Test the hydraulic cylinder and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 113

Repair a pneumatic cylinder

SAQA US ID	UNIT STANDARD TITLE			
10861	Repair a pneumatic cylinder			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**		**NQF LEVEL**	**CREDITS**
MET-FBE-0-SGB MM	Regular		Level 2	4

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to repairing a pneumatic cylinder.

SPECIFIC OUTCOME   2

Prepare to repair a pneumatic cylinder.

SPECIFIC OUTCOME   3

Repair the pneumatic cylinder.

SPECIFIC OUTCOME   4

Test the pneumatic cylinder and prepare for operation and/or production.

SOUTH
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AUTHORITY

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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 114

Replace a pneumatic cylinder

SAQA US ID	UNIT STANDARD TITLE				
10863	Replace a pneumatic cylinder				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM		Regular	Level 2		2

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a pneumatic cylinder.

SPECIFIC OUTCOME   2

Prepare to replace the pneumatic cylinder.

SPECIFIC OUTCOME   3

Replace the pneumatic cylinder.

SPECIFIC OUTCOME   4

Test the pneumatic cylinder and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　115

Overhaul a pneumatic cylinder

SAQA US ID	UNIT STANDARD TITLE				
10864	Overhaul a pneumatic cylinder				

SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			

FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a pneumatic cylinder.

SPECIFIC OUTCOME 2

Prepare to overhaul a pneumatic cylinder.

SPECIFIC OUTCOME 3

Overhaul the pneumatic cylinder.

SPECIFIC OUTCOME 4

Test the pneumatic cylinder and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　116

Replace a hydraulic pump/motor

SAQA US ID	UNIT STANDARD TITLE			
10866	Replace a hydraulic pump/motor			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to replacing a hydraulic pump/motor.

SPECIFIC OUTCOME　2

Prepare to replace a hydraulic pump/motor.

SPECIFIC OUTCOME　3

Replace the hydraulic pump/motor.

SPECIFIC OUTCOME　4

Test the hydraulic pump/motor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 117

Replace the torque converter of a self-propelled mobile

SAQA US ID	UNIT STANDARD TITLE			
10867	Replace the torque converter of a self-propelled mobile			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		3

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to replacing the torque converter of a self-propelled mobile machine.

SPECIFIC OUTCOME 2

Prepare to replace the torque converter.

SPECIFIC OUTCOME 3

Replace the torque converter.

SPECIFIC OUTCOME 4

Test the torque converter and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　118

Replace a pneumatic motor

SAQA US ID	UNIT STANDARD TITLE			
10869	Replace a pneumatic motor			

SGB NAME	ABET BAND	PROVIDER NAME	
SGB Mining and Minerals	Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Manufacturing, Engineering and Technology	Fabrication and Extraction

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	3

Specific Outcomes:

SPECIFIC OUTCOME　1

Explain the factors critical to replacing a pneumatic motor.

SPECIFIC OUTCOME　2

Prepare to replace a pneumatic motor.

SPECIFIC OUTCOME　3

Replace the pneumatic motor.

SPECIFIC OUTCOME　4

Test the pneumatic motor and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 119

Repair the torque converter of a self-propelled mobile machine

SAQA US ID	UNIT STANDARD TITLE			
10870	Repair the torque converter of a self-propelled mobile machine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the torque converter of a self-propelled mobile machine.

SPECIFIC OUTCOME 2

Prepare to repair the torque converter.

SPECIFIC OUTCOME 3

Repair the torque converter.

SPECIFIC OUTCOME 4

Test the torque converter and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

120

Overhaul the torque converter of a self-propelled mobile

SAQA US ID	UNIT STANDARD TITLE				
10872	Overhaul the torque converter of a self-propelled mobile				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM		Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling the torque converter of a self-propelled mobile machine.

SPECIFIC OUTCOME 2

Prepare to overhaul the torque converter.

SPECIFIC OUTCOME 3

Overhaul the torque converter.

SPECIFIC OUTCOME 4

Test the torque converter and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 121

Overhaul the cylinder head assembly of an internal combustion engine

SAQA US ID	UNIT STANDARD TITLE				
10875	Overhaul the cylinder head assembly of an internal combustion engine				
SGB NAME			ABET BAND	PROVIDER NAME	
SGB Mining and Minerals			Undefined		
FIELD DESCRIPTION			SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology			Fabrication and Extraction		
UNIT STANDARD CODE		UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM		Regular	Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to overhauling a cylinder head assembly.

SPECIFIC OUTCOME 2

Prepare to overhaul a cylinder head assembly.

SPECIFIC OUTCOME 3

Overhaul the cylinder head assembly.

SPECIFIC OUTCOME 4

Test the cylinder head assembly and prepare for operation and/or production.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

122

Log borehole core to obtain geological information on the depositional environment in a Witwatersrand-type gold deposit

SAQA US ID	UNIT STANDARD TITLE		
11679	Log borehole core to obtain geological information on the depositional environment in a Witwatersrand-type gold deposit		

SGB NAME	ABET BAND	PROVIDER NAME	
SGB Mining and Minerals	Undefined		

FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology	Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MAP	Regular	Level 6	10

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate the knowledge required to log borehole core.

SPECIFIC OUTCOME 2

Prepare to log the borehole core.

SPECIFIC OUTCOME 3

Log the borehole core.

SPECIFIC OUTCOME 4

Conduct post-logging activities and compile and present reports.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 123

Control a Platinum Group Metals Ingot production process in a metallurgical plant

SAQA US ID	UNIT STANDARD TITLE			
110438	Control a Platinum Group Metals Ingot production process in a metallurgical plant			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 4		22

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge relating to the controlling of a pgm ingot production process.

SPECIFIC OUTCOME 2

Demonstrate knowledge relating to the pgm ingot production process.

SPECIFIC OUTCOME 3

Control a PGM ingot production process.

SPECIFIC OUTCOME 4

Complete the duties pertaining to the controlling of a pgm ingot production process.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 124

Break big rocks by means of drilling and blasting using a secondary breaker

SAQA US ID	UNIT STANDARD TITLE				
15337	Break big rocks by means of drilling and blasting using a secondary breaker				
SGB NAME		**ABET BAND**	**PROVIDER NAME**		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**	
MET-FBE-0-SGB MM	Regular	Level 2		7	

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain specified requirements pertaining to breaking big rocks by means of drilling and blasting with a secondary breaker.

SPECIFIC OUTCOME 2

Prepare to break big rocks by means of drilling and blasting with a secondary breaker.

SPECIFIC OUTCOME 3

Break big rocks by means of drilling and blasting with a secondary breaker.

SOUTH
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QUALIFICATIONS
AUTHORITY

National Qualifications Framework

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 125

Charge up a work face for blasting in an underground coal mine

SAQA US ID	UNIT STANDARD TITLE			
15335	Charge up a work face for blasting in an underground coal mine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 3		11

Specific Outcomes:

SPECIFIC OUTCOME   1

Prepare to charge-up a face.

SPECIFIC OUTCOME   2

Charge up a face.

SPECIFIC OUTCOME   3

Demonstrate teamwork.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 126

Control an elution process in a metallurgical plant

SAQA US ID	*UNIT STANDARD TITLE*		
15338	Control an elution process in a metallurgical plant		
SGB NAME		*ABET BAND*	*PROVIDER NAME*
SGB Mining and Minerals		Undefined	
FIELD DESCRIPTION		*SUBFIELD DESCRIPTION*	
Manufacturing, Engineering and Technology		Fabrication and Extraction	
UNIT STANDARD CODE	*UNIT STANDARD TYPE*	*NQF LEVEL*	*CREDITS*
MET-FBE-0-SGB MM	Regular	Level 4	22

Specific Outcomes:

SPECIFIC OUTCOME 1

Demonstrate knowledge relating to the controlling of an elution process.

SPECIFIC OUTCOME 2

Demonstrate knowledge relating to the operation of the elution process.

SPECIFIC OUTCOME 3

Control an elution process.

SPECIFIC OUTCOME 4

Complete the duties pertaining to the controlling of an elution process.

SOUTH
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AUTHORITY

Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 127

Place and operate an auxiliary fan in an underground coal mine

SAQA US ID	UNIT STANDARD TITLE			
15339	Place and operate an auxiliary fan in an underground coal mine			

SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		

FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Manufacturing, Engineering and Technology		Fabrication and Extraction	

UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
MET-FBE-0-SGB MM	Regular	Level 2	13

Specific Outcomes:

SPECIFIC OUTCOME 1

Prepare to install an auxiliary fan.

SPECIFIC OUTCOME 2

Install an auxiliary fan.

SPECIFIC OUTCOME 3

Demonstrate teamwork.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: · 128

Established in terms of Act 58 of 1995

Supervise the installation and operation of a belt conveyor in an underground coal mine

SAQA US ID	UNIT STANDARD TITLE				
15334	Supervise the installation and operation of a belt conveyor in an underground coal mine				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 2		15

Specific Outcomes:

SPECIFIC OUTCOME   1

Prepare to supervise.

SPECIFIC OUTCOME   2

Supervise.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 129

Transport material and equipment using a load haul dumper in an underground coal mine

SAQA US ID	UNIT STANDARD TITLE			
15333	Transport material and equipment using a load haul dumper in an underground coal mine			
SGB NAME		ABET BAND	PROVIDER NAME	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular	Level 2		13

Specific Outcomes:

SPECIFIC OUTCOME 1

Prepare to transport material and equipment.

SPECIFIC OUTCOME 2

Transport material and equipment.

SPECIFIC OUTCOME 3

Shut down the transporting operation and prepare for following shift.

SPECIFIC OUTCOME 4

Demonstrate teamwork.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: ·130

Repair the axle assembly of an air-driven mechanical loader

SAQA US ID	UNIT STANDARD TITLE			
10818	Repair the axle assembly of an air-driven mechanical loader			
SGB NAME		**ABET BAND**	**PROVIDER NAME**	
SGB Mining and Minerals		Undefined		
FIELD DESCRIPTION		**SUBFIELD DESCRIPTION**		
Manufacturing, Engineering and Technology		Fabrication and Extraction		
UNIT STANDARD CODE	**UNIT STANDARD TYPE**	**NQF LEVEL**		**CREDITS**
MET-FBE-0-SGB MM	Regular	Level 2		4

Specific Outcomes:

SPECIFIC OUTCOME 1

Explain the factors critical to repairing the axle assembly of an air-driven mechanical loader.

SPECIFIC OUTCOME 2

Prepare to repair the axle assembly.

SPECIFIC OUTCOME 3

Repair the axle assembly.

SPECIFIC OUTCOME 4

Test the air-driven mechanical loader and prepare for operation and/or production.

SOUTH
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Established in terms of Act 58 of 1995

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 131

Replace the cylinder head assembly of an internal combustion engine

SAQA US ID	UNIT STANDARD TITLE				
10873	Replace the cylinder head assembly of an internal combustion engine				
SGB NAME		ABET BAND	PROVIDER NAME		
SGB Mining and Minerals		Undefined			
FIELD DESCRIPTION		SUBFIELD DESCRIPTION			
Manufacturing, Engineering and Technology		Fabrication and Extraction			
UNIT STANDARD CODE	UNIT STANDARD TYPE		NQF LEVEL		CREDITS
MET-FBE-0-SGB MM	Regular		Level 3		5

Specific Outcomes:

SPECIFIC OUTCOME   1

Explain the factors critical to replacing a cylinder head assembly.

SPECIFIC OUTCOME   2

Prepare to replace the cylinder head assembly.

SPECIFIC OUTCOME   3

Replace the cylinder head assembly.

SPECIFIC OUTCOME   4

Test the cylinder head assembly and prepare for operation and/or production.

Wetlands are wonderlands!
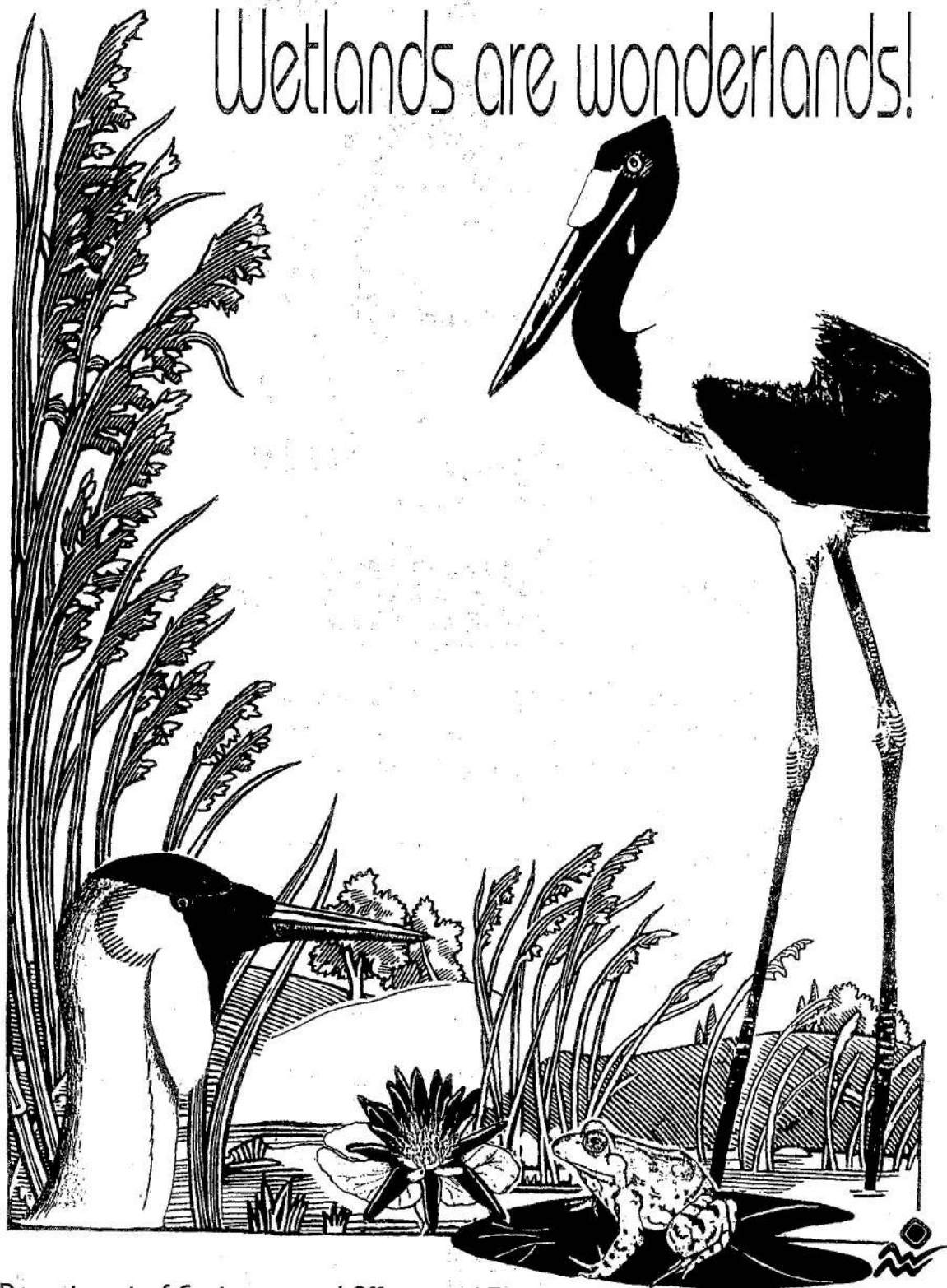
Department of Environmental Affairs and Tourism