



# learning exchange

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## Learning Exchange: Training Programmes Guide

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## Frequently Asked Questions

### 1. Which legislation guides driver and operator training?

South Africa has developed one of the most comprehensive national skills development systems in the world. Apart from the Skills Development legislation, South Africa now also has additional national mechanisms such as the National Skills Development Strategy to eliminate the serious skills gaps, poverty and unemployment to improve its ratings as a competitive nation.

The original Skills Development Act, 97 of 1998 and the Skills Development Amendment Act 37 of 2008 and the SAQA Act 58 of 1995 refers.

Lifting Machine Operator Training such as Forklifts, Reach Trucks and all types of cranes is compulsory for all operators in terms of the Occupational Health and Safety Act and the Driven Machinery Regulations. The [Code of Practice \(COP\) for Lifting Equipment](#) prescribes how this training should be conducted.

### 2. How does TETA fit into the picture?

A central component in the transformation of skills development was the establishment of the Education and Training Authorities (for each economic sector) that would oversee all the training activities for their specific economic sector. TETA, being the training authority of the transport sector is given its powers through the SAQA Act.

### 3. Why use accredited providers?

The training providers who provide the training are accredited by the relevant SETA through a rigorous quality management process.

The purpose of accreditation by TETA is to ensure through rigorous accreditation processes, that the learners and the integrity of the training are protected. It also protects the clients by ensuring that professional training services at an agreed standard are delivered.

### 4. What is a Learnership in Professional Driving?

A Learnership is a structured learning experience that consists of theoretical, practical and workplace training. The main benefit of a Learnership is that the learner gets the theoretical training, practical training and workplace exposure in a workplace as part of their training to gain

practical experience. The total credits required for the National Certificate in Professional Driving is 122 credits. This qualification is obtained through a Learnership process which is a route that can be used by persons to obtain their National Certificate in Professional Driving. All professional drivers training in South Africa is based on these unit standards which are the only recognised standards for driving in the industry.

# Plant Operator Training

## 1. Training Methodology

1. On-site training is often the most effective way of training as the operator is trained on the type of equipment which is used by him in his work, and he also learns to assess the risks in his own work environment.
2. Theoretical training forms the foundation of learner knowledge which is then applied in the practical application of operating the machines.
3. Practical training on the machine is the most time-consuming portion of the training as the operator has to practice his skills until he can safely and economically operate the machine. This normally takes in the region of 15 days for Novice operators (Operators who have never operated a machine before).
4. On-site orientation is conducted to ensure the competence level of the learner is applicable to his working environment. We recommend two days on-site orientation per group of 5 operators. At this stage the summative assessment is done and the operator is issued with a Certificate of Competency and a license card.
5. On-site coaching – On site coaching is another way of ensuring that the learner has mastered all the skills required and that he understands all safety and operating aspects of his working environment. This will entail working under a coach or close on-site supervision for two weeks to a month. The coach/supervisor must sign them off to work independently once he is satisfied with their performance.

## 2. What is Included in Our Quotation?

<b>Learners:</b>	<ul style="list-style-type: none"><li>• Comprehensive Learner Manuals and assessment documents for each unit standard per Learner.</li><li>• Stationery pack and files for Learnerships and Skills Programmes</li><li>• Certificate of Competence and carry card for operators who test competent on the outcome of the Unit Standards/s.</li><li>• Upload of learner achievements to CETA for certificates.</li><li>• Cradle to Grave Project management for Skills Programmes and Learnerships.</li></ul>
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# Driver Training

## 1. Training Process and Methodology

The following methodology is utilised in our accredited driver training programmes:

- Theoretical training to ensure the learner understands the foundational principles of driving
- Practical Pre-training assessment
- Remedial Training on problem areas
- Final assessment
- Feedback to Learner, Management and Seta.

## 2. Development Areas

- Prepare the vehicle for a trip
- Drive and maneuver a HRV with specified requirements
- Maintain road service quality (loading to specifications, safety and stability, acceleration, deceleration, moving off safely etc.)
- Handle unexpected and emergency situations according to specific procedures
- Park the vehicle according to specific requirements (co policy, traffic regulations, loading compartments, security of vehicles etc)

## 3. Typical Learnership Programme

Learning Exchange will run a diagnostic assessment on the learner to determine his practical skills level, and may then tailor the driver training programme below slightly — to meet his needs. Progress is dependent on the learner's own learning ability and practical skills.

All learners will undergo each of the three phases of the programme:

1. **Theoretical or classroom training** on the knowledge aspects in the unit standards. This knowledge training is seen as a critical component in achieving competence in the practical driving and all interaction processes with peers, employers and customers. Learners will also be taught to adhere to company policies, Legal requirements and manufacturer's standards. (See the content of the unit standards)  
**Duration: 40 days per learner**
2. **Practical Driver Training.** Advanced driver training includes economical and defensive driving techniques under various road and traffic conditions and weather conditions. Emergency situations on the vehicle and vehicle security are included.

**Duration:** 3 weeks driver training per group of 10 learners

3. **Workplace experience.** Following the formal training programme, the critical bridge to integrate the learner in the workplace is provided by practical exposure to the work environment. This ensures that learners can take their place in the organisation as fully fledged professional drivers.  
**Duration:** Learners must achieve 100 hours of driving in different conditions to be declared competent.
4. **License upgrade** to the appropriate level required in the programme.  
**Duration** – 20 lessons of 1 hour plus 1 license attempt is included in the proposal.
5. **Assessment and Uploading of results to TETA** At the end of each unit standard an assessment will be done to see if the learner is competent on all aspects of the unit standard. Remedial training will be conducted for learners who test Not Yet Competent.  
All results are uploaded electronically to the TETA, after which learners are issued with Statements of Results and Certificates of Competency.

**We also present all the Communication and Mathematical Unit Standards.**

And we offer training in the following basic unit standards...

## **4. Training and Development of Bus and Taxi Drivers**

### **Provide Tour Coach Services – Unit Standard 123255**

The purpose of the learning credited in this unit standard is to ensure that learners are able to safely provide tour coach services. Learners are required to ensure passenger safety and comfort, and to maintain high levels of service specified for local and international tours by luxury coach. Improved passenger services, passenger safety and passenger comfort lead to improved customer service and profitability, and decreased human and economic costs due to injury and damage. Tourism, provision of professional tourism services, and adhering to international tourism standards are a national priority.

### **Provide Commuter Services – Unit Standard 123256**

The purpose of the learning credited in this unit standard is to ensure that learners are able to safely provide commuter services by road.

Learners are required to ensure commuter safety and comfort, adhere to scheduled times and service quality specifications, and collect revenue for services. Improved commuter services, commuter safety and commuter comfort lead to improved customer service and profitability, decreased human and economic costs due to injury and damage, and improved professional image of the transport sector.

### **Provide Long Distance Bus and Coach Services – Unit Standard 123252**

The purpose of the learning credited in this unit standard is to ensure that learners are able to safely provide long distance coach/bus services. Learners are required to ensure passenger safety and comfort. Improved passenger services, passenger safety and passenger comfort lead to improved customer service and profitability, decreased human and economic costs due to injury and damage, and improved professional image of the transport sector.

## **5. Unit Standards which Teach Drivers Other Essential Skills for Professional Drivers**

### **Foster and Maintain Customer Relations – Unit Standard 123258**

The purpose of the learning credited in this unit standard is to ensure that learners are able to interact professionally with customers. Improved customer relations leads to improved customer service, which, in turn, results in business growth and profitability. Professional driving services are improved, thereby improving the image and profitability of the field of transport services.

This set of competence is transferable to all other fields where services are provided to customers, and thus improves the employability of credited learners, by enhancing their understanding of the processes and the context of customer service.

### **Maintaining Occupational Health and Safety and General Housekeeping – Unit Standard 8016**

A learner accredited with this standard will be able to demonstrate applied competence in occupational health, safety awareness of environmental issues and general housekeeping based on statutory and industry requirements.

### **Apply Knowledge of HIV Aids to a Specific Business Sector and Workplace –Unit Standard 11491**

This unit standard provides a broad introduction to HIV/AIDS in the workplace. It introduces knowledge about HIV/AIDS that will enable learners to be informed and caring workers in an industry and managers to develop appropriate policies to deal with the pandemic. The focus is knowledge, skills, values and attitudes in relation to the learner and management with a view to creating a caring environment in the workplace and the community.

A manager in the context of this Unit Standard is the manager of a small business and first line managers of business units, team leaders and supervisors in medium and large organisations. The term business unit implies a small business, cost centre, section or department.

## **6. Unit Standards Available for Driver Training**

### **Operate a Rigid Heavy Vehicle & Operate a Combination Vehicle – Unit Standard 123253**

The purpose of learning is to ensure safe, professional operation of rigid heavy vehicles with a gross vehicle mass exceeding 3.5 tons. Certificated learners can drive a specific type of rigid heavy vehicle in accordance with legal, safety, manufacturer and other relevant requirements and reflect on the manner in which the vehicle is operated. Competent drivers are able to preserve vehicles as assets, drive safely and defensively, and contribute significantly to the economy by transporting goods and/or passengers.

### **Operate a Combination Vehicle - Unit Standard 123254**

The purpose of learning is to ensure safe, professional operation of vehicle combinations with a gross vehicle mass exceeding 3.5 tons, and consisting of a drawing vehicle and trailer/s.

## Transporting Dangerous Goods by Road

TETA Accreditation number TETA 07/133

Dept of Transport approval number PRDP (D) 2009/38

**Learning Exchange has been approved as a Dangerous Goods Training Body in terms of regulation 280 of the National Road Traffic Act 1966 (Act 93 of 1966)**

Training on the Unit Standard “Convey Dangerous Goods by Road” – SAQA No 123259

is compulsory for all drivers of dangerous and hazardous goods, and consists of the following:

Unit Standard ID	123259
Unit Standard Name	Convey dangerous goods by road
NQF Level	Level 3
Credits	4
Type	Elective
Purpose	The purpose of learning is to ensure safe loading, conveying and off-loading of dangerous goods according to legal and organisational requirements. Credited learners can convey dangerous goods in accordance with legal, safety, manufacturer and other relevant requirements and handle incidents safely when they occur. Credited learners are capable of: Complying with relevant legal documentation requirements. Applying safety and standard operating procedures during loading and off-loading. Applying safety procedures in the event of an incident. Complying with the requirements of SANS 10231 in terms of behaviour on route
Unit Standard ID	123259

Drivers will require their training certificate, medical examination results signed by a medical practitioner and fingerprint clearance in order to apply for their Pr DP (D) to qualify legally as a driver of dangerous goods on the road.

### What is provided at the Training Course?

- Each learner receives a comprehensive Learner Guide that contains all the relevant information that is covered in the course.
- Each learner is assessed by a registered assessor on the contents of the Unit Standard.
- A Certificate of Competency is issued to all competent learners.
- A carry card is issued to learners who supply their valid medical certificate to us.
- A report is provided to the client containing the achievement results of the learners on the course.

***We look forward to being of service to you!***