

Hand Tools & Basic Maintenance Support

1. Overview

This programme is designed to equip participants with practical skills and knowledge in construction tools, water systems, safety, and communication. It aims to enhance employability, career advancement, and entrepreneurial opportunities in the construction, water, and community development sectors. The course is particularly useful for participants seeking recognition of prior learning and National recognition for their competence, contributing to socio-economic transformation.

2. Programme Outcome:

- Use and Maintain Power Hand Tools
- Conduct Minor Maintenance on Water Supply Systems
- Operate Basic Water-Related Mechanical and Electrical Equipment
- Identify Security, Safety, and Environmental Risks
- Engage in Speaking and Listening Interactions

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0442

SAQA US:

12878, 113938, 113941, 113966, 12462

NQF Level:

1

Credits:

29

Entry Requirements:

Basic Literacy and Numeracy Skills

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online, (1) Blended & (1) Face-to-Face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(12878 US):** Use and maintain Power Hand Tools on a construction Site
- **(113938 US):** Conduct minor maintenance tasks on a water supply system
- **(113941 US):** Operate basic water related mechanical and electrical equipment
- **(113966 US):** Identify security, safety and environmental risks in the local environment
- **(12462 US):** Engage in a range of speaking and listening interactions for a variety of purposes

4. Topics

Module 1: Power Hand Tools on a Construction Site

- Types and selection of power hand tools
- Safe operation procedures
- Maintenance and storage of tools
- Workplace safety considerations

Module 2: Minor Maintenance on Water Supply Systems

- Types of valves and washers
- Repairing leaks and replacing washers
- Minimizing water loss
- Practical maintenance exercises

Module 3: Basic Water-Related Mechanical and Electrical Equipment

- Identification of pumps, drives, and energy units
- Pre-start checks and safety inspections
- Detection of mechanical irregularities
- Hands-on operational exercises

Module 4: Security, Safety, and Environmental Awareness

- Personal safety risk identification
- Fire safety and prevention
- Security risk assessment
- Community and environmental risk management
- Risk investigation exercises

Module 5: Communication Skills – Speaking and Listening

- Principles of effective communication
- Oral interaction strategies
- Listening skills for understanding
- Communication in group and workplace contexts

We trust that the above is in order and look forward to hearing from you for Implementation

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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