

Health and Safety, and Environmental Fundamentals

1. Overview

This Health and Safety Skills Programme is designed to build foundational competence in health, safety, wellness, and workplace communication for individuals across diverse work environments. Participants will gain practical knowledge of health and safety legislation, hazard identification, basic equipment maintenance, HIV/AIDS awareness, and professional communication during meetings.

The programme is ideal for employees aiming to contribute to safe, organized, and compliant workplaces, particularly in roles related to safety, facilities support, or office administration.

2. Learning Outcome:

- Apply fundamental health and safety practices in everyday work activities
- Identify, assess, and manage workplace hazards effectively
- Operate and maintain standard office equipment responsibly
- Understand the impact of HIV/AIDS in the workplace and promote a supportive work environment
- Plan and prepare professional communication materials, such as agendas and meeting minutes

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0801
SAQA US:	9964, 13915, 113852, 13934, 114976
NQF Level:	2
Credits:	23
Entry Requirements:	Communication & Mathematical Literacy at NQF 1
Training Options:	Online - Each participant will receive the programme materials and resources are emailed to the participants. 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 the learning material by email to the participant. 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

- **(9964 US):** Apply health and safety to a work area
- **(13915 US):** Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace
- **(113852 US):** Apply occupational health, safety and environmental principles
- **(13934 US):** Plan and prepare meeting communications
- **(114976 US):** Operate and take care of equipment in an office environment

4. Topics

- Module 1: Workplace Safety Fundamentals
- Module 2: Health, Safety, and Environmental Best Practices
- Module 3: Office Equipment Operation and Maintenance
- Module 4: HIV/AIDS Awareness in the Workplace
- Module 5: Effective Meeting Preparation and Communication

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.

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