

Practical Supervisory Skills with Task Observation and COIDA Awareness

1. Overview

This programme equips participants with the knowledge and skills to manage occupational injury and disease compensation claims effectively within the workplace. Participants will understand relevant legislation, claims procedures, and supervisory roles related to occupational health and safety. It is designed for individuals seeking to enhance their supervisory capabilities or pursue national qualifications related to workplace safety and compensation.

2. Learning Outcome:

- Explain the circumstances under which compensation may be claimed and the criteria for awards
- Provide an overview of current legislation pertaining to occupational injury and disease compensation
- Demonstrate an understanding of supervisory roles including planning, leading, organising, and controlling employees
- Prepare, conduct, record, and follow up on task observations in compliance with health and safety regulations
- Explain the purpose and application of COIDA, including concepts such as negligence and dispute resolution
- Analyse workplace scenarios in relation to COIDA coverage

Qualification:	Certificate of Completion
Duration:	3-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0959
SAQA US:	259610, 113845, 120337, 120344
NQF Level:	4
Credits:	18
Entry Requirements:	Communication at NQF 3
Training Options:	Online - Each participant will get access to Moodle that includes all the materials and resources needed for the programme. There will be Microsoft Teams sessions with a facilitator.

3. Program Content

- **(259610 US):** Demonstrate basic understanding of the procedure for submission of compensation claims for injuries and occupational diseases
- **(113845 US):** Supervise employees
- **(120337 US):** Demonstrate knowledge pertaining to the preparation, conducting, recording and follow-up actions of a planned task observation in a working place
- **(120344 US):** Demonstrate knowledge and understanding of relevant current occupational health and safety legislation

4. Topics

- Introduction to Occupational Injury and Disease Compensation
- Supervisory Skills in the Workplace
- Task Observation Competency
- Legal and Site-Specific Requirements
- Understanding COIDA

5. 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