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Introduction

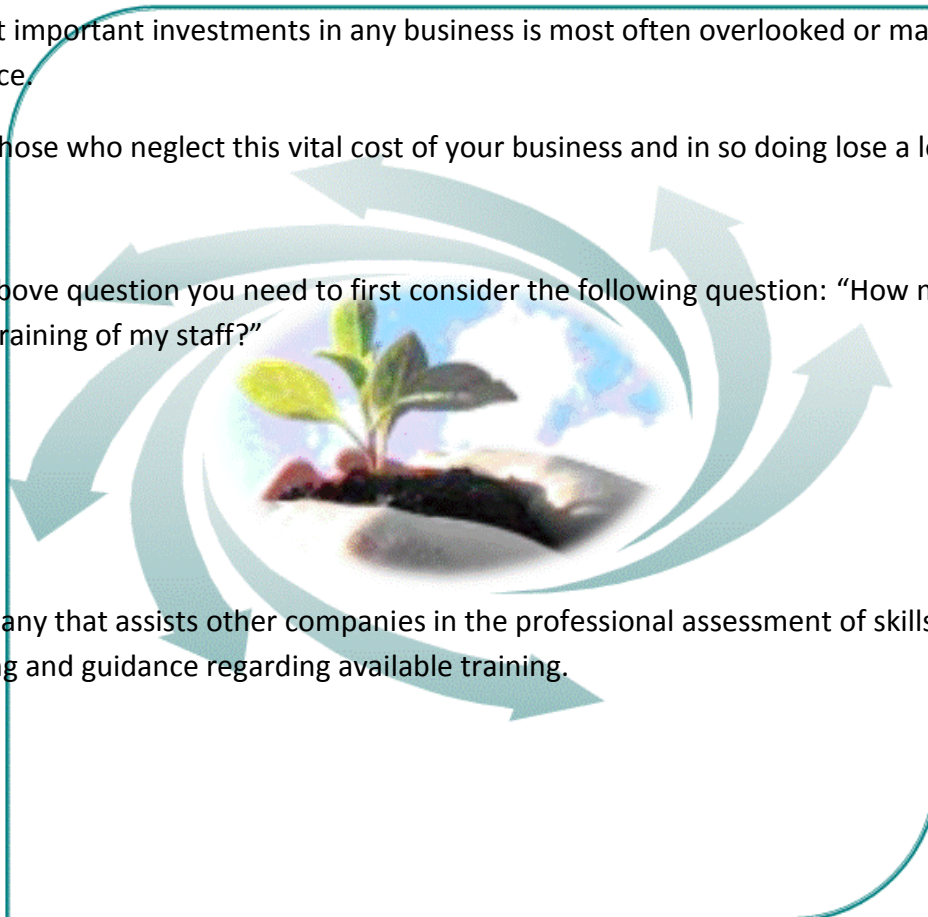
In today's economic climate it is the goal of every company or business to make as much money as possible with the minimum expenditure, keeping the overheads as low as possible. There are however certain unavoidable running expenses that is tantamount to the success of every business i.e.:

- start-up costs,
- Necessary overhead costs,
- Advertising etc.

One of the most important investments in any business is most often overlooked or made out to be of little consequence.

Are you one of those who neglect this vital cost of your business and in so doing lose a lot of money?

To answer the above question you need to first consider the following question: "How much time have I invested in the training of my staff?"



SAPEV is a company that assists other companies in the professional assessment of skills training needs, providing training and guidance regarding available training.

1. ABOUT US

The company was formed in 1991 and up to January 2013 traded under the name Personal Study Profiles CC with Mr Phillip Verwey as the sole director. At the end of 2012 it was decided to expand the directorship of the company. Instead of adding another director to the company with legal advice it was decided to register a new company **SAPEV Training Consultants (Pty) Ltd.**

In conjunction with the name change SAPEV Training Consultants (Pty) Ltd is also in the process of registering for accreditation with CETA and ETDP-SETA. For the duration of the registration process SAPEV has a Memorandum of Understanding with Alberton Agisanang Training for the issue of certificates on behalf of SAPEV Training for all Unit Standard accredited training. In addition SAPEV Training Consultants also has a Memorandum of Understanding with DAKEM Trading for the sale and supply of all safety equipment.

At SAPEV Training Consultants (Pty) Ltd we are committed to providing:

AFFORDABLE, QUALITY training solutions by way of:

- **WORKABLE** solutions to your requirements,
- **PRACTICAL** methods of implementation,
- **REALISTIC** paths of growth that would:
 - **CHALLENGE** stagnant mindsets & comfort zones
 - **ENCOURAGE** accountability & responsibility
 - **PROMOTE** creativity and vision
 - **EMPOWER** individuals
 - **MOTIVATE** staff

We are passionate about:

GROWING people by supplying quality design and training solutions.

We are delighted that you are visiting our world and we hope that your experience will be just the start to a mutually beneficial growth partnership!

We look forward to meeting you soon!

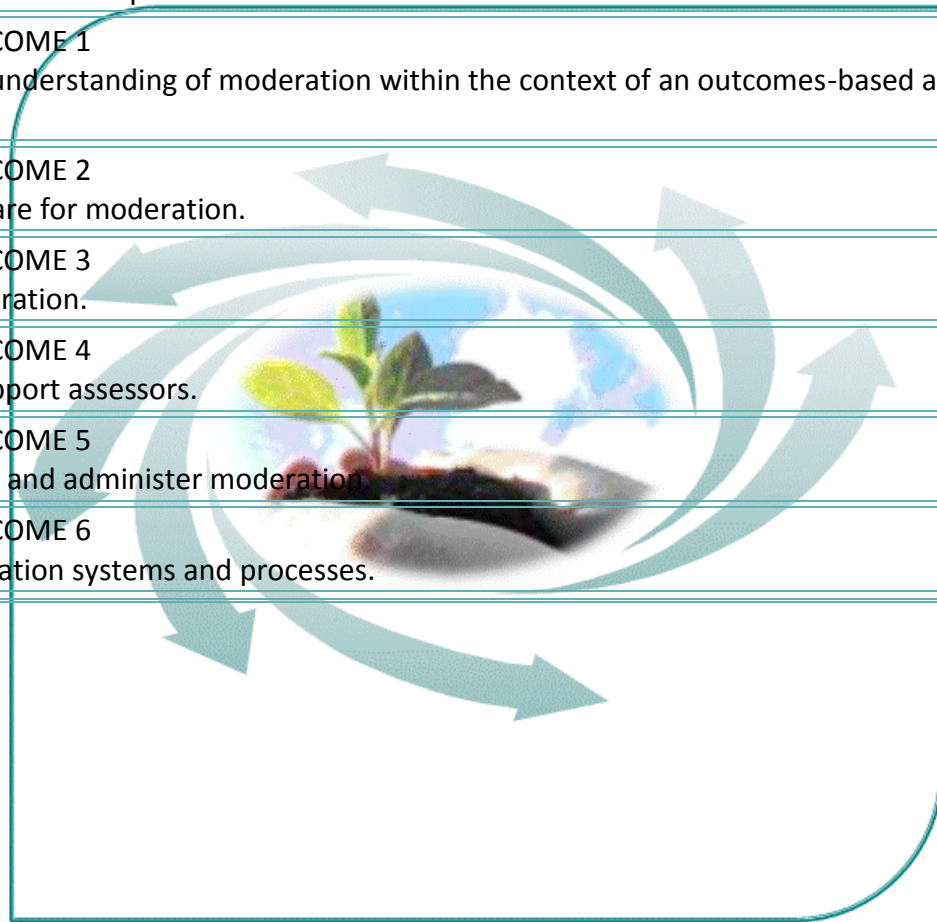
2. COURSE OUTLINES

1. UNIT STANDARD COURSES

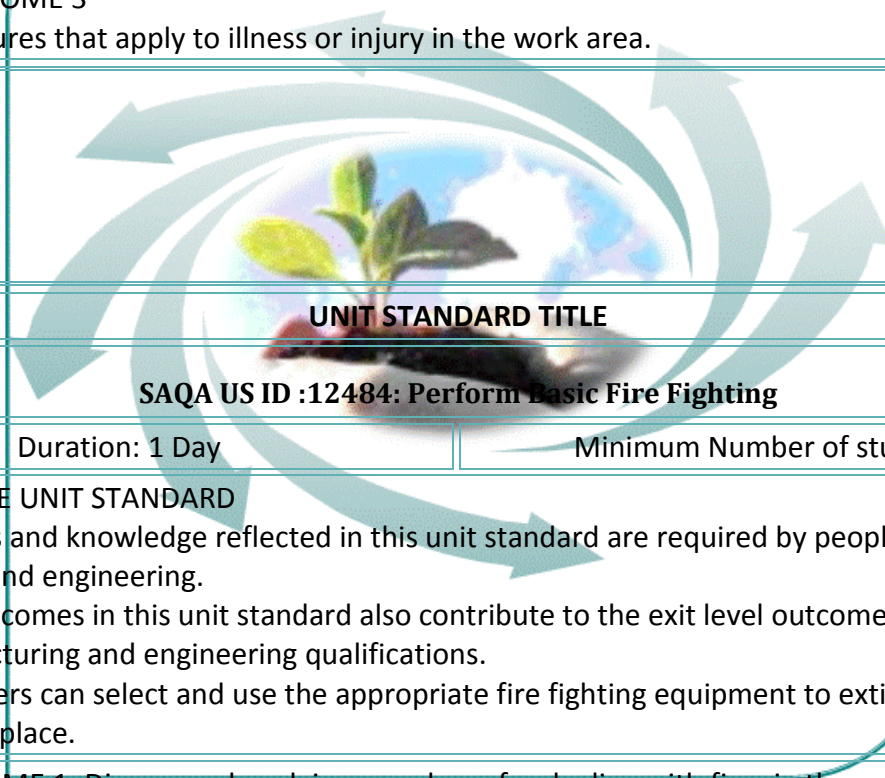
UNIT STANDARD TITLE	
SAQA US ID: 117871: Facilitate learning using a variety of given methodologies	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This unit standard will provide recognition for those who facilitate or intend to facilitate learning using a variety of given methodologies. Formal recognition will enhance their employability and also provide a means to identify competent learning facilitators.	
SPECIFIC OUTCOME 1 Plan and prepare for facilitation.	
SPECIFIC OUTCOME 2 Facilitate learning.	
SPECIFIC OUTCOME 3 Evaluate learning and facilitation	

UNIT STANDARD TITLE	
SAQA US ID: 115753: Conduct outcomes-based assessment	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications.	
Those who achieve this unit standard will be able to conduct assessments within their fields of expertise. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of Education Training and Development Practices and Human Resource Development.	
SPECIFIC OUTCOME 1 Demonstrate understanding of outcomes-based assessment.	
SPECIFIC OUTCOME 2 Prepare for assessments.	
SPECIFIC OUTCOME 3 Conduct assessments.	
SPECIFIC OUTCOME 4 Provide feedback on assessments.	
SPECIFIC OUTCOME 5 Review assessments.	

UNIT STANDARD TITLE	
SAQA US ID: 115759: Conduct moderation of outcomes-based assessments	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development.	
SPECIFIC OUTCOME 1 Demonstrate understanding of moderation within the context of an outcomes-based assessment system.	
SPECIFIC OUTCOME 2 Plan and prepare for moderation.	
SPECIFIC OUTCOME 3 Conduct moderation.	
SPECIFIC OUTCOME 4 Advise and support assessors.	
SPECIFIC OUTCOME 5 Report, record and administer moderation.	
SPECIFIC OUTCOME 6 Review moderation systems and processes.	



UNIT STANDARD TITLE	
SAQA US ID: 9964: Apply Health And Safety To A Work Area	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD The purpose of this Unit Standard is to enable learners to apply basic health and safety legislation in the form of standards and procedures governing health and safety in the workplace, to ensure that they contribute to a safe, healthy environment for themselves and others.	
SPECIFIC OUTCOME 1 Identify potential hazards in the work area.	
SPECIFIC OUTCOME 2 Limit damage to persons or property in the case of an emergency.	
SPECIFIC OUTCOME 3 Follow procedures that apply to illness or injury in the work area.	



UNIT STANDARD TITLE	
SAQA US ID :12484: Perform Basic Fire Fighting	
Duration: 1 Day	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD The skills, values and knowledge reflected in this unit standard are required by people in the field of manufacturing and engineering. The learning outcomes in this unit standard also contribute to the exit level outcomes required for various manufacturing and engineering qualifications. Qualifying learners can select and use the appropriate fire fighting equipment to extinguish or control fires in the workplace.	
SPECIFIC OUTCOME 1: Discuss and explain procedures for dealing with fires in the workplace	
SPECIFIC OUTCOME 2: Identify the type of fire, its context and select the appropriate fire fighting procedure	
SPECIFIC OUTCOME 3: Identify, select and check appropriate fire fighting and safety equipment	
SPECIFIC OUTCOME 4: Fight containable/extinguishable fires	
SPECIFIC OUTCOME 5: Retreat from fire site and hand over to appropriate personnel	
SPECIFIC OUTCOME 6: Report/record status of fire and equipment	

UNIT STANDARD TITLE	
SAQA US ID: 120344: Demonstrate knowledge and understanding of relevant current occupational health and safety legislation	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD Learners found competent in this unit standard will be able to explain the basic principles of relevant current health and safety legislation and the consequences of non-compliance. This unit standard covers the current occupational health and safety and mine health and safety regulations. Specified requirements include legal requirements and are contained in one or more of the following documents: • Current mine health and safety legislation • Current occupational health and safety legislation	
SPECIFIC OUTCOME 1: Demonstrate knowledge and understanding of the basic principles of the relevant legislation.	
SPECIFIC OUTCOME 2: Explain the requirements for compliance as stipulated in the current legislation.	
SPECIFIC OUTCOME 3: Determine the management controls required under legislation to achieve compliance.	
SPECIFIC OUTCOME 4: Demonstrate knowledge and understanding of record keeping required by the legislation.	
SPECIFIC OUTCOME 5: Explain the legal obligations of the employer in terms of training and communication.	

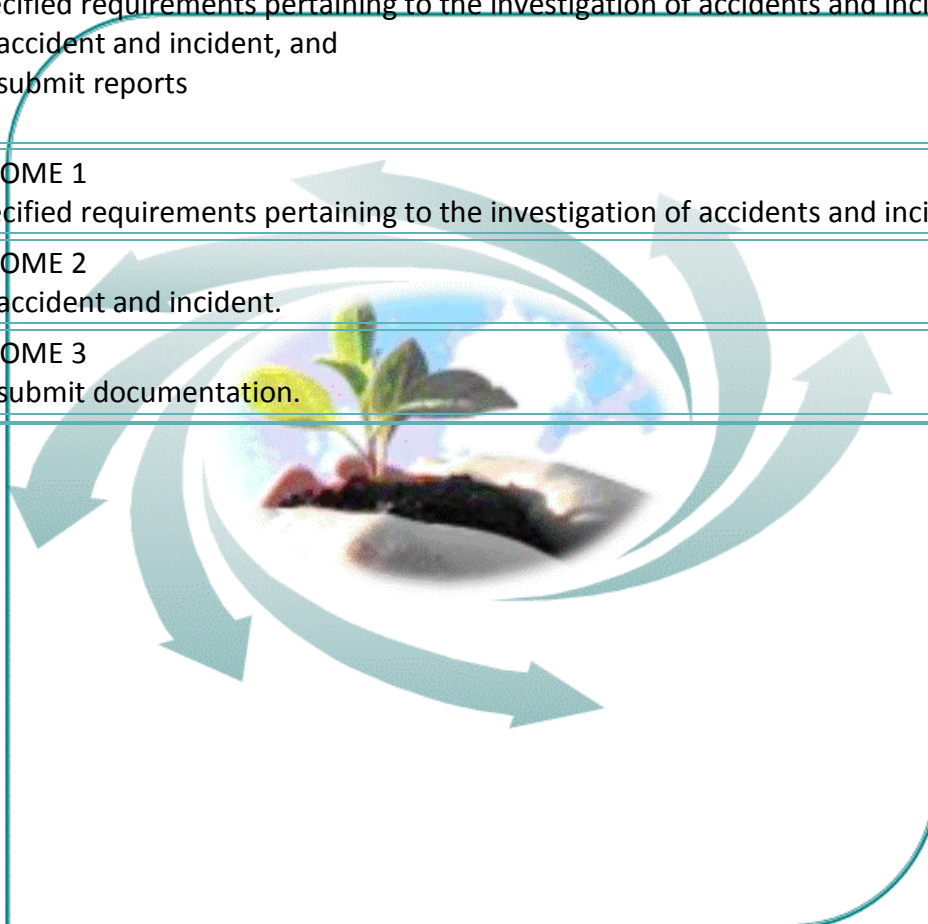
UNIT STANDARD TITLE	
SAQA US ID: 116518: Conduct Safety and Health Representation Activities	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This Unit Standard requires learners to be able to perform safety, health and environmental representation activities and to know health and safety legislation relevant to the functions, duties and responsibilities of a Health and Safety Representative at a working place. Learners credited with this Unit Standard are capable of: • Explaining the specified requirements to conduct safety, health and environmental representation activities at a working place. • Describing the legislative framework of workplace health and safety legislation, legislation pertaining to health and safety representatives and committees, and the effect on the duties of health and safety representatives of health and safety legislation pertaining to the employers and employees (including contractors) • Participating in the actions to address safety, health and environmental related issues. • Participating in activities within safety, health and environmental structures.	
SPECIFIC OUTCOME 1: Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.	
SPECIFIC OUTCOME 2: Describe the legislative framework of workplace health and safety legislation, legislation pertaining to health and safety representatives, and the effect on the duties of health and safety representatives of health and safety legislation.	
SPECIFIC OUTCOME 3: Participate in the actions to address safety, health and environmental related issues.	
SPECIFIC OUTCOME 4: Participate in activities within safety, health and environmental structures.	

UNIT STANDARD TITLE	
SAQA US ID: 12877: Use And Maintain Hand Tools On A Construction Site	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This unit standard will be useful to people who work in the civil construction industry. People credited with this unit standard are able to Identify and select, utilize, and maintain hand tools on a construction site Previously disadvantaged persons who through recognition of prior learning will be able to be accessed against this standard and receive National recognition for their competence. This will enhance their employability and career advancement and contribute to the socio-economic transformation of the country.	
SPECIFIC OUTCOME 1 Demonstrate knowledge of techniques to use and maintain hand tools	
SPECIFIC OUTCOME 2 Identify and select hand tools	
SPECIFIC OUTCOME 3 Utilise hand tools	
SPECIFIC OUTCOME 4 Maintain hand tools	



UNIT STANDARD TITLE	
SAQA US ID: 12878: Use And Maintain Power Hand Tools On A Construction Site	
Duration: 3 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This unit standard will be useful to people who work in the construction industry. People credited with this unit standard are able to Identify and select, utilise, and maintain power hand tools on a construction site. Previously disadvantaged person who through recognition of prior learning will be able to be accessed against this standard and receive National recognition for their competence. This will enhance their employability and career advancement and contribute to the socio-economic transformation of the country.	
SPECIFIC OUTCOME 1 Demonstrate knowledge of technology to use and maintain power hand tools	
SPECIFIC OUTCOME 2 Identify and select Power hand tools	
SPECIFIC OUTCOME 3 Utilize Power hand tools	
SPECIFIC OUTCOME 4 Maintain Power hand tools	

UNIT STANDARD TITLE	
SAQA US ID: 119125 Conduct a preliminary investigation into workplace incidents and accidents	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This unit standard will be useful for people who have the responsibility to conduct a preliminary investigation into workplace incidents and accidents in an underground workplace. People credited with this unit standard are able to: Explain the specified requirements pertaining to the investigation of accidents and incidents Investigate an accident and incident, and Complete and submit reports	
SPECIFIC OUTCOME 1 Explain the specified requirements pertaining to the investigation of accidents and incidents.	
SPECIFIC OUTCOME 2 Investigate an accident and incident.	
SPECIFIC OUTCOME 3 Complete and submit documentation.	



UNIT STANDARD TITLE	
SAQA US ID :120496: Provide risk-based primary emergency care/first aid in the workplace	
Duration: 3 Day	Minimum Number of students: 10
PURPOSE OF THE UNIT STANDARD This Unit Standard will be useful for employees to enable them to provide primary emergency care (first aid) in response to an occupational risk induced or any health emergency in their specific workplaces.	
SPECIFIC OUTCOME 1: Demonstrate the principles of primary emergency care in the workplace.	
SPECIFIC OUTCOME 2: Sustain a basic level of preparedness for health emergencies in the workplace.	
SPECIFIC OUTCOME 3: Assess and manage an emergency scene in the workplace.	
SPECIFIC OUTCOME 4: Demonstrate primary emergency life support for adults, children and infants according to current international protocols	
SPECIFIC OUTCOME 5: Explain and manage shock.	
SPECIFIC OUTCOME 6: Conduct secondary assessment of the sick and/or injured person and provide appropriate primary emergency care within the workplace.	
SPECIFIC OUTCOME 7 Keep records of the incident/accident.	

2. UNIT STANDARD ALLIGNED COURSES

COURSE NAME	
RISK ASSESSMENT / HIRA / DSTI	
Aligned to SAQA US ID: 244383 Conduct continuous hazard identification and risk assessment within a workplace	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE COURSE Understanding the importance of and complying with the Risk Assessment Procedures and Risk Management Plan as prescribed by the company facilitates an overall safer working environment for all employees. Working in a safer environment reduces the risk of injury, loss and damage and creates a healthier working environment for all concerned.	
SPECIFIC OUTCOME 1 Explain the difference between hazard and risk	
SPECIFIC OUTCOME 2 Identify different types of hazards	
SPECIFIC OUTCOME 3 Identify different categories of hazards	
SPECIFIC OUTCOME 4 Identify the best way to deal with hazards	
SPECIFIC OUTCOME 5 Conduct a Risk assessment	



COURSE NAME	
Legal Liability	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE COURSE The issue of health and safety at a workplace has only in recent times been deemed to be important enough that it needs to be comprehensively regulated by statutes. The statutes, however, do not give a clear indication as to how one fulfils their requirements.	
SPECIFIC OUTCOME 1 To provide the attendees with an understanding of the aims of the Legislation;	
SPECIFIC OUTCOME 2 To provide the attendees with an understanding of how they would fulfil these aims	
SPECIFIC OUTCOME 3 To provide the attendees with an understanding of what they could face if they fail to fulfil these aims	

COURSE NAME	
Job Safety Observation Program	
Duration: 1 Days	Minimum Number of students: 10
PURPOSE OF THE COURSE The Job Safety Observation Program can proactively prevent incidents and injuries through the monitoring, trending, and management of safe vs. unsafe Behaviours. The effective communication of safe and unsafe Behaviour trends to the contractors and project management is critical to a successful program.	
LEARNING OBJECTIVES / DESIRABLE OUTCOMES • Explain the specified requirements pertaining to the Job Safety Observations requirements • Gather information for workplace safety, health and environment Job Safety Observations • Conduct a Job safety Observation. • Make Recommendations/Corrections • Complete and submit documentation	

COURSE NAME	
Supervisory Course	
Aligned to SAQA US ID: 262884 - Supervise health and safety on a construction project 262845 - Supervise construction Teams	
Duration: 5 Days	Minimum Number of students: 10
PURPOSE OF THE COURSE To train current and potential supervisors to develop, implement and monitor a Health and Safety site plan, identify specific hazards related to the construction environment, supervise the implementation of steps to limit damage to persons and property , monitor the performance of team members and provide on-job training and coaching. These competencies complement the other core supervisory competencies	
SPECIFIC OUTCOME 1 Demonstrate an understanding of Health and Safety on a construction site.	
SPECIFIC OUTCOME 2 Identify different types of hazards	
SPECIFIC OUTCOME 3 Limit damage to persons or property in the case of an emergency.	
SPECIFIC OUTCOME 4 Supervise work team and monitor performance.	
SPECIFIC OUTCOME 5 Train, coach and develop team members.	

3. NON-UNIT STANDARD COURSES

COURSE NAME	
DCP Testing Course	
Duration: 1 Days	Minimum Number of students: 10
PURPOSE OF THE COURSE This course aims to teach engineers, site supervisors, site foreman, team leaders and team members to effectively and accurately perform a Dynamic Cone Penetration Test.	
LEARNING OBJECTIVES / DESIRABLE OUTCOMES • Correctly assemble Dynamic Cone Penetrometer. • Correctly identify the correct site as indicated by engineer. • Correctly and accurately perform dynamic cone penetration test. • Correctly and accurately record penetration data.	
COURSE NAME	
Soil Identification and Nomination Course	
Duration: 2 Days	Minimum Number of students: 10
PURPOSE OF THE COURSE The course aims to teach learners (Site Supervisors / Site Managers/ Site Foremen and team leaders) to do an appropriate on-site analysis, classification and nomination of soil types on any specific site for the various structure types to be erected	
LEARNING OBJECTIVES / DESIRABLE OUTCOMES • To help clarify roles and responsibilities of various role players. • To enable learners to understand the soil nomination procedure as prescribed by the company. • To enable the learner to visually recognize the various soil types. • To enable the learner to define the various soil types • To teach the learner how to complete the Soil Survey Quality Forms supplied by the company	

COURSE NAME	
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Theodolite Training Course	
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Duration: 2 Days	Minimum Number of students: 10
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PURPOSE OF THE COURSE

This course aims to teach site supervisors, engineers, site foreman and team leaders and team members to effectively and correctly set up and use a theodolite in the construction of a lattice structure

LEARNING OBJECTIVES / DESIRABLE OUTCOMES

- Demonstrate the correct principles in storing, packing and unpacking of equipment
- Correctly identify, name and explain the functions of the different parts of a theodolite.
- Correctly assemble the different parts of a theodolite and set up a theodolite for use.
- Use a theodolite to correctly set out points of reference

COURSE NAME	
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Earth Resistance Course	
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Duration: 1 Days	Minimum Number of students: 10
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PURPOSE OF THE COURSE

This course aims to teach site supervisors, engineers, site foreman and team leaders and team members to effectively and correctly set up and use a Megger earth resistivity tester in the construction of a steel structure

LEARNING OBJECTIVES / DESIRABLE OUTCOMES

To teach persons responsible for using the earth resistance measuring equipment to:

- Understand the working of the equipment
- Identify the different parts and their use
- The correct method of setting up the equipment for use
- Take, record and report correct readings, according to the company procedure

COURSE NAME

Tubelar Crimp Jointing Course

Duration: 1 Days

Minimum Number of students: 10

PURPOSE OF THE COURSE

This course aims to teach site supervisors, engineers, site foreman and team leaders and team members to effectively and correctly conduct crimp jointing in the construction of overhead power lines

LEARNING OBJECTIVES / DESIRABLE OUTCOMES

This course aims to teach engineers, site supervisors, site foreman, team leaders and team members to:
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- | |
|---|
| <ul style="list-style-type: none">• Effectively and accurately perform a crimp joint using a hydraulic crimper.• The crimps are applicable for mid-span joints as well as dead end joints using a tubular crimp joint on both Aluminium Conductor Steel Reinforced (ACSR)• but are equally applicable to all Aluminium Conductors (AAAC) except that references to the steel core should obviously be ignored.• The course also aims to teach employees to make steel earth wire and stay wire crimp joints using steel barrel tubular joints. |
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COURSE NAME

Setting out of Lattice Foundations Course
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Duration: 3 Days

Minimum Number of students: 10

PURPOSE OF THE COURSE

This course aims to teach site supervisors, engineers, site foreman and team leaders to effectively and correctly set out the excavation co-ordinates for Lattice structure foundations and stay structure foundations.

LEARNING OBJECTIVES / DESIRABLE OUTCOMES

- | |
|--|
| <ul style="list-style-type: none">• Correctly identify the correct site.• Correctly and accurately identify, mark out position and place indicator pegs.• Correctly and accurately mark out excavation.• Safely secure the excavation site.• Determine the suitability of excavated soil for backfilling purpose.• Ensure that excavation is done to correct length, width and depth. |
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COURSE NAME

Hydraulic Stay Testing Course

Duration: 1 Days

Minimum Number of students: 10

PURPOSE OF THE COURSE

This course aims to teach site supervisors, engineers, site foreman and team leaders and team members to effectively and correctly conduct Stay testing on planted stays in the construction of overhead power lines

LEARNING OBJECTIVES / DESIRABLE OUTCOMES

- Understand the working of the equipment
- Identify the different parts and their use
- The correct method of setting up the equipment for use
- Take, record and report correct readings, according to the company procedure

COURSE NAME

SF6 Gassing of Circuit Breakers Course

Duration: 1 Days

Minimum Number of students: 10

PURPOSE OF THE COURSE

This course aims to teach site supervisors, engineers, site foreman and team leaders and team members to effectively and correctly fill a circuit breaker with SF6 Gas in the construction of a substation.

LEARNING OBJECTIVES / DESIRABLE OUTCOMES

- At the end of the course the learners should have sufficient knowledge of filling Circuit Breakers with SF6 gas
- Learner should be able to determine the gas status of the breakers before filling
- Learners should be able to properly connect SF6 Gas cylinder to breaker poles
- Learners should be able to properly connect inter-phase piping between breaker poles and pressure switch

4. SOFT SKILLS TRAINING COURSES

EFFECTIVE CLIENT CARE	
Duration: 6 Modules of 2 Hours each	
Target Group: Any person who has to deliver a service or product to someone else inside or outside his/her company.	
• Module 1 Introduction to client care	To introduce participants to the concept of client care and the importance thereof. To objectively look at and analyze the current reality, thereby identifying key areas where we can improve existing client care. To arrive at a practical, do-able definition of client care
• Module 2 Creating winning attitudes	To guide participants in the process of creating win-win situations at all stages of interaction with clients. To determine ways to motivate the individual and the team.
• Module 3 Communication	To demonstrate communication and listening skills through interactive participation of all attendees. To establish realistic, workable communication procedures for daily use.
• Module 4 Colleagues as clients	To promote the importance of knowing your client. To introduce practical steps for identification of client needs.
• Module 5 Setting client focus standards	To discuss and promote the importance of client focus standards. To determine and set up relevant client focus standards
• Module 6 Effective teamwork	To demonstrate the importance of effective teamwork. To stimulate creative ideas to increase quality service.

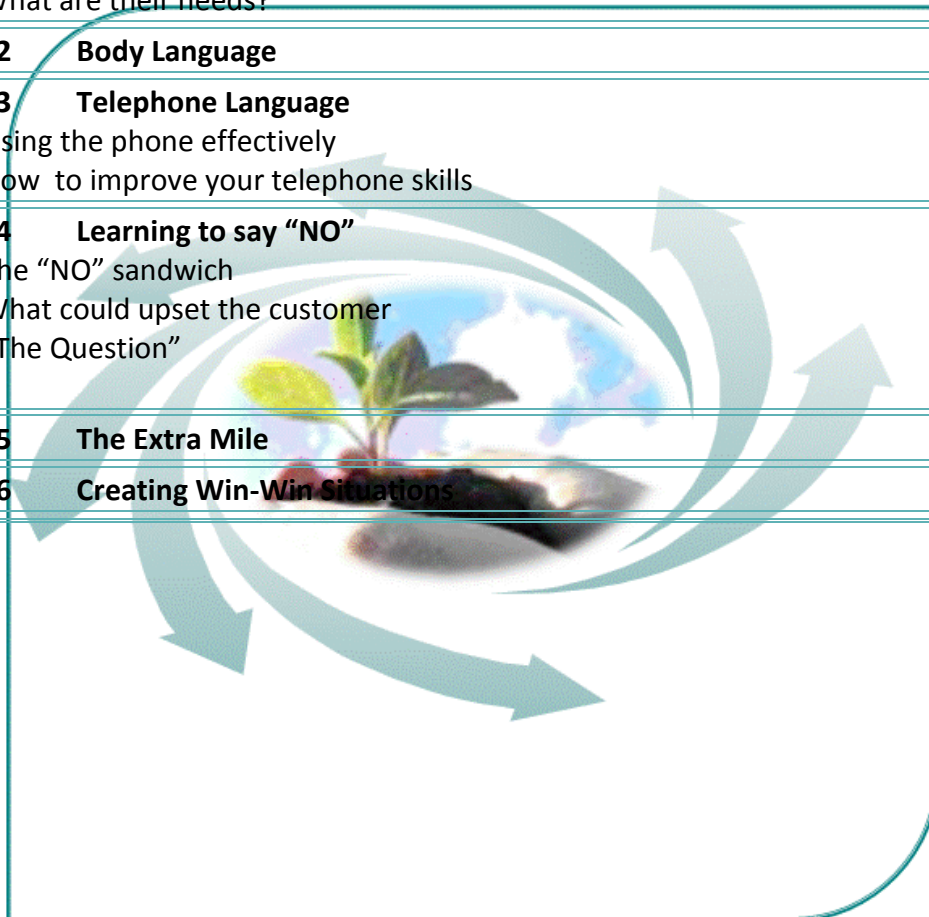
CUSTOMER SERVICE

Duration: 1 day

Target Group:

Any person who sells or supports any product or service which requires a direct contact with a customer or user.

- **Module 1 Identifying your customers**
 - Internal
 - External
 - What are their needs?
- **Module 2 Body Language**
- **Module 3 Telephone Language**
 - Using the phone effectively
 - How to improve your telephone skills
- **Module 4 Learning to say “NO”**
 - The “NO” sandwich
 - What could upset the customer
 - “The Question”
- **Module 5 The Extra Mile**
- **Module 6 Creating Win-Win Situations**



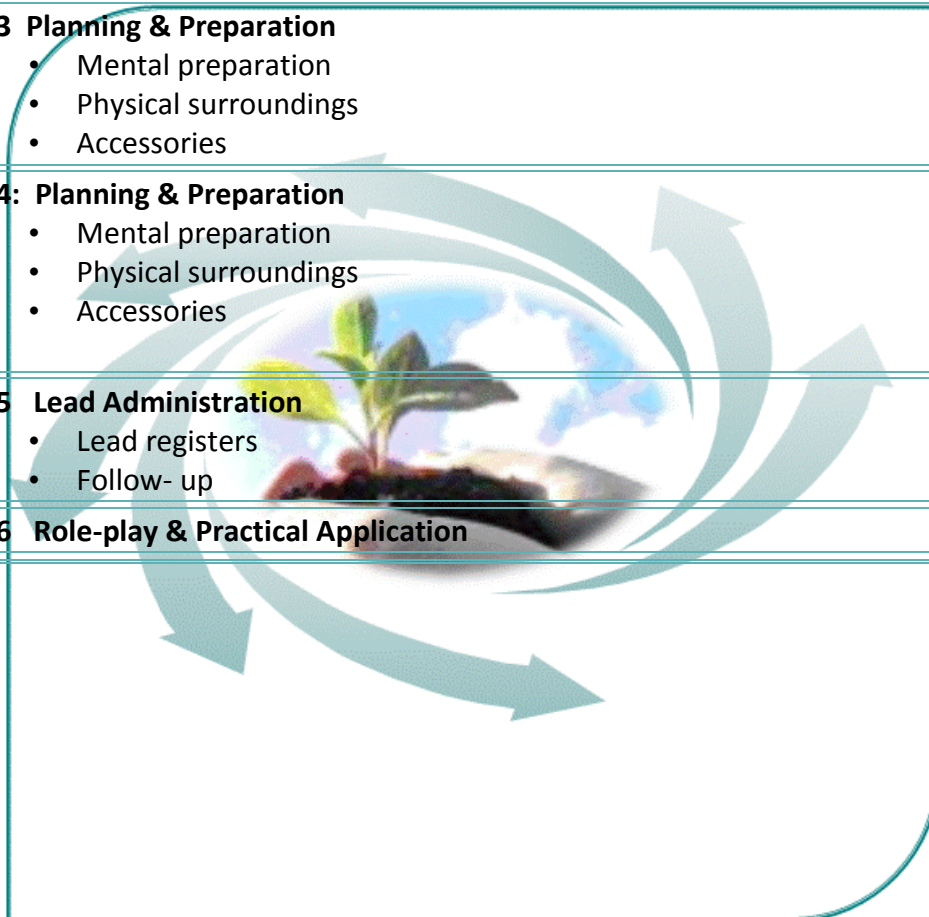
TELEMARKETING

Duration: 1 day

Target Group:

Any person using a telephone to canvass potential customers for business purposes

- **Module 1 Psychology of Selling**
- **Module 2 Lead Generation**
 - Listing
 - Cold canvassing
 - Referrals
- **Module 3 Planning & Preparation**
 - Mental preparation
 - Physical surroundings
 - Accessories
- **Module 4: Planning & Preparation**
 - Mental preparation
 - Physical surroundings
 - Accessories
- **Module 5 Lead Administration**
 - Lead registers
 - Follow- up
- **Module 6 Role-play & Practical Application**



SALES AND MARKETING

Duration: 4 days

Target Group:

Any person involved in the selling of any product or service offered to the clients of the company.

Day 1

- Psychology of Selling
- Right Mental Attitude
- The Salesperson-A Professional Approach
- Selling Yourself and Your Product
- How to Make People Want to Buy From You
- Lead Generation
- Telephone Techniques
- Making Appointments
- Scenarios
- Practical

Day 2

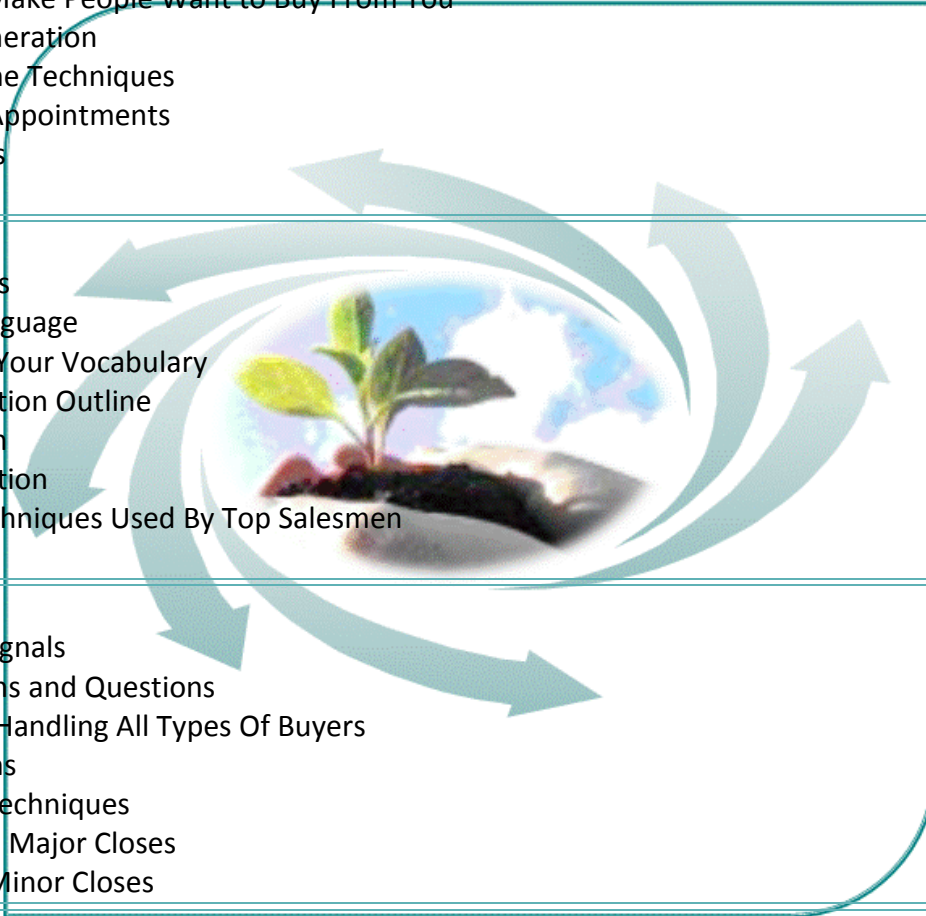
- Sales Aids
- Body Language
- Building Your Vocabulary
- Presentation Outline
- Approach
- Presentation
- Sales Techniques Used By Top Salesmen
- Practical

Day 3

- Buying Signals
- Objections and Questions
- Ways of Handling All Types Of Buyers
- Tie Downs
- Closing Techniques
 - 7 Major Closes
 - Minor Closes

Day 4

- Motivation
 - Goal Setting
 - Time Planning
- One Certain Way To Increase Sales
- Ways Of Improving Your Sales Ability



MEMORY AND SPEED READING SKILLS

Duration: 2 days

Target Group:

Professionals who need to remember a considerable amount of things that happen on a daily basis.
People who need to study for a course, test or exam. Anyone needing to memorise presentations or speeches on a regular basis.

EFFECTIVE READING

Module 1 Introduction

- Aim of Effective Reading
- Mechanics of Reading
- Computing your Reading Rate
- Evaluation Retention Rate
- Progress Chart
- Reading Exercises

Module 2 Speed Reading vs. Effective Reading

- Defining the Purpose of your Reading
- Identifying Problems
- Reading Exercises

Module 3

- Different Types of Reading Material
- Using Hand Movements
- Reading Exercises

Module 4

- Making Study Reading into Intellectual Gymnastics
 - a. Read to Understand
 - b. Recall Patterns Reading Exercise
- Reading Exercises
- Overview
- Conclusion

MEMORY SKILLS

- How the Brain Works
- Mnemonic Techniques
 - ✓ Association and visualisation
 - ✓ Number-shape system
 - ✓ Number-sound system
 - ✓ Alphabet system
 - ✓ Chain system
- Mind Mapping
- Classical Room System

STUDY METHODS

Duration: 6 Modules of 2-3 Hours each

Target Group:

Any person who has to study effectively from the age of Gr. 5

Module 1 - Association techniques

- How the brain works
- How to associate
- How to remember
- Classification of keywords
- Introduction to chain system

Module 2 - Note format

- Format
- Aim of taking notes
- Preparation
- Visual clarity
- Keywords

Effective Reading

Module 3 - Mnemonic Systems

- Number - Shape System
- Number - Sound System
- Abbreviation System
- Alphabet System
- Classic room system
- Major System
- Number System
- Colour System

Module 4 – Essay techniques

- H – 5 birds
- SIDES
- Skeleton

Public Speaking

Effective listening techniques

Module 5 – Goal setting

- Exam techniques
- Study timetable

Module 6 – Application

- Biology, Maths, Science, Learning subjects, Languages etc.

5. COURSE DESIGN

SAPEV (Pty) Ltd takes great pride in the function they offer as course designers.

Below is a list of courses that has been designed and or customised for various stake holders over the last 20 years.

Our aim is to design or customize to fit with client specifications.

1. Soft Skills Courses

- Basic Adult Literacy & Numeracy Program- Funda Centre and Langa, Gugulethu and Khayalitsha community centres
- Advanced Study Skills for Students
- Memory and Speed Reading Skills for Professionals - Various SMME Companies
- Study Guidance for Parents (Ceative Broking Company)
- Effective Client Care - Old Mutual ISE- Pinetown and various SMME Companies
- Telemarketing - Old Mutual Headoffice Pinetown and various other SMME Companies
- Customer Service - Various SMME Companies
- Sales and Marketing - SDL-Groep
- Goal Setting and Time Planning - Various SMME Companies
- Occupational Safety and Security for Farm Workers - Grabouw Co-Operation

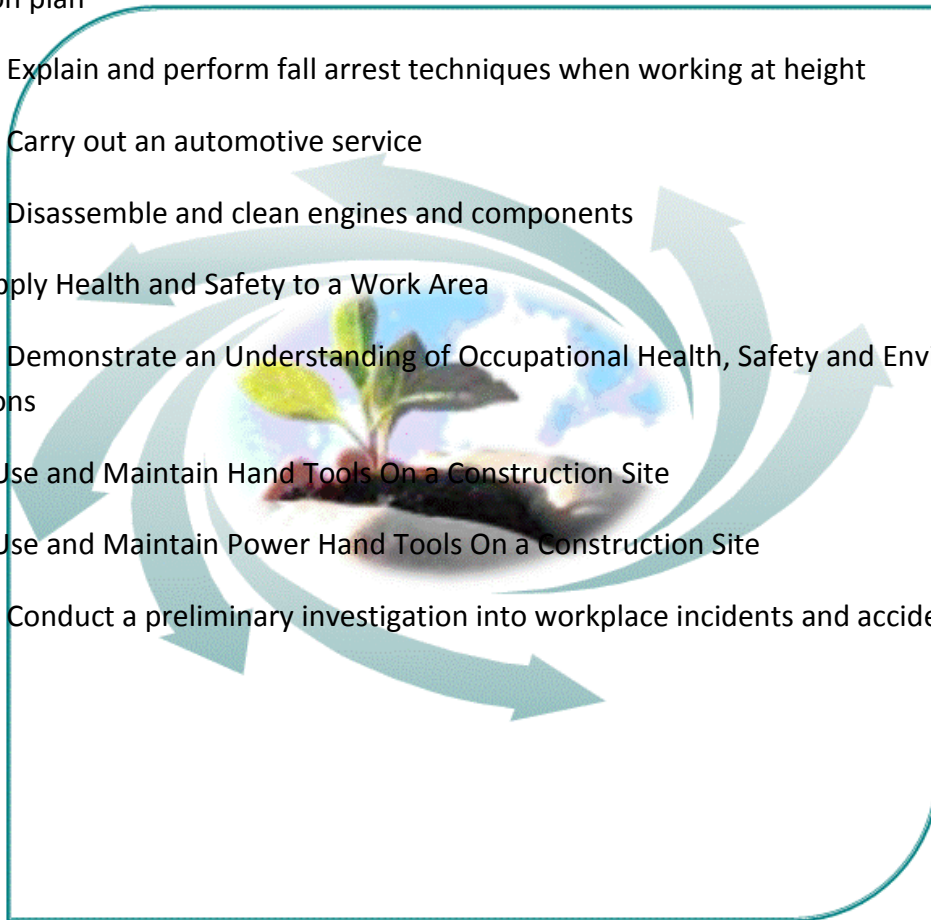
2. Technical Skills Courses

- Soil Identification and Nomination - Consolidated Power Projects
- Dynamic Cone Penetration Testing - Consolidated Power Projects
- Tubular Crimp jointing - Consolidated Power Projects
- V-block Setting out Lattice Foundations - Consolidated Power Projects
- Setting out Monopole Foundations - Consolidated Power Projects
- Monopole Backfilling and Compaction - Consolidated Power Projects
- Stay Testing - Consolidated Power Projects

- Earth Resistance - Consolidated Power Projects
- Risk Assessment - Consolidated Power Projects
- Use of Theodolite - Consolidated Power Projects
- SF6 Gas filling of a circuit breaker - Consolidated Power Projects

3. Unit Standard Courses

- **229995** - Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan
- **229998** - Explain and perform fall arrest techniques when working at height
- **260719** - Carry out an automotive service
- **244043** - Disassemble and clean engines and components
- **9964** - Apply Health and Safety to a Work Area
- **246667** - Demonstrate an Understanding of Occupational Health, Safety and Environmental Legislations
- **12877** - Use and Maintain Hand Tools On a Construction Site
- **12878** - Use and Maintain Power Hand Tools On a Construction Site
- **119125** - Conduct a preliminary investigation into workplace incidents and accidents



6. QUALIFICATIONS

6.1. Company Registration


Companies and Intellectual
Property Commission
a member of the sb group

**COMPANIES AND INTELLECTUAL PROPERTY COMMISSION
REPUBLIC OF SOUTH AFRICA**

Form CoR 14.3 - Registration Certificate

Issue date:	08/03/2013
Print date:	08/03/2013
Customer code:	SHELFK
Tracking number:	110444315

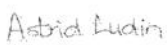
Concerning:

SAPEV TRAINING CONSULTANTS (Pty) Ltd 2013/039675/07

The above company has been registered in terms of section 14 of the Companies Act, 2008.

In accordance with the Notice of Incorporation, the registration of the company takes effect on 08/03/2013.

In conjunction with this certificate, the Commission has not issued another notice contemplated in section 12 (3).


Commissioner: CIPC

MKB MKB

About this Notice

This Notice is issued in terms of section 14 of the Companies Act, 2008, and Regulation 14 of the Companies Regulations, 2011.

If the Commission has altered the name of the company, in terms of section 14 (2) (b), the company may file an amended Notice of Incorporation to change the name.

If the Commission has issued a Notice of a Potentially Contested Name in conjunction with the Certificate, the company must serve that Notice on each person identified in the Notice, and any such person has the right to challenge the use of the name, by the company.

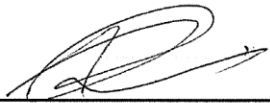
The Companies and Intellectual Property Commission of South Africa
P.O. Box 429, Pretoria, 0001, Republic of South Africa
Docex 256, Pretoria
Contact centre 086 100 2472
www.cipc.co.za





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6.2. Company BEE Certificate

<u>ALUN JEFFREY RICH</u> ACCOUNTING SERVICES	
Broad-Based Black Economic Empowerment Exempt Micro-Enterprise Verification Certificate Issued to	
SAPEV TRAINING CONSULTANTS (PTY) LTD	
41 Moerdyk Street, SW 5, Vanderbijlpark, 1911	
Registration Number: 2013/039675/07 Entity Type: Company And is Deemed to be a	
Exempt Micro-Enterprise Certificate number: EME01/0003/14	
Level 4 (=75 but <85) Contributor B-BBEE Procurement Recognition Level of 100%	
<u>BEE STATUS</u>	
Black Ownership:	No
Value –Adding Supplier:	No
Charter or Codes of Good Practice:	Codes of Good Practice
	
Alun Jeffrey Rich Fellow of the Chartered Institute of Secretaries and Administrators (CISA) Practice Company: 95302	
4th Floor, The Strand Building 37 Strand Street Cape Town 8000	
Date of Issue: 22 January 2014 Expiry Date: 23 January 2015	



Education, Training and Development
Practices Sector
Education and Training Authority
www.etdpseta.org.za

✉ 24 Johnson Road, Riverwood Office

☎ (011) 372-3300
🖨 (011) 453-5379

SOR Number : 310608

Statement of Results

Learner Name : Verwey Phillip Eugene

Learner ID : 6505235142082

Miscellaneous Unit Standards

US Code	US Title	Credits	Endorsement Number	Assessment Date
115753	Conduct outcomes-based assessment	15	US-44445	26 Mar 2012
117671	Facilitate learning using a variety of given methodologies	10	US-44445	26 Mar 2012

* - Competent RPL

Mr Thabani Gula
Assistant ETQA Manager
ETDP SETA

Report Date : 2012/04/20

Page 1 of 1



The Institute of People Development
43 Norfolk Road, Carlswald, Midrand,
South Africa
P.O. BOX 2944, Halfway House, 1685
Tel: (011) 315 2913
Fax: 086 688 0042
www.peopledev.co.za

21 November 2013

TO: WHOM IT MAY CONCERN

RE: ASSESSMENT OF PHILLIP EUGENE VERWEY

Please be advised that *Phillip Eugene Verwey (6505235142082)* attended the Recognition of Prior Learning course in 2009

He was assessed and found competent against the following Qualification:

50333: National Diploma: Occupationally Directed Education, Training and Development Practices

Please take note verification has endorsed this result and it will be uploaded to the ETDP SETA database in February 2014.

Yours faithfully,

Liezl Kleynhans
Project Coordinator
Institute of People Development
(011) 315 2913
liezl@peopledev.co.za

7. TRAINING COST

For a quotation on any Training cost contact Phillip Verwey on 082 0517 581 or email training requirements to sapevtraining@gmail.com or fax to 086 626 4760

