

Driving Skills Training

Geared to produce Professional Competent Drivers
whilst saving Fuel and Maintenance Costs

Company Information

Name of company	Ikhwezelihle Training Institute Pty Ltd
Registered Address Head Office	23 Richards Drive Gallagher Corner Block A unit 4B Midrand 1685
Contact Number	011 805 1176 (W) 011 805 0233 (F) 081 314 2076 (M) Email: zodwa@ikhwezelihle.co.za
Accreditations	Department of Labour - Accreditation No. 919 Transport Education and Training Authority (TETA) - Accreditation No. TETA17-825 Constuction Education & Training Authority (CETA) - Accreditation No. ACC/17/07/00027 Safety and Security Sector Education & Training Authority (SASSETA) - Accreditation No. 131999692137
Durban Branch	Shop 7 & 8, First Floor 9/11 Industrial Park Road (Inside the new Shell Garage) Phoenix 4068
Limpopo Satellite Branch	Muvex House 25A Erasmus Street Makhado Limpopo
East London Satellite Branch	25 Oxford Street East London Eastern Cape

Introduction

Ikhwezelihle commenced business in 2012 immediately after the registration of the company. It got its first accreditation as a Training Provider on the 13th April 2013 from SASSETA to train two qualifications. Over the years it has acquired accreditations from CETA, ETDP SETA, INSETA, LGSETA, MICT SETA, QCTO, Service SETA and TETA. Since 2012 the organisation has grown its business base, and currently the core business is **Training, HR Consulting and Project Management**. We have conducted training across South Africa, training various qualifications. We specialise in Learnerships, Skills Programmes, Full Qualifications, Regulatory Trainings and Hosting of Public Courses. Most of our trainings are accredited and the learning material we use has been approved by the SETAs.

1 Forklift Course

1.1 Introduction

This course is designed to equip learners with skills to operate various forklift trucks in a safe, efficient manner, and how to care of the equipment in compliance with the manufacturer's and legislative standard. Furthermore, how to handle loading and storage of freight using the equipment. On completion of the course the learner obtains a certificate and must attend a refresher course every two years thereafter. Learners who meet the specific outcomes and assessment criteria will be permitted to operate a forklift, up to a stipulated rated capacity:

Code F01: Up to a rated capacity of 3 Tons

Code F03: Up to a rated capacity of 15 Tons

Code F02: Up to a rated capacity of 7 Tons

Code F04: Over a rated capacity of 15 Tons

1.2 Course Outline

We offer the following modules:

Module 1: Mechanical appreciation

Module 4: Manoeuvring

Module 2: Refuelling

Module 5: Stacking

Module 3: Safety

Module 6: Handling Cargo

1.3 Benefits

- Acquire knowledge and skills to enable you to operate and work with a Forklift in the safest and most competent way possible.
- Provide you with the required knowledge on the principles the machine works on.
- Understanding the different methods of handling and storing of freight.
- Operate equipment in accordance with laid down organizational and legislative standards and procedures as well as manufacturers guidelines.
- Pre-check and operational checks, operating, shutting down and parking of the forklift. Available support systems and emergency services in case of incidents and accidents

1.4 Course Delivery

Novice/Beginner Training: 5 days

Refresher/Recertification: 1 day

2 Defensive Driving Course



2.1 Introduction

We offer accredited Defensive Driving Course which is aligned with the driver's licence and the vehicle he/she is driving. Our course is aligned to the following driver's licences:

- a** Rigid Light Vehicle, 10 Credits = Code 8 licence
- b** Rigid Heavy Vehicle, 15 Credits = Code 10 licence
- c** Rigid Vehicle Combination, 20 Credits = Code 14 licence

2.2 Course Outline

We offer the following modules:

- Module 1: Behavioural Driving Training.
- Module 2: How to operate a vehicle defensively.
- Module 3: Skidpan control training.
- Module 4: Plan road transport service delivery.

2.3 Why Defensive Driving Course?

Defensive Behavioural Training is a key part of the transport business philosophy to conscientise driver, change the behaviour and enhance the understanding one's role and responsibilities in the company. This will add value to organisation's vision and save the company costs.

There is a great need for drivers in respectable companies to undergo skills training programmes to become professional drivers. It is also a requirement by law for all drivers to complete and obtain certification before they can operate vehicles. The drivers do have the licences to drive the vehicles but lack the expertise and skill to drive vehicles in an economic way.

Defensive Driving is aimed at reducing the risk of collision by anticipating dangerous situations, adverse conditions, or the mistakes of others. Furthermore, implementing driving techniques that enable drivers to address identified hazards in a predictable manner. Driving with an increased awareness of everything happening around you while driving.



2.4 Benefits

**Saving
Fuel Cost**

**Vehicle
Maintenance**

**Professional
Drivers**

**- Profit
- Less
Accidents
- Less time
wastage**

These modules contain the rich information to keep our drivers healthy and fit whilst covering fatigue management and economical driving. This behavioural change assists the drivers to gain imbedded knowledge in recognising the impact transportation has on the environment.

The modules have contents that would be applicable to a driver whilst out on the road, as “Handling unexpected situations” which provides knowledge to be adopted in case of an adverse weather conditions, accident, hijacking or rioting. Training also covers awareness of firefighting such as understanding the how fire operate, classes of fire, how to use an extinguisher.

2.5 Advantages

The Most Important Advantage Of Advanced Defensive Driver Training Are:

- It makes motorist better, safer, and more competent drivers.
- Drivers will be more confident as their driving will be safer and more systematic.
- Reduce motoring cost with less wear and tear on your vehicle.
- Usage of brakes, clutch, gears will be smooth and in sync with the car, and the road.
- Possible lowering of insurance premiums.
- Reduce levels of driving stress.
- Improve fuel consumption.

2.6 Course Delivery:

1 day including assessments

Breakdown:

Theory: 6 hours

Practical Training: 1 hour, per driver

Practical Training includes:

- Scan, Identify, Predict, Decide and Execute (SIPDE).
- Attitude, Brake and Clear space (ABC).
- K53.

3 Dangerous Goods Course



3.1 Introduction

Learners who successfully complete this course will be able to handle and store dangerous goods. They will be able to classify goods in preparation for storage and prepare these goods for safe transportation. Learners will also be able to handle incidents in the event of them happening in accordance with required safety procedures and guidelines.

3.2 Course Outline

We offer the following modules:

- Module 1: Dangerous goods on the road
- Module 2: Store and handle dangerous goods
- Module 3: Spill response

3.3 Why Dangerous Goods Course?

As you all know, dangerous goods are those goods that could cause immediate harm to people, property or the environment and many of you have probably seen at least on the news just how much harm these goods can cause if they are not handled properly. So, please keep those images in your mind while we explain why you need dangerous goods training.

1. Probably the most important in dangerous goods training is that this training covers the proper, packing, storing, handling, and transportation of dangerous goods to help ensure that these goods do not pose a threat to your workers, your business, or the public.

It is not only your company's legal obligation to ensure the safe handling and transportation of these goods but, it is also the moral responsibility of everyone who works with these goods to ensure that they are handled and transported in such a way as to prevent risk or at least minimize it for the sake of everyone.

2. Dangerous Goods Training makes it clear who is responsible for the safe handling and shipping of these goods and what the liability is to each person who has an obligation to ensure that these materials or products are packed, handled, and transported in such a way as to prevent accidents.



3.3 Why Dangerous Goods Course? (continued)

By making sure that everyone recognizes their obligations and are aware of the penalties for failing to take those obligations seriously will help employees and managers alike to be more of aware of the risks associated with this type of work and hopefully make them more likely to follow all safety procedures to the letter.

3. Dangerous goods training also helps everyone who has an obligation to see to the proper handling of these goods know exactly what to do to prevent and control hazards. How to pack and mark containers and who to report problems or breach in procedure too.

By having everyone concerned with the handling of dangerous goods to understand what preventive measures are necessary and to provide an In-House check system to help you ensure that every containers contating dangerous goods are handled and marked properly which further reduces the chances of an accident occuring.

4. Dangerous goods training also will help managers and other officers of your company understand exactly what you need to do in excising due diligence when instructing, training, and supervising workers who handle dangerous goods as well as the type of documentation you will need to keep on file to help limit your liability in case an accident should occur.
5. Dangerous goods training will also help you to realize how complying with OHS guidelines and laws can not only benefit your business but, your employees and the public at large by providing a safer environment for everyone.

This training will also make you aware of the high cost of failing to comply with the OHS guidelines both in terms of your business and in terms of personal liability.

3.4 Benefits

- Reduced risk of danger to workers and the public.
- Less risk of down time and penalties for businesses due to violations or accidents.
- More profits due to the efficient and safe handling of goods.

3.5 Course Delivery

Duration: 1 day

4 Basic Fire Fighting



4.1 Introduction

The Basic Fire Fighting course is a step up from the Basic Fire Awareness course and entails additional firefighting techniques and how to apply them in a safe and correct manner. This course is aimed at preventing fires, creating a prepared environment, and building confidence when faced with this emergency.

4.2 Course Delivery

Duration: 1 day

4.3 Course Outline?

- Introduction to Fire
- Classes of Fire
- Types of Extinguishing Agents
- Extinguishing Methods
- Inspection and Maintenance
- Evacuation Procedure

4.4 Why basic firefighting Course?

Our Basic Fire Fighting course focusses on empowering your workforce on how to prevent, and in worst-case scenarios, how to effectively fight fires in the workplace. This course is aimed at anyone who has been nominated as their company's fire fighter, as required by the OHS Act.

You will learn how to react confidently in the event of a fire. It is all about bringing the fire under control and putting it out as quickly and safely as possible. We will teach you the necessary skills to identify the type of fire swiftly and correctly so that you can use the appropriate extinguishing method.

A further critical aspect that is also addressed in this course, is how to prevent fires from occurring in the first place. Here we will focus on identifying possible fire hazards and methods on how accidental fires can be prevented.

5 First Aid Training

5.1 Unit Standard 119567 – Perform Basic Life Support and First Aid Procedure | NQF Level 1 worth 5 Credits

This unit standard is for persons required to assess the emergency and providing basic Life Support and basic First Aid to stabilise patients prior to transfer to the emergency services.

Course Delivery

Duration: 1 day

Course Outline

- Demonstrate an understanding of emergency scene management.
- Demonstrate an understanding of elementary anatomy and physiology.
- Assess an emergency.
- Apply First Aid procedures to the life-threatening situation.

5.2 Unit Standard 120496 - Provide risk-based primary emergency care/ first aid in the workplace, NQF Level 2, worth 5 credits

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.

Course Delivery

Duration: 1 day

Course Outline

- Demonstrate the principles of primary emergency care in a workplace.
- Sustain a basic level of preparedness for health emergencies in the workplace.



Course Outline (continued)

- Assess and manage an emergency scene in the workplace.
- Assistance is called for according to workplace procedures.
- Demonstrate primary emergency life support for adults, children, and infants according to current international protocols.
- Explain and manage shock.
- Conduct secondary assessment of the sick and/or injured person and provide appropriate primary emergency care within the workplace.
- Keep records of the incident/accident.

5.3 Unit Standard 376480 - Provide first aid as an advanced first responder, NQF Level 3, worth 8 credits

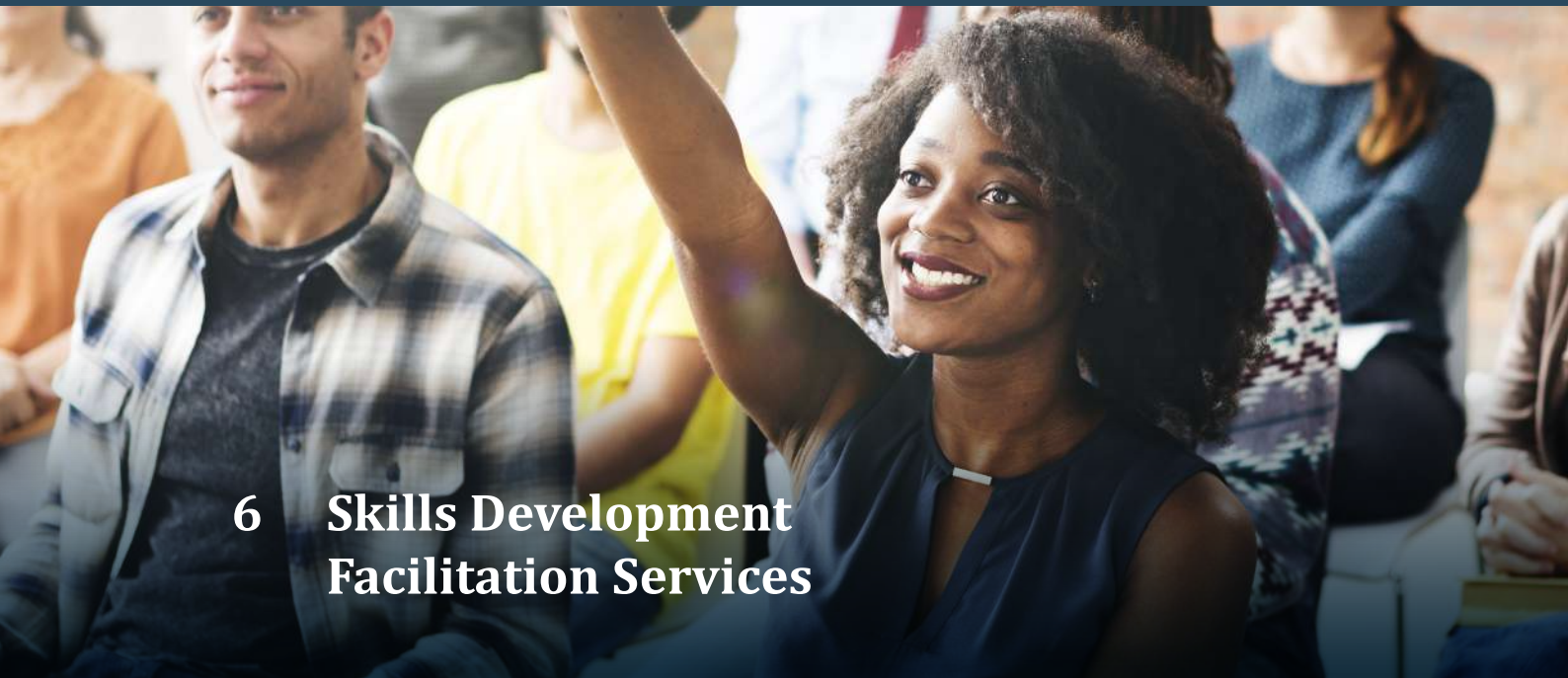
This unit standard is to enable the first responder to react to emergencies at an advanced first aid level, until the arrival of more professional emergency personnel.

Course Delivery

Duration: 1 day

Course Outline

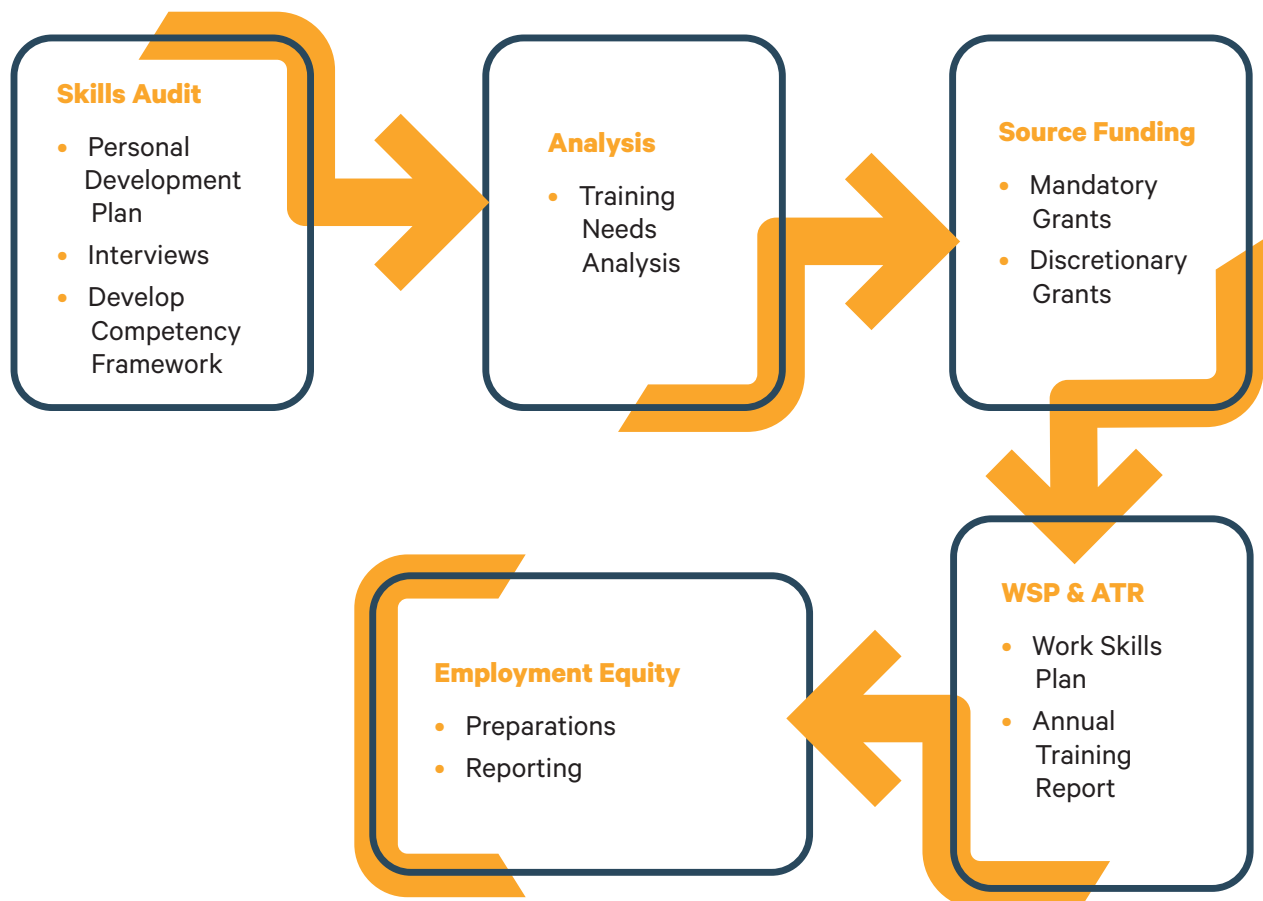
- Explain the principles of advanced first aid in emergencies.
- Demonstrate an advanced level of preparedness to deal with sudden illness or emergency.
- Assess and manage an emergency scene/disaster.
- Describe the anatomy and explain the physiology of the human body systems in terms of injury and sudden illness.
- Apply primary first aid life support according to accepted current protocols.
- Explain the causes of shock and the emergency treatment thereof.



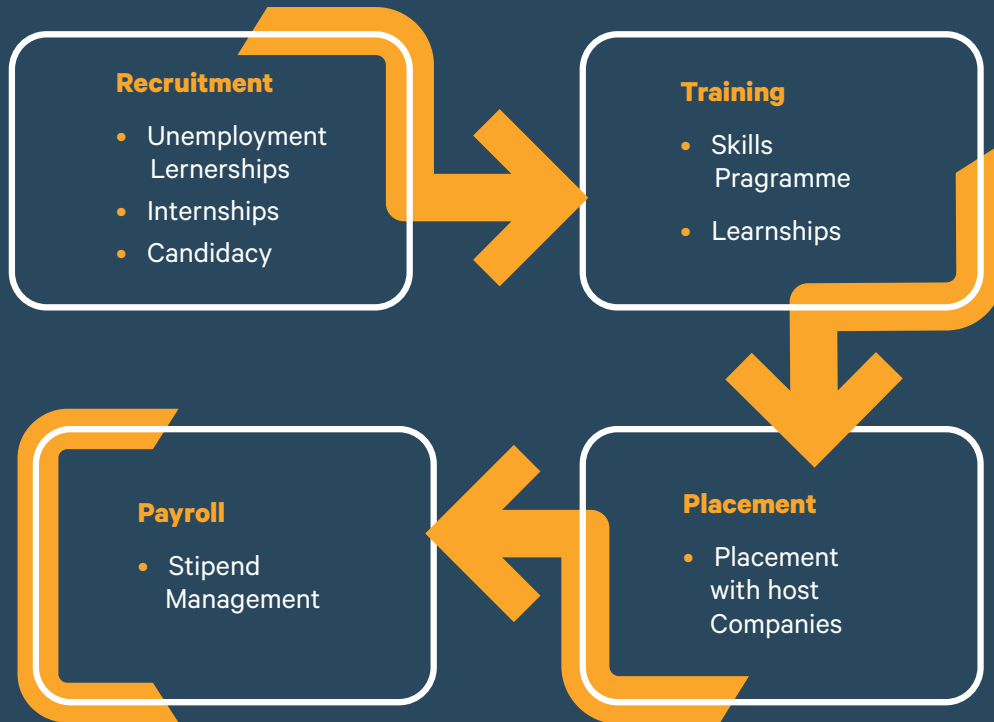
6 Skills Development Facilitation Services

This entails assessment of your organization’s training needs and recommending the skills programme(s) or qualification which your employees need to undertake to increase their work performance. We assist our clients to complete and submit the Work Skills Plan (WSP) and Annual Training Report (ATR) to their relevant SETA. Once the WSP and ATR submitted our clients can apply for Discretionary Grants to source funding timely from the relevant seta to finance their training plans and boost their BEE Score Card. This also includes skills audits.

SDF SERVICES PROCESS



PROJECT MANAGEMENT SERVICES



Ikhwezelihle Training Institute | Driving Skills Training