



# SKILLFORM

SHAPE YOUR FUTURE

## MANAGEMENT, ISO & QCTO COURSE DIRECTORY

SKILL FORM provides reliable, accredited training that equips teams with the essential skills needed to stay safe, compliant, and confident at work.

[www.skillform.co.za](http://www.skillform.co.za)



# ABBREVIATIONS & TERMINOLOGY



Abbreviation	Meaning
SAQA	South African Qualification Authority
QCTO	Quality Council for Trades and Occupations (QCTO)
SETA'S	Sector Education and Training Authority
OHS ACT	Occupational Health and Safety Act 85 of 1993
Mines Act	Mine Health and Safety Act 29 of 1996
NCOP	National Code of practice
Government Gazette	Government Gazette Staatskoerant
DEL	Department of Employment and Labour
DOT	Department of Transport
CI Number	CI Number /DOT registration / DOL registration

Skill Form offers a wide range of accredited training solutions designed to help organisations meet industry standards, strengthen workforce skills, and improve overall performance. Our courses focus on essential knowledge, compliance requirements, and practical abilities needed across various sectors.



# ABBREVIATIONS AND TERMINOLOGY - CONTINUED

Name	Cluster
Agricultural Sector Education and Training Authority (AgriSETA)	Social Services
Banking Sector Education and Training Authority (BANKSETA)	Social Services
Chemical Industries Education and Training Authority (CHIETA)	Social Services
Construction Education and Training Authority (CETA)	Social Services
Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA)	Social Services
Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)	Social Services
Energy and Water Sector Education and Training Authority (EWSSETA)	Social Services
Fibre Processing and Manufacturing Sector Education and Training Authority (FP&M SETA)	Social Services
Finance and Accounting Services Sector Education and Training Authority (FASSET)	Social Services
Food and Beverage Manufacturing Industry Sector Education and Training Authority (FoodBev SETA)	Social Services
Health and Welfare Sector Education and Training Authority (HWSSETA)	Social Services
Insurance Sector Education and Training Authority (Inseta)	Social Services
Local Government Sector Education and Training Authority (LGSETA)	Social Services
Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA)	Social Services
Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA)	Social Services
Mining Qualifications Authority (MQA)	Social Services
Public Service Sector Education and Training Authority (PSETA)	Social Services
Safety and Security Sector Education and Training Authority (SASSETA)	Social Services
Services Sector Education and Training Authority (SSETA)	Social Services
Transport Education Training Authority (TETA)	Social Services
Wholesale and Retail Sector Education and Training Authority (W&RSETA)	Social Services

# ISO/SANS COURSE DIRECTORY

ISO	Course	Novice Days	Refresher Days	Classroom/Elearning	Max Delegates
ISO9001	ISO9001:2018 Quality Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO13485	ISO13485:2016 Medical Devices	2.5 Days	1 Day	Classroom/Elearning	5
ISO14001	ISO14001:2015 Environmental Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO31000	ISO31000:2018 Risk Management	2.5 Days	1 Day	Classroom/Elearning	5
ISO45001	ISO45001:2018 Occupational Health and Safety Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO22000	ISO22000: Food Safety Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO22301	ISO22301:2019 Business continuity Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO27001	ISO27001:2022 Information security Management System	2.5 Days	1 Day	Classroom/Elearning	5
ISO50001	ISO50001: Energy Management System	2.5 Days	1 Day	Classroom/Elearning	5
HACCP - BRC	HACCP - BRC Global Standard for Food Safety (BRGS)	2.5 Days	1 Day	Classroom/Elearning	5
SANS FIRE	SANS 246 - SANS 10400 Fire Detection and System	2.5 Days	1 Day	Classroom/Elearning	5

ISO Training is split into section per Course:

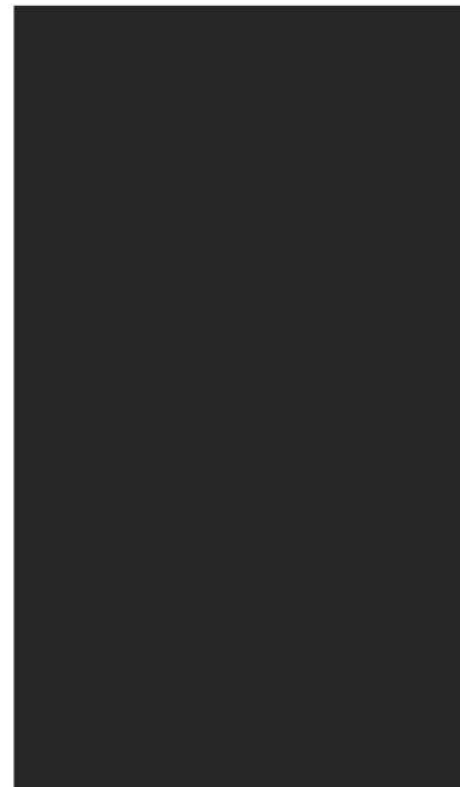
Awareness	1 Day
Introduction	1 Day
Implementation	2 Days
Auditor	1 Day
Lead Auditor	3 Days

# MANAGEMENT COURSE DIRECTORY

Code	Course	Novice Days	Classroom/Elearning	Max Delegates
IG-MTC01	Analytical Thinking	4 Days	Classroom/Elearning	10
IG-MTC02	Apply Principles of Knowledge management	4 Days	Classroom/Elearning	10
IG-MTC03	Apply Professional Values and Ethics	4 Days	Classroom/Elearning	10
IG-MTC04	Assertive Leadership	4 Days	Classroom/Elearning	10
IG-MTC05	Build teams to achieve goals and objectives	4 Days	Classroom/Elearning	10
IG-MTC06	Change Management	4 Days	Classroom/Elearning	10
IG-MTC07	Coach Team Members	4 Days	Classroom/Elearning	10
IG-MTC08	Communicate Effective	4 Days	Classroom/Elearning	10
IG-MTC09	Communication Techniques	4 Days	Classroom/Elearning	10
IG-MTC10	Create and Manage Innovation	4 Days	Classroom/Elearning	10
IG-MTC11	Dreaded Diseases	4 Days	Classroom/Elearning	10
IG-MTC12	Emotional Intelligence	4 Days	Classroom/Elearning	10
IG-MTC13	Environmental, Social and Governance Training	4 Days	Classroom/Elearning	10
IG-MTC14	Ethics in the Workplace	4 Days	Classroom/Elearning	10
IG-MTC15	Identify Brand Mix elements	4 Days	Classroom/Elearning	10
IG-MTC16	Induct a new employee	4 Days	Classroom/Elearning	10
IG-MTC17	Interpret and Manage Conflict	4 Days	Classroom/Elearning	10
IG-MTC18	Lead People Development and Talent Management	4 Days	Classroom/Elearning	10

# MANAGEMENT COURSE DIRECTORY - CONTINUED

Code	Course	Novice Days	Classroom/Elearning	Max Delegates
IG-MTC19	Leadership Theories	4 Days	Classroom/Elearning	10
IG-MTC20	Manage a diverse workforce	4 Days	Classroom/Elearning	10
IG-MTC21	Manage a Training Intervention	4 Days	Classroom/Elearning	10
IG-MTC22	Manage Finance of a Unit	4 Days	Classroom/Elearning	10
IG-MTC23	Performance Management for Line Managers	4 Days	Classroom/Elearning	10
IG-MTC24	Power Project Management	4 Days	Classroom/Elearning	10
IG-MTC25	Root Cause Analysis	4 Days	Classroom/Elearning	10
IG-MTC26	Safety Officer	4 Days	Classroom/Elearning	10
IG-MTC27	Select First Line Managers	4 Days	Classroom/Elearning	10



# SKILLS DEVELOPMENT (SP'S) COURSE DIRECTORY

Code	Course	Novice Days	Classroom/Elearning	Max Delegates
IG-SP01	SDP - Data Analysis	2-4 Weeks	Classroom/Elearning	5
IG-SP02	SDP - Operations Management	2-4 Weeks	Classroom/Elearning	5
IG-SP03	SDP - Quality Assurance	2-4 Weeks	Classroom/Elearning	5
IG-SP04	SDP - Safety Officer	2-4 Weeks	Classroom/Elearning	5
IG-SP05	SDP - Traffic Safety Officer	2-4 Weeks	Classroom/Elearning	5
IG-SP06	SDP - ESG Environmental, Social and Governance	2-4 Weeks	Classroom/Elearning	5



# QCTO OCCUPATIONAL CERTIFICATE'S COURSE DIRECTORY

QC	Course
110942	OC Supply Chain Practitioner
117005	OC Construction Plant Operations
117014	OC Tractor Operator
121930	OC Health and Safety Assistant
121527 (99714 is expired)	OC Health and Safety Practitioner
96396	OC Freight Handling
99687	OC Contact Centre Manager
101864	OC Routine Road Maintenance Manager
120686	HOC Incident Management Co-ordinator
93544	OC Supply and Distribution Manager
93793	OC Truck Driver
96371	OC Road Transport Manager
117308	OC Quality Inspector



# QCTO OCCUPATIONAL CERTIFICATE'S COURSE DIRECTORY - CONTINUED

QC	Course
117019	OC Surface Roller Operator
117025	OC Dozer Operator
117026	OC Surface Tracked Dozer
117308	OC Quality Inspector
117027	OC Service Truck Operator
117028	OC Hot Asphalt Mixer
117006	OC Diesel Bowser
117007	OC Continuous Bucket Trench Operator
117008	OC Face Shovel Operator
117009	OC Sideboom Operator
117010	OC Water Cart Operator
117011	OC Surface Grader Operator
102147	OC Facilities Manager



# QCTO SKILLS PROGRAMS (SP'S) COURSE DIRECTORY

SP	Course
SP-211011	Crawler Crane Uncoded operator
SP-191207	Workshop Tool Assistant
SP-191208	Metal Arc Welder
SP-201201	Workplace Preperation
SP-210401	New Venture Creation
SP-210409	Conflict Management
SP-211009	Workplace Essential Skills
SP-211012	Floating Crane Operator C57
SP-211013	Hydraulic Crane Pick and Carry C34
SP-211014	Hydraulic Crane Pick and Carry C36
SP-211015	Hydraulic Mobile Crane C33
SP-211016	Hydraulic Mobile Crane C35
SP-211017	Hydraulic Mobile Crane C43
SP-211018	Lattice Boom Crawler Crane C38
SP-211019	Lattice Boom Crawler Crane C40
SP-211020	Lattice Boom Crawler Crane C37
SP-211021	Lattice Boom Mobile Truck Crane C39
SP-211022	Overhead Crane Cab Controlled C31
SP-211023	Overhead Pendant Radio Operator C30
SP-211024	Pillar Mounted Jib Crane C54

# QCTO SKILLS PROGRAMS (SP'S) COURSE DIRECTORY - CONTINUED

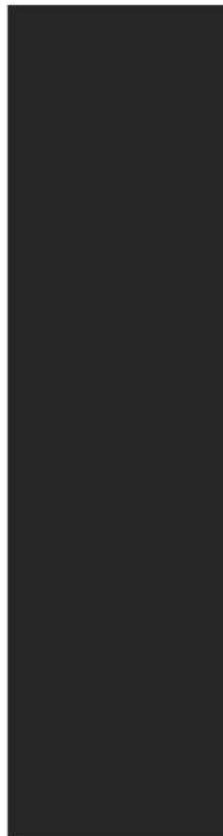
SP	Course
SP-211025	Rail Mounted Gantry Crane C52
SP-211026	Reach Stacker C48
SP-211027	Tyred Gantry Crane C55
SP-211028	Scotch Derrick Crane C51
SP-211029	Ships Crane C45
SP-211030	Side boom Crane C60
SP-211031	Side Loader Container C56
SP-211032	Straddler Carrier Operator C49
SP-211032	Sugar Cane Crane Operator C44
SP-211034	Telescopic Boom Handler C46
SP-211035	Tower Crane Bottom Slew C42
SP-211036	Tower Crane Top Slew C41
SP-211037	Truck Mounted Crane C32
SP-211038	Wall Mounted Jib Crane C58
SP-211039	Wharf Side Rail Mounted C47
SP-211040	Wharf Side Jib Crane C59
SP-220303	Counterbalanced Lift Truck Driver F1
SP-220304	Counterbalanced Lift Truck Driver F2
SP-220305	Counterbalanced Lift Truck Driver F3
SP-220306	Counterbalanced Lift Truck Driver F4

# QCTO SKILLS PROGRAMS (SP'S) COURSE DIRECTORY - CONTINUED

SP	Course
SP-220307	Reach Lift Truck Operator F5
SP-220308	Pedestrian - controlled lift truck F6
SP-220309	Pedestrian - controlled lift truck F7
SP-220310	Order Lift Truck F8
SP-220311	Order Lift Truck F9
SP-220312	Side Loader Lift Truck F10
SP-220313	Rough Terrain Lift Truck F11
SP-220314	Pallet Lift Truck F12
SP-220315	VNA Lift Truck F13
SP-220316	VNA Lift Truck F14
SP-220317	Rail Mounted Stacker lift truck F15
SP-220318	Rail Mounted Stacker lift truck F16
SP-220901	Chainsaw Operator
SP-220904	Forestry HIRA
SP-220905	Forestry Incident
SP-220906	Forestry SHE REP
SP-221121	Surface Blasting Assistant
SP-221122	Surface Support Installer
SP-221125	Underground Hardrock Support Installer
SP-230801	Basic Emergency First Aid Response

# QCTO SKILLS PROGRAMS (SP'S) COURSE DIRECTORY - CONTINUED

SP	Course
SP-230802	Intermediate Emergency First Aid Responder
SP-230803	Advanced Emergency First Aid Response
SP-240201	Basic End User Computing
SP-240202	Intermediated End User Computing
SP-240203	Advanced End User Computing



# SMARTCERTS

SmartCerts is a powerful digital vault designed to simplify the way individuals and organisations store, manage, and access their training certifications and licenses. Instead of dealing with scattered documents, lost certificates, or time-consuming manual record-keeping, SmartCerts brings everything together in one secure, centralised platform. Built with advanced encryption and private server access, the system ensures your credentials are always protected while remaining instantly accessible whenever you need them.

SmartCerts is ideal for professionals, companies, and training providers seeking a streamlined, compliant, and professional approach to document management. With automated alerts, barcode verification, unlimited downloads, and 24/7 access, the platform helps you stay compliant, audit-ready, and organised at all times. No matter the size of your organisation, SmartCerts gives you complete control over your certification records—securely, reliably, and effortlessly.

## ✓ KEY FEATURES:

- Client Vault Storage – All certificates stored securely in one place.
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- Personal Server Access – Private, secure login to your vault.
- Audit Reports – Instant quarterly or yearly report downloads.
- 24/7 Access – View and manage certificates anytime.
- Unlimited Downloads – Download certificates whenever needed.
- Expiry Alerts – Automatic reminders before certificates expire.
- SABS/SANS Aligned – Built to support South African compliance standards.



# FROM CETA TO QCTO



## UNDERSTANDING THE TRANSITION

Major changes are coming to the skills development landscape from 30 June 2024 – is your BEE plan ready? The Quality Council for Trades and Occupations (QCTO) will take over all accreditation, implementation, and certification of occupational qualifications from SETAs.

### This shift will impact:

- ✓ Accredited training
- ✓ New qualification registration
- ✓ Learnerships - cost, implementation; timing; absorption
- ✓ Workplace Skills Plans

Failing to prepare may impact both your Skills Development and BEE scorecard.

### WHAT IS QCTO?

The Quality Council for Trades and Occupations (QCTO) is a Quality Council established in 2010 in terms of the Skills Development Act (Act 97 of 1998) as amended in 2008.

The QCTO also offers guidance to skills development providers (private and public) and assessment centres who must be accredited by the QCTO in order to implement occupational qualifications.

The QCTO is responsible for quality assurance and the oversight of the design, accreditation, implementation, assessment and certification of occupational qualifications, part-qualifications and skills programmes.

## WHAT DOES THIS MEAN FOR YOU AND YOUR COMPANY?

As of 1 July 2024, companies will need to follow a new process to register both employed and unemployed learners for full qualifications, part qualifications, and skills programmes. Below are the steps to follow:

### Occupational Qualifications

**Stage 1 - A:** Submit Learner Enrolment Spreadsheet within 21 days after the start date of training to [learnerenrolments@qcto.org.za](mailto:learnerenrolments@qcto.org.za)

**Stage 1 - B:** Submit Workplace Agreements to the Employer SETA within 30 days from the signature date.

**Stage 2:** Submit EISA readiness spreadsheet at least 3 months prior to anticipated EISA date to [EISAreadiness@qcto.org.za](mailto:EISAreadiness@qcto.org.za)

### Skills Programmes

**Stage 1:** Submit Implementation plan to the QCTO at least five (5) days after the start date of training to [SPLearnerEnrolments@qcto.org.za](mailto:SPLearnerEnrolments@qcto.org.za)

**Stage 2:** Submit learner achievements within 21 working days of the FISA being conducted to [SPResults@qcto.org.za](mailto:SPResults@qcto.org.za)

# DIFFERENCES BETWEEN SETA & QCTO

One of the key differences between SETA and QCTO qualifications is that QCTO qualifications are standardised across all sectors. This means that a qualification obtained in one sector is recognized in all other sectors.

Comparison	SETA Learnerships	QCTO Learnerships
<b>Components</b>	Learnerships comprised of two components: <ul style="list-style-type: none"><li>• 30% classroom time</li><li>• 70% on the job work experience</li></ul>	Learnerships are comprised of three components: <ul style="list-style-type: none"><li>• Knowledge component – classroom sessions exploring theory</li><li>• Practical component – includes simulated workplace training subject to assessment by accredited workplace assessors</li><li>• External Integrated Summative Assessment – a final exam written at an Accredited Assessment centre</li></ul>
<b>Assessment</b>	Assessments were conducted by accredited Training Service Providers following the completion of each learning programme throughout the duration the learnership (12 months).	Includes ongoing assessments during practical components and culminates in an External Integrated Summative Assessment (final exam).
<b>Duration</b>	SETA learnerships are mostly 12 months long.	The duration of QCTO learnerships will depend on the number of credits for specific qualifications.
<b>Recognition</b>	Recognition may be limited to specific sectors.	Qualifications are standardised across all sectors, meaning a qualification obtained in one sector is recognized in all other sectors.

# TERMS & CONDITIONS

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1. Training duration is as stated on the official Skill Form quotation.
2. If a trainee is absent for any reason (illness, late arrival, leave, or employer instruction), the full course fee remains payable, and any additional training needed will be charged separately.
3. Courses include relevant learning material and assessments. Certificates are issued only once all assessments are successfully completed.
4. For on-site training, the client must provide a suitable venue, equipment, and safe working environment.
5. Cancellations or postponements within 5 working days are charged at 50% of the course fee.
6. Cancellations within 48 hours or non-attendance on the training day are charged at 100% of the course fee.
7. Approved rescheduled dates or credits are valid for 30 days.
8. Trainees must meet all medical and physical requirements and present a valid ID or passport on the training day.
9. Certificates are issued within 7–10 working days after all fees are paid and assessments are completed. Accreditation processing may take longer.
10. Additional travel or accommodation costs may apply for training more than 200 km from Skill Form's base.
11. If training cannot proceed due to issues on the client's side (venue, equipment, access, readiness), the full course fee remains payable.
12. Payment is required before training unless otherwise agreed in writing, and certificates will only be released once all fees are fully settled.
13. Bookings are confirmed only once written acceptance or proof of payment is received.
14. If Skill Form postpones training due to unforeseen circumstances, a new date will be arranged at no additional cost.
15. All communication must be directed to [brandon@skillform.co.za](mailto:brandon@skillform.co.za) or through your allocated representative.
16. All quotations are valid for 30 days.
17. Skill Form reserves the right to update these Terms & Conditions without prior notice.



# GET IN TOUCH!



**Website**

[www.skillform.co.za](http://www.skillform.co.za)



**Phone**

079 915 5578



**Email**

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