

1) Basic Business Appreciation

Course Content :

- Explain how a business is started and managed
- Identifying capital sources, suppliers, & markets
- Working out costs
- Setting prices and calculating profit
- Explain business competition
- Maintaining relationship with customers, & making a profit.
- Eliminating inefficiencies

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

2) Conditions of Contract & Specification

Course Content :

- Meaning of conditions of contract in a civil engineering interpretation
- Most important points affecting small contractors

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

3) Estimating & Tendering

Course Content :

- Understanding estimating
- Units of measurement in C. E.
- Quantity calculations
- Tendering
- Bill of Quantities & methods of payment
- Relation of estimating & tendering to GCC & specifications

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 3 Days

4) Employment of Labour

Course Content :

- Explain an employment contract
- Completing documents required in the employment of labour
- Identify legal requirements in respect of wage rates, hour of work, as well as other conditions of employment
- Principles of induction of workers
- Grievance procedures
- Discipline procedures
- Following the correct procedures when effecting terminations
- Work descriptions

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 1 Days

5) Safety, Health & Environment

Course Content :

- Identifying the employer's and the employee's legal responsibilities for safety.
- Designating safety representatives where it is legally required
- Eliminating unsafe conditions and unsafe acts
- Complying with basic health & safety requirements
- Small contractors methods of safety control for electrical equipment, fires, housekeeping & manual lifting

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 1 Days

6) Planning & Organisation

Course Content :

- Meaning of planning & organising
- Reasons for planning in C. E.
- Planning methods in C. E.
- Principles of organising
- Relation between planning & organising
- Work studies of planning, programs & organising small contractors

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

7) Basic Man Management

Course Content :

- Building and maintaining relationships with employees
- Maintaining hygiene factors
- Incentives and rewards
- Identifying assertive behaviour and acting assertively in solving problems
- Communicating effectively with business associates and workers
- Solving human relations problems as well as business problems
- Relations between labour and planning, GCC and specifications

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

8) Quality & Production Control

Course Content :

- Understanding quality control
- Determination of quality
- Control methods
- Understanding production control
- Determining production – allowables
- Production control methods
- Loss control
- Relation between quality & production control, control & GCC'90 & specifications

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

9a) Interpretation of Drawings

Course Content :

- Standard information on civil engineering drawings
- Understanding drawings
 - o Small concrete structures
 - o Small brick structures
 - o Miscellaneous work
- e.g. kerbs, channels, V-drains, downshutes, stone pitching, gabions etc.
- Relation of drawings to general conditions of contract, specifications, & quality control

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

9b) Setting Out

Course Content :

- Accuracy and errors
- Equipment used for setting out
- Different methods of setting out
- Care of instruments and equipment

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days

10) Site Administration

Course Content :

- Maintaining time records using time cards and time sheets
- Booking & calculating overtime pay, observing the requirements of the wage order
- Calculating wages
- Employing and paying casual labour
- Allocating labour, material & machines and cost records
- Store keeping – material administration
- Written reports
- Diary

Entry Assumptions : NQF Level 1 (ABET level 4)

Duration : 2 Days