

## Supervisory : Primary Development Programme

### Course Content :

#### Identifying:

- What is supervision?
- Communication
- Leadership
- The Supervisor and problem solving
- Cultural awareness
- Managing people
- Improving productivity

#### Features of this module:

A simulated construction project, which each trainee must plan, and then organise and control the rest of the group in order to determine the effectiveness of the plan.

**Entry Assumptions :** NQF Level 4 / This programme has been developed for newly qualified technicians & CSP students who, although they have had a good technical background, lack skill & knowledge in the non-technical areas of their work.

**Duration :** 5 Days / This programme is modular in format and is run over a 5-day week period involving attendance on one day per week with interspersed "project" work. Alternatively, it can be run on five consecutive days as a full time programme.

## Supervisory : Planning & Organising / Bar Charts

### Course Content :

#### Identifying:

- What needs to be done
- What results are expected
- What methods are best to achieve the desired results
- The daily workload for the gangs under the supervisors control
- The resources that are required for the day i.e. Plant, Materials etc.

#### The Use of Bar Charts (as a control mechanism):

- What needs to be done
- Work standards
- Delegation
  - o Selection of worker
  - o Explanation of job requirements
  - o Discussion of plans
- Providing controls and authority

#### Features of this module:

A simulated construction project, which each trainee must plan, and then organise and control the rest of the group in order to determine the effectiveness of the plan

**Entry Assumptions :** NQF Level 1 (ABET level 2)

**Duration :** 3 Days

## Soil Stabilisation & Compaction Techniques for Foreman

### Course Content :

#### *Practical Demonstration & Lecture:*

- Compaction & compaction machines

#### *Soil Types:*

- Characteristics & Properties ( Basic level theory only)

#### *Terminology*

- A brief overview of terminology

#### *Compaction*

- Consideration of the factors arising and the machines & their correct applications

#### *Soils Stabilization*

- Basic level theory only

#### *Binder Distribution*

- Consideration of the equipment types and characteristics, as well as the correct application in respect of specific soils & layer works

**Target Population:** Experienced Senior Supervisors engaged in Roads & Earthworks Fieldwork operations.

**Entry Assumptions :** NQF Level 3 / Delegates should have :-

1. A sound knowledge of earthmoving plant operation & layer works
2. Standard 8, or the equivalent
3. Literacy in English
4. Ability to use portable calculators (Which must be brought to the course by the learner)

**Duration :** 3 Days

## Supervisory : Contract Management for Foreman

### Course Content :

- Discuss pre-handover of site prior to construction
- Discuss site handover
- Discuss procedures in construction process
- Discuss GCC 90 that affects the foreman
- Discuss Site Administration, reporting & costing
- Discuss Allowables and budget
- Discuss management skills:-
  - i. Interpersonal
  - ii. Labour Relations
  - iii. Team Building and Leadership
  - iv. Time Management

**Entry Assumptions :** NQF Level 3

**Duration :** 3 Days

### **Supervisory : Instructional Techniques**

#### **Course Content :**

*On the job, training techniques that are needed by a supervisor, include:-*

- Preparation of a task breakdown
- Practical presentation methods to meet various situations
- Coaching methods for one-on-one instructing
- Developing a group competency analysis
- Developing a group training programme

#### **Features of this module:**

Several practical sessions and individual hands on exercises consolidate learning. This is essentially a practical module.

**Entry Assumptions :** NQF Level 1 (ABET level 2)

**Duration :** 3 Days

### **Supervisory : Communication**

#### **Course Content :**

*This is a basic Communication Program the covers the following:-*

- Identifying effective communication and understanding its need in the work situation
- Effective verbal communication techniques
- Recognising the factors which contribute to the communication process
- Defining conflict and recognising conflict situations
- Behaving assertively to improve communication, understanding, & control
- Handling criticism effectively

#### **Features of this module:**

Practical verbal communication exercises and case studies of communication situations.

**Entry Assumptions :** NQF Level 1 (ABET level 2)

**Duration :** 3 Days

### Formwork & Falsework Inspection for Foremen

#### Course Content :

- Identify responsibilities of law & responsibilities
- Identify good practice, tolerances, productivity & quality
- Discuss falsework foundations, Jack extensions and loads
- Discuss falsework framework, lacing & spacing
- Discuss formwork to sides, pressures, loads & leakage
- Discuss formwork to soffits, strength, uplift & stopends

**Entry Assumptions :** NQF Level 3

**Duration :** 2 Days

### Supervisory : Site Clerk

#### Course Content :

- Identify employment practice and site administration
- Calculate wages
- Apply Industrial Relations
- Identify storekeeping needs
- Identify costing of materials and equipment

**Entry Assumptions :** NQF Level 1 (ABET level 4)

**Duration :** 5 Days

### Supervisory : Survey Part 1

#### Course Content :

- Use and Maintain a Metric Tape
- Accessory Equipment
- Use Ranging Tools
- Install & Control Levels
- Use and Maintain Survey
- Preserve Survey Points
- Set out Right Angles

**Entry Assumptions :** NQF Level 1 (ABET level 4)

**Duration :** 3 Days

### **Supervisory : Plant Utilisation**

#### **Course Content :**

- Identify various plant
- Show how such plant can be used
- Show how plant should be controlled
- Guide on care & maintenance
- Difference between purchase or hire of plant

**Target population:** Plant Operators / Learner Operators

**Entry Assumptions :** NQF Level 1 (ABET level 4)

**Duration :** 3 Days

### **Supervisory : Team Leader**

#### **Course Content :**

- Role of the team leader
- Problem solving
- Management of time
- Motivation
- Procedures
- Basic safety
- Loss control
- Duties of the team leader
- Communication
- Use of the Labour Force
- Disciplinary & grievance
- Union & Management interaction
- Site health, hygiene & housekeeping

**Entry Assumptions :** NQF Level 1 (ABET level 4)

**Duration :** 5 Days

### **Supervisory : Introduction to Supervision**

#### **Course Content :**

- Identify various plant
- Show how such plant can be used
- Show how plant should be controlled
- Guide on care & maintenance
- Difference between purchase or hire of plant

**Entry Assumptions :** NQF Level 1 (ABET level 4)

**Duration :** 3 Days

### **Supervisory : Basic Calculations - Construction**

#### **Course Content :**

- Use basic mathematics for construction personnel
- Calculate areas of rectangles, triangles and circles
- Calculations used on site
- Liquid measurements

**Entry Assumptions :** NQF Level 1 (ABET level 4)

**Duration :** 5 Days

### **Supervisory : Site Clerk 3 Day Programme**

#### **Course Content :**

- Introduction to duties of a site clerk
- The importance & impact of both industrial relations & Labour Laws on the site clerk's job, inclusive on the interrelationships of the latter with traditional duties
- A description of Law inclusive of the sources of South African Law
- The contract of employment
- The wage order of the civil engineering industry
- Other relevant labour legislation
- Unfair labour practices
- IR policies & procedures
- Trade Unionism in the construction company
- Specific problems related to a site clerk's job

**Entry Assumptions :** NQF Level 1(ABET level 4)

**Duration :** 3 Days