

FACILITIES, RISK, SAFETY & PUBLIC SERVICES PRACTITIONER PROGRAMMES

OCCUPATIONAL CERT: QUALITY ASSURER NQF LEVEL 5, SAQA ID 118769, 106 CREDITS

This QCTO part-qualification trains professionals to oversee quality management systems (QMS), conduct audits, ensure compliance, and drive continuous improvement across industries.

COURSE STRUCTURE AND MODULES

The program blends knowledge modules, practical skill modules, and work experience modules.

Key modules include:

- Quality Management Systems; Risk Profiling; Internal Audits; Process Improvement.
- Managing Quality Assurance Department; Leading Teams and Performance; Business Ethics and Accountability.
- Conduct Quality Assurance; Manage Documentation and Records; Ensure Product/Service Compliance.

DURATION:

12 months, featuring theory, practical training, workplace exposure, and external integrated summative assessment.

PROGRAMME OBJECTIVES:

- Enable learners to coordinate quality assurance processes and systems across their area of responsibility.
- Strengthen the ability to monitor operational activities for efficiency, consistency and adherence to standards.
- Build competence in analysing quality and performance data to inform decisions and corrective actions.
- Develop skills to lead and manage teams in implementing improvements while upholding ethics, compliance and customer focus.

ENTRY REQUIREMENTS:

- NQF Level 4 qualification or equivalent (for example Grade 12/NSC).
- Communication and Mathematical Literacy competencies at approximately NQF Level 4.
- Relevant industry or operational experience is advantageous.

WHO SHOULD APPLY:

- Quality coordinators, internal auditors and quality assurance practitioners.
- Supervisors and managers responsible for quality, compliance or operational standards in manufacturing, services or other operations environments.
- Individuals seeking to lead quality assurance functions and enhance organisational standards and performance.

**OCCUPATIONAL CERT: OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER
NQF LEVEL 5, 99714 101869, 256**

This QCTO qualification trains practitioners to facilitate workplace safety, conduct hazard inspections, advise on health risks, implement OHS systems, and support management in maintaining safe environments across industries.

COURSE STRUCTURE AND MODULES

The program blends knowledge modules, practical skill modules, and work experience modules.

Key modules include:

- Knowledge: Fundamentals of OHS (KM-01); Communication (KM-02); OHS Applications (KM-03); OHS Management (KM-04); Operations Management (KM-05, 6 credits).
- Practical Skills: Represent employee OHS needs (PM-01, 8 credits); Inspect workplaces for hazards (PM-04, 16 credits); Coordinate OHS representatives (PM-05, 6 credits).
- Work Experience: Facilitate hazard controls; participate in OHS planning and monitoring.

DURATION

Typically 12-32 months (1-3 years), including theory, practical training, extensive workplace experience, and integrated summative assessments.

PROGRAMME OBJECTIVES:

- Identify workplace risks and conduct effective hazard assessments.
- Implement and monitor controls to eliminate or minimise hazards.
- Represent workers on OHS matters and promote a strong safety culture.
- Plan, implement and maintain occupational health and safety management systems.

- Continuously review and improve safety procedures for healthier, legally compliant workplaces.

ENTRY REQUIREMENTS:

- A recognised NQF Level 4 qualification (for example, Grade 12/NSC with Mathematical Literacy) or an equivalent qualification.
- SAQA verification for all foreign qualifications where applicable.
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WHO SHOULD APPLY:

- Current or aspiring safety officers, SHE representatives, supervisors or coordinators in sectors such as construction, mining, manufacturing, logistics, and services.
- Employees and practitioners who want to progress into professional occupational health and safety practitioner roles or formalise their existing OHS experience with an accredited qualification.

OCCUPATIONAL CERT: ORGANISATIONAL RISK PRACTITIONER NQF LEVEL 6, 94222, 125

This QCTO qualification enables risk practitioners to implement organizational risk frameworks, assess threats, develop treatment plans, and monitor risk processes in support of business units.

COURSE STRUCTURE AND MODULES

Comprises 28 credits in knowledge modules, 28 credits in practical skill modules, and 69 credits in work experience modules

Key modules include:

- Knowledge: Introduction to Risk Management; Risk Management Framework (Strategy and Policy); Risk Management Enablers (4 modules total).
- Practical Skills: Implement risk frameworks; create partnerships; establish risk context; assess and profile risks; facilitate treatment plans; monitor and improve processes (6 modules).
- Work Experience: Apply skills in real organizational settings through structured on-the-job tasks (6 modules).

DURATION

12-24 months (typically 12 months blended learning), including 280 notional hours knowledge, 280 practical, and 690 workplace hours, leading to External Integrated Summative Assessment (EISA).

PROGRAMME OBJECTIVES:

- Establish and maintain risk management frameworks within their organisations.
- Build and sustain stakeholder partnerships that support effective risk management.
- Identify, analyse and profile business unit risks across functions and processes.
- Develop, implement and monitor risk treatment plans aligned to organisational strategy.
- Drive continuous improvement of risk processes to strengthen organisational resilience and performance.

ENTRY REQUIREMENTS:

- An NQF Level 4 qualification or equivalent.
- At least 2 years of relevant experience in a risk-related environment.
- Currently working in, or closely supporting, a risk practitioner role.
- Basic computer literacy and competence in standard office software.

WHO SHOULD APPLY:

- Risk support staff and junior risk practitioners who assist risk officers or risk managers in day-to-day activities.
- Professionals in business units who are responsible for operational risk identification, assessment and reporting in corporate, financial or public sector organisations.
- Individuals seeking to formalise their risk management experience and progress into more senior risk practitioner roles.

CERTIFICATE: MUNICIPAL FINANCIAL MANAGEMENT, NQF LEVEL 6, SAQA ID 48965, 166 CREDITS

This accredited local government qualification develops strategic and operational financial management competence for municipal environments, enabling professionals to manage public funds, budgeting, internal controls, reporting, governance and compliance effectively.

COURSE STRUCTURE AND MODULES

The programme blends knowledge, practical application and workplace-based learning to prepare learners for financial management responsibilities in municipalities.

Key Modules:

- Municipal strategic planning, implementation and performance management.
- Municipal budgeting, implementation and supply chain management.
- Financial management processes, internal control, auditing and reporting.
- Corporate governance, stakeholder relations and risk management in a municipal context.
- Management of municipal assets and liabilities, project management and information technology.

DURATION

12–24 months, depending on provider and delivery mode, with blended, online or face-to-face options commonly available.

PROGRAMME OBJECTIVES

- Enable learners to apply strategic-level financial management competencies for the effective, efficient and economical use of public funds and resources at local government level.
- Build competence in municipal strategic planning, budgeting, implementation, monitoring and performance management.
- Strengthen the ability to manage internal controls, auditing, financial reporting, assets, liabilities and governance processes within municipalities.
- Develop practical understanding of municipal finance legislation, compliance and accountable service delivery in the public sector.

ENTRY REQUIREMENTS

- A relevant qualification at approximately NQF Level 4 or equivalent.
- Communication and Mathematical Literacy at around NQF Level 4 are commonly required by providers.
- Background knowledge in economics or accounting may be required or recommended, depending on the provider.
- The qualification is particularly suited to current municipal employees and aspiring local government finance practitioners.

WHO SHOULD APPLY

- Municipal officials, finance staff and aspiring finance practitioners working in local government.

- Senior managers and future senior managers responsible for budgeting, reporting, governance and public resource management.
- Officials in municipal entities, as well as professionals in NGOs, NPOs or private-sector organisations that interface with local government finance systems.
- Individuals who want to strengthen their competence for current municipal finance roles or improve their prospects for advancement in local government.

OCCUPATIONAL CERTIFICATE: FACILITIES MANAGER, NQF LEVEL 6, SAQA ID 102147, 262 CREDITS

This QCTO occupational qualification prepares facilities management professionals to organise, control and coordinate the strategic and operational management of facilities in public or private organisations, in line with international facilities management standards and ISO 41001 principles.

COURSE STRUCTURE AND MODULES

The programme integrates knowledge modules, practical skills modules and workplace experience to build comprehensive competence in facilities management.

Key modules

- Fundamentals and principles of facilities management; concepts underpinning facilities management.
- Facilities management leadership and management; corporate governance, risk and business continuity.
- Movable and immovable asset management; procurement and contract management; financial management for facilities managers.
- Occupational health and safety, environmental stewardship, sustainability, and green innovations in facilities.
- Space and facilities planning, real estate and property management, technology in facilities management, operations and maintenance, and project management.

DURATION

Typically 2 years, combining structured theoretical learning, practical skills development and workplace experience, culminating in an External Integrated Summative Assessment (EISA) or equivalent final integrated examination coordinated by QCTO/SETA.

PROGRAMME OBJECTIVES

- Enable learners to manage client, staff and supplier contracts and agreements that support sustainable facilities operations.
- Build competence to plan and manage facilities-related services, support functions, systems and processes at both strategic and operational levels.
- Develop the ability to analyse and address client and user needs, ensuring that facilities support and enhance the organisation's core business.
- Strengthen skills in governance, risk, business continuity, health and safety, environmental sustainability, and quality management within the facilities environment.

ENTRY REQUIREMENTS

- A recognised NQF Level 4 qualification with Communication and Mathematical Literacy.
- It is desirable for learners to have at least 2–5 years' experience in facilities management or a related management/supervisory role, depending on provider requirements.

WHO SHOULD APPLY

- Current and aspiring facilities managers, property managers, building managers and senior facilities management staff.
- Real estate managers, maintenance managers, technical managers and operations managers responsible for built environment assets and services.
- Professionals seeking a structured, industry-aligned facilities management qualification that meets QCTO and SAFMA standards and supports progression to professional designations such as Certified Facilities Professional.