



**SAQA ACCREDITED SKILLS  
DEVELOPMENT CATALOGUE**

*"Our goal is to be the foremost workplace learning and consulting company"*

Company Size: Small (2 permanent employees, 6 Temp employees)

Industry Classification : Training and Consulting

Estimate Revenues : +- R1 245 000

BBBEEE Status : Level 1, 100 % Black owned, 51 % female owned, 100% youth owned

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E42moro (PTY) LTD was founded in 2014, by Mrs Nomakhaya Mfana and Mr Siyanda Mfana. Operating as a family business, since inception, E42moro has grown organically, from a media and information technology consulting agency to a training and consulting provider offering over a thousand short courses across a wide range of specialisations and industry recognitions including International, nation and inhouse trainings offerings.

Vision - To be at the foremost workplace learning and consulting company.

Mission - To progressively reengineer ourselves and product offering, in order to provide exceptional quality and value.

Business strategy E42moro (PTY) LTD's business strategy is one of organic growth via utilising its readily available resources and skills to intelligently position the business to serve customer needs and propel the business towards its growth objectives.

2019 - extended product offerings to include soft skills and e-learning courses

2019 - Pending qualifications from ServicesSETA, LGSETA, MICT and TETA

2018 - Attained accreditation as a training provider with MICT SETA

2018 & 2017 - Eastern Cape NLC preferred supplier for Open Call for Applications- Newspapers and Radio Adverts

2018 - Established a 3 Year partnership with Cortex Hub to provide educational supplemental support for 3 years to Mzomhle High School Students

2018 - Vacation Training partner, providing accredited computer training for 50 youth, comprising unemployed youth and 8 no fee schools from Duncan Village

2017 - Established 'E42moro Foundation' as Bantu Art and Development Foundation, to focus on CSI projects

### **Siyanda Mfana**

*B.Com (Hons) Information Systems*

*Strategic Director*

Siyanda is a co-founder of E42moro (Pty) Ltd. He has vast knowledge and experience in training and business, as well as technical skills in graphic design, business analysis and software development.

### **Nomakhaya Mfana**

*N. Dip. Financial Magement, B.Com Information Systems*

*Operations Director*

Nomakhaya is co-founder of E42moro (Pty) Ltd. She has vast knowledge and experience in financial administration and web design. Her forte is in operations management, training and assessing of learning programs.



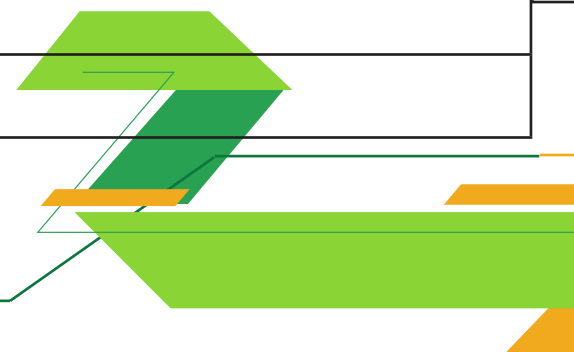
## Skills Development Courses

Administrative				
Administer contracts for goods, works and services in the public sector	377896		Level 5	
Apply administrative skills and knowledge in a sport organisation	243298	11	Level 4	
Apply contract documentation	15137	10		
CONDUCT SKILLS DEVELOPMENT ADMINISTRATION IN AN ORGANISATION	15227	4	Level 4	
Create, maintain and update record keeping systems	115855	5	Level 5	
Develop administrative procedures in a selected organisation	110003	8	Level 9	
Executing general office administration	8015	4	Level 2	
Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	14339	5	Level 2	
Maintain reception area	14351	2	Level 2	
Manage a diary for self and others	14352	5	Level 2	
Manage administration records	110009	4	Level 11	
Operate and take care of equipment in an office environment	8104	2	Level 2	
Operate personal computer peripherals	7566	3	Level 2	
Order and distribute office supplies	14355	4	Level 2	

Populate documentation templates	115412	8	Level 5	
Process incoming and outgoing telephone calls	14348	3	Level 2	
Receive, consult and direct visitors in a reception area	14350	5	Level 2	
Receive, distribute and dispatch mail in an office environment	14347	2	Level 2	
Record and process workplace transactions	117492	10	Level 13	
Behavioural				
Apply basic business ethics in a work environment	113924	2	Level 2	
Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	119342	8	Level 5	
Apply professional values and ethics in the operational environment	335800	4	Level 5	
Apply the principles of ethics in a municipal environment	116343	10	Level 6	
Apply the principles of ethics to a business environment	230078	4	Level 5	
Apply values and ethics to a sport organisation	243296	3	Level 4	
Behave in a professional manner in a business environment	14359	5	Level 2	
Demonstrate and apply knowledge of the ethical standards in the Public Sector	242857	4	Level 4	
Engage in directed planning behaviour	256134	8	Level 1	
Identify personal values and ethics in the workplace	12537	4	Level 1	
Implement strategies for behaviour change and lifestyle coaching	10223	8	Level 5	
Operate in a professional manner utilising trouble shooting techniques while applying creative thinking processes	115835	5	Level 5	
Organise oneself in the workplace	8618	3	Level 2	
Plan to manage one`s time	15091	3	Level 1	
Potray a professional image within a cleaning team	243191			

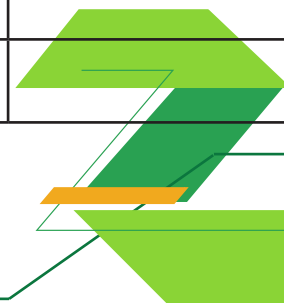
Professional conduct and business ethics	335835	4	Level 4	
Understand and apply personal values and ethics	8416	4	Level 2	
Apply knowledge of self in order to make a personal decision	120308	3	Level 2	
Communication				
Accommodate audience and context needs in oral communication	779472	5	Level 3	
Access and use information from texts	8963	5	Level 2	
Accommodate audience and context needs in oral communication	8968	5	Level 3	
Accommodate audience and context needs in oral/signed communication	119472	5	Level 3	
Analyse and communicate workplace data	8662	5	Level 5	
Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	9009	3	Level 2	
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015	6	Level 4	
Apply workplace communication skills	8647	10	Level 5	
Conduct communication within a business environment	10622	8	Level 5	
Control the flow of information in a business unit	254595	8	Level 4	
Engage in a range of speaking/signing and listening interactions for a variety of purposes	119635	6	Level 1	
Engage in sustained oral communication and evaluate spoken texts	8974	5	Level 4	
Interpret a variety of literary texts	119466	5	Level 3	
Interpret a variety of literary texts	8972	5	Level 3	

Interpret and implement instructions	256154	8	Level 1	
Interpret and use information from texts	119457	5	Level 3	
Interpret and use information from texts	8969	5	Level 3	
Maintain and adapt oral communication	8962	5	Level 2	
PRESENT INFORMATION IN REPORT FORMAT	110023	6	Level 4	
Process, analyse and communicate numerical data	110083	4	Level 1	
Provide and respond to feedback	115817	4	Level 5	
Read analyse and respond to a variety of texts	8975	5	Level 4	
Read/view and respond to a range of text types	119640	6	Level 1	
Receive and execute instructions	14349	2	Level 2	
Respond to literary texts	8965	5	Level 2	
Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	115789	5	Level 5	
Use language and communication in occupational learning programmes	119467	5	Level 3	
Use language and communication in occupational learning programmes	8973	5	Level 3	
Use language and communication in occupational learning programmes	8979	5	Level 4	
Use the writing process to compose texts required in the business environment	12153	5	Level 4	
Write and present for a wide range of purposes, audiences and contexts	115790	5	Level 5	
Write for a defined context	8964	5	Level 2	
Write for a wide range of contexts	8976	5	Level 4	
Write texts for a range of communicative contexts	8970	5	Level 3	
Write/present/sign texts for a range of communicative contexts	119465	5	Level 3	
Write/Sign for a variety of different purposes	119636	6	Level 1	



Compliance				
Analyse compliance to legal requirements and recommend corrective actions	252030	4	Level 5	
Comply to legal requirements in business	117494	7	Level 6	
Demonstrate an understanding of the key issues important for compliance with corporate governance principles and social responsibility	336707	6	Level 5	
Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	13952	8	Level 4	
Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHSA) (as amended) and the responsibilities of management in terms of the Act	242668	4	Level 4	
Demonstrate knowledge and understanding of the rights and responsibilities of the individual under the South African Constitution	11816	2	Level 2	
Demonstrate knowledge and understanding of the statutory cover afforded under the Compensation for Occupational Injuries and Diseases Act, 130 of 1993, as amended (COIDA)	10378	3	Level 4	
Demonstrate knowledge and understanding of the structures that reinforce and support human rights in South Africa	11817	3	Level 2	
Demonstrate understanding of employment relations in an organisation	10170	3	Level 3	
Demonstrate understanding of occupational health and safety legislation in the workplace	244288	8	Level 5	
Examine the applications of the Basic Conditions of Employment Act and its effect on earnings in own contract	10717	4	Level 2	
Monitor compliance to safety, health and environmental requirements in a workplace	115091	2	Level 2	
Consulting				
Analyse and make decisions for the development and selection of a specific consulting model	119171	8	Level 5	
Assist in researching the problem and the solution within a consulting context	115402	6	Level 5	

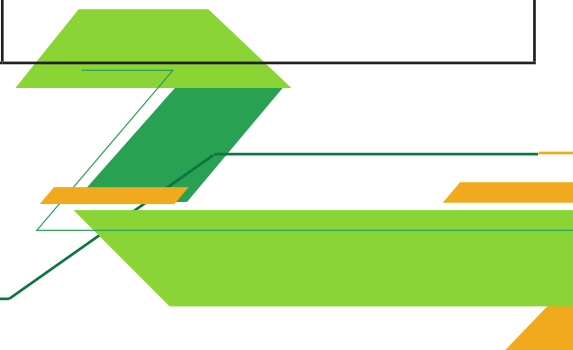
Conduct stakeholder consultation around municipal finance programmes	116348	8	Level 6	
Develop a consulting service ethic	115394	5	Level 5	
Develop own ability to provide a business advisory service for SMMEs	115830	10	Level 5	
Identify and explain governance issues within a client organisation	119177	4	Level 5	
Investigate the structure of an organization as a workplace	14343	8	Level 2	
Know the client within a consulting contract	115403	6	Level 5	
Participate in the clarification of issues regarding a consulting engagement	119175	5	Level 5	
Provide administrative support within a consulting context	115406	5	Level 5	
Research and provide after sales service of the consulting engagement	119084	8	Level 5	
Solve problems, make decisions and implement solutions	242817	8	Level 4	
Support post-contract service and client follow-up	115396	8	Level 5	
Understand and apply the concept of the consulting service as a product	115397	5	Level 5	
Understand the business of consulting	115404	8	Level 5	
Entrepreneurial				
Apply basic business principles	117497	10	Level 4	
Apply and explain the generic business process and value chain model	115395	12	Level 5	
Appraise the SMME business owner and or manager	115824	5	Level 5	
Assess legal contracts for business	117495	8	Level 5	
Create sustainable value through appropriate cost and pricing strategies	336680	10	Level 6	
Demonstrate an understanding of a general business plan and adapt it to a selected business idea	14444	7	Level 1	
Demonstrate an understanding of an entrepreneurial profile	263356	5	Level 4	
Demonstrate an understanding of an entrepreneurial profile	114598	5	Level 4	





Demonstrate an understanding of entrepreneurship and develop entrepreneurial qualities	10006	2	Level 1	
Demonstrate entrepreneurial competence	117499	12	Level 4	
Demonstrate the ability to start and run a business and adapt to a changing business environment	10009	3	Level 1	
Describe and discuss basic issues relating to the nature of business, the stakeholders in a business and business profitability	13176	3	Level 1	
Determine and negotiate terms of reference of business appraisal service to SMMEs	115854	7	Level 5	
Develop a business plan for a small business	117241	5	Level 4	
Establish and appraise the SMME,s current situation and potential	115811	10	Level 5	
Explain marketing for SMMEs	115857	6	Level 5	
Identify and discuss different types of business and their legal implications	13994	4	Level 1	
Identify business success issues for SMMEs	115816	6	Level 5	
Identify, analyse and select business opportunities	10007	3	Level 1	
Respond to a request for proposal	119176	5	Level 5	
Tender to secure business for a new venture	114593	5	Level 4	
ERP - Enterprise Resource Planning				
Apply an understanding of the operational components of an Enterprise Resource Planning (ERP) system	117707	7	Level 4	
Apply and explain knowledge of the transactions within an ERP module	115408	8	Level 5	
Apply the Key Performance Indicators (KPI) of ERP transactions to end-user tasks	117715	4	Level 4	
Apply the principles of business transactions within an ERP system	117706	6	Level 4	
Assist in the configuration of an ERP module	115411	12	Level 5	

Configure and customise the transactions to the business requirements within an Enterprise Resource Planning system	119087	15	Level 5	
Demonstrate an understanding of the impact of an ERP system in an organisation	117716	5	Level 4	
Demonstrate and apply a basic knowledge of ERP solutions and modules	115400	10	Level 5	
Describe different business systems and their interdependence within an organisation	117729	5	Level 4	
Describe governance and control issues within business systems operations	117708	4	Level 4	
Describe information systems departments in business organisations	14926	3	Level 4	
Describe the alignment of the business system to the business strategy and objectives	117730	4	Level 4	
Develop a working knowledge of a module within an Enterprise Resource Planning system	119085	10	Level 5	
Develop an understanding of systems security methods (authorisations) in an Enterprise Resource Planning system	119086	8	Level 5	
Identify and explain the Enterprise Resource Planning market, partners and competitors	119178	4	Level 5	
Maintain an existing information system in a business environment	14340	4	Level 2	
Navigate and execute transactions within modules of an ERP Solution	117718	12	Level 4	
Perform Enterprise Analysis	259257	10	Level 6	
Plan, monitor and control an information system in a business environment	13933	3	Level 3	
Prepare for and contribute to Enterprise Resource Planning process design	119181	5	Level 5	
Provide feedback from an end-user perspective on the operation of an ERP solution	117714	5	Level 4	
Troubleshoot an ERP system as an end-user	117712	4	Level 4	
Understand the overall concept of an ERP solution	117711	5	Level 4	
Use the Project Management methodology, related tools and document templates of an Enterprise Resource Planning product	119090	10	Level 5	

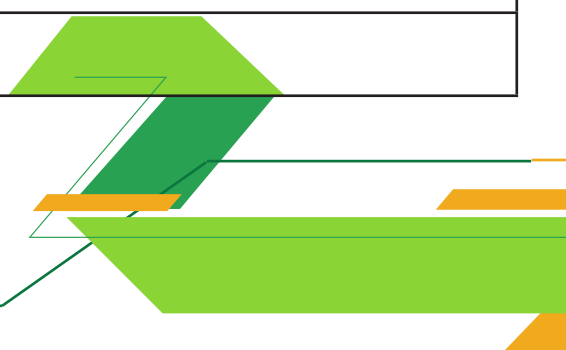


Finance				
Apply approaches to managing municipal income and expenditure within a multi-year framework	116342	15	Level 6	
APPLY BASIC INVOICING AND ACCOUNTING PRINCIPLES	252435	6	LEVEL 3	
Apply business financial practices	115821	4	Level 5	
Apply costing principles to municipal operational and service-based costing	116340	11	Level 6	
Apply financial analysis	15236	4	Level 5	
Apply financial and business principles in a manufacturing environment	10606	8	Level 6	
Apply mathematical analysis to economic and financial information.	252036	8	Level 5	
Apply techniques and South African statutes to cash and investment management in a municipal environment	116346	10	Level 6	
Apply the Inter-governmental Fiscal Relations Act to municipal financial management	116344	10	Level 6	
Apply the principles of budgeting within a municipality	116345	15	Level 5	
Apply the principles of costing and pricing to a business venture	263455	6	Level 4	
Conduct auditing planning and implementation in a South African municipality	116351	12	Level 5	
Conduct basic financial transactions	14353	3	Level 2	
Contribute to capital planning and financing	116347	15	Level 6	
Demonstrate an understanding of basic accounting practices	13999	4	Level 1	
Demonstrate basic accounting concepts	117421	12	Level 3	
Design internal control and internal control evaluation framework	116357	8	Level 6	
Develop a personal financial plan	12429	2	Level 3	

INTERPRET BASIC FINANCIAL STATEMENTS	117156	4	LEVEL 4	
Interpret South African legislation and policy affecting municipal financial management	116361	8	Level 6	
Manage a municipality's assets and liabilities	116362	11	Level 6	
Manage finance in a small business	117500	8	Level 4	
Manage information technology resources in a municipal finance environment	116360	8	Level 6	
Manage personal finances	243189	8	Level 1	
Manage working capital	252028	10	Level 5	
Plan a municipal budgeting and reporting cycle	116364	8	Level 6	
Prepare and analyse municipal financial reports	116363	12	Level 6	
Present a banking-related financial solution to a business client for consideration	7396	8	Level 5	
Produce accounting reports	117491	10	Level 12	
Select and apply financing instruments in the valuation of a business entity and financial assets	12950	10	Level 6	
Use mathematics to investigate and monitor the financial aspects of personal and community life	7469	2	Level 2	
Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	7456	5	Level 3	
Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	7468	4	Level 4	
Health and Safety				
Apply basic food safety principles	116166			
Apply health and safety to a work area	9964	3	Level 2	
Carry out basic first aid treatment in the workplace	116534	2	Level 3	
Conduct workplace Occupational Health and Safety (OHS) inspections	259619	3	Level 2	
Contribute to the health, safety and security of the workplace	110064	4	Level 2	

Control workplace hazardous substances	115093	4	Level 3	
Demonstrate an understanding of HIV/AIDS and its implications	8494	4	Level 2	
Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	14656	5	Level 1	
Demonstrate basic knowledge and understanding of emergency preparedness and response	116533	2	Level 2	
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	4	Level 3	
Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	13915	4	Level 3	
Maintaining occupational health, safety and general housekeeping	8016	8	Level 3	
Move and store a hazardous load	260837	8	Level 3	
Perform basic fire fighting	12484	4	Level 2	
Practice good health and grooming habits	243193	4	Level 1	
Human Resources				
Coordinate planned skills development interventions in an organisation	15232	6	Level 5	
Create and build an optimum advice environment	115819	5	Level 5	
Prepare and conduct staff selection interviews	15235	3	Level 5	
Prioritise time and work for self and team	242811	5	Level 4	
Provide information and advice regarding skills development and related issues	15221	4	Level 5	
Prepare for and provide end-user training	119091	5	Level 5	
IT - Information and Communication Technology				

Define the role of the end-user during the life-cycle of the business solution	117719	6	Level 4	
DEMONSTRATE AN UNDERSTANDING OF THE PRINCIPLES OF THE INTERNET AND THE WORLD-WIDE-WEB	115391	3	LEVEL: 4	
Demonstrate knowledge of and produce word processing documents using basic functions	7568	3	Level 2	
Demonstrate the ability to use electronic mail software to send and receive messages	7571	3	Level 2	
Describe and install a facsimile machine	14952	2	Level 4	
Describe and install computer printers	14945	2	Level 4	
Describe and install photocopier machines	14946	3	Level 4	
Describe and install scanning systems	14936	3	Level 4	
Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	117925	3	Level 2	
Design a distribution network	336703	5	Level 6	
Develop and use keyboard skills to enter text	9357	4	Level 1	
Develop end-user documentation and manuals	119089	10	Level 5	
ENHANCE, EDIT AND ORGANISE ELECTRONIC MESSAGES USING A GRAPHICAL USER INTERFACE (GUI)-BASED MESSAGING APPLICATION	116935	2	LEVEL 2	
Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	116935	2	Level 2	
Install a Personal Computer (PC) peripheral device, in a GUI environment	117943	2	Level 1	
Install a personal computer or handheld computer and peripherals	14950	7	Level 4	
Investigate the use of computer technology in an organisation	14963	6	Level 4	
Managing files in a Graphical User Interface (GUI) environment	117867	3	Level 1	
Observe and record the findings of a business requirements gathering session	115398	8	Level 5	



Operate a personal computer system	116932	3	Level 1	
Operate a personal computer system	7547	6	Level 2	
USE A GRAPHICAL USER INTERFACE (GUI) BASED PRESENTATION APPLICATION TO PREPARE AND PRODUCE A PRESENTATION ACCORDING TO A GIVEN BRIEF	117923	5	LEVEL 2	
USE A GRAPHICAL USER INTERFACE (GUI)-BASED DATABASE APPLICATION TO SOLVE PROBLEM	117927	6	LEVEL 4	
Use a Graphical User Interface (GUI)-based presentation application to create and edit slide presentations	116933	3	Level 1	
Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	116930	5	Level 3	
Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	117923	5	Level 2	
USE A GRAPHICAL USER INTERFACE (GUI)-BASED PROCESSOR TO FORMAT DOCUMENTS	117924	5	LEVEL 4	
USE A GRAPHICAL USER INTERFACE (GUI)-BASED SPREADSHEET APPLICATION TO CREATE AND EDIT SPREADSHEETS	116937	4	LEVEL 2	
Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	116940	6	Level 3	
USE A GRAPHICAL USER INTERFACE (GUI)-BASED WEB-BROWSER TO SEARCH THE INTERNET	116931	4	LEVEL: 2	
Use a Graphical User Interface (GUI)-based web-browser to search the Internet	116931	4	Level 2	
Use a Graphical User Interface (GUI)-based word processor to create and edit documents	116938	4	Level 1	
Use a Graphical User Interface (GUI)-based word processor to format documents	117924	5	Level 2	
USE A GUI BASED DATABASE APPLICATION TO WORK WITH SIMPLE DATABASES	116936	3	LEVEL: 3	

Use a GUI-based word processor to create merged documents	116942	3	Level 3	
USE A GUI-BASED WORD PROCESSOR TO CREATE MERGED DOCUMENTS	116942	3	LEVEL: 3	
Use a GUI-based word processor to enhance a document through the use of tables and columns	119078	5	Level 3	
USE COMPUTER TECHNOLOGY TO RE-SEARCH A COMPUTER TOPIC	114076	3	LEVEL 4	
Use electronic mail to send and receive messages	116945	2	Level 2	
USE GENERIC FUNCTIONS IN A GRAPHICAL USER INTERFACE (GUI) ENVIRONMENT	258883	4	LEVEL	
Use generic functions in a Graphical User Interface (GUI)-environment	117902	4	Level 1	
USING A GRAPHICAL USER INTERFACE (GUI)-BASED SPREADSHEET APPLICATION, ENHANCE THE FUNCTIONALITY AND APPLY GRAPH /CHARTS TO A SPREADSHEET	116943	3	LEVEL 4	
WORK WITH SPREADSHEETS	258876	3	LEVEL 4	
Logistics				
Align logistics activities to achieve competitive advantage	252288	15	Level 5	
Analyse logistics systems and implement appropriate strategic plans	336740	8	Level 6	
Conduct demand forecasting and develop supply and capacity plans to meet demand	336720	8	Level 6	
Conduct initial assessment for strategic sourcing	260077	4	Level 6	
Control and order stock	246750	6	Level 4	
Demonstrate knowledge and understanding of the legal framework of freight forwarding	252291	7	Level 5	
Develop a sourcing strategy	260097	8	Level 6	
Develop and implement optimal inventory strategies	336742	8	Level 6	
Evaluate stock policies and logistic services	115852	6	Level 5	
Execute a strategic sourcing strategy	260137	6	Level 6	
Manage in and out sourcing	336679	4	Level 5	



Manage logistics operations	113835	12	Level 4	
Prepare products for transportation; manage the return of goods and warehousing	336704	10	Level 5	
Secure and retain new business in the freight forwarding industry	252296	8	Level 5	
Manufacturing				
Demonstrate an understanding of manufacturing, principles, methodologies and processes	10631	7	Level 5	
Manage time and the work process in a business environment	13918	4	Level 4	
Participate in business process definition and continuous improvement	117710	6	Level 4	
Schedule production activities	336741	5	Level 5	
Manage time and work processes within a business environment	14342	4	Level 2	
Other Fundamental				
Basic Cleaning	12520			
Create, improvise and organize sport activities	243303	6	Level 4	
Do basic research	8418	4	Level 2	
Explain and apply quality control procedures	123468	6	Level 3	
Lead a community sport activity	243300	12	Level 4	
Process numerical and text data in a business environment	14346	2	Level 2	
Promote sport activity in a community	243293	4	Level 4	
Set up and perform testing and acceptance procedures	119088	10	Level 5	
Use and apply matrices and graphs to organise information and solve problems	243838	2	Level 3	

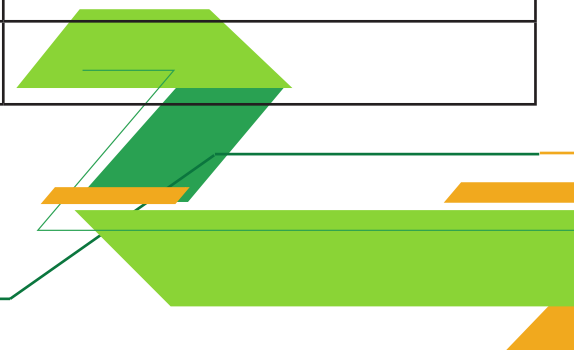
Work with a range of patterns and functions and solve problems	9007	5	Level 2	
Plant Operations				
Apply generic crane operational skills	116976	5	Level 3	
Arrange and complete lifts on site using lifting equipment	113981	15	Level 4	
Conduct advanced sideboom operations	117036	8	Level 3	
Conduct advanced tower crane operations	116981	20	Level 3	
Demonstrate knowledge of and apply regulatory requirements pertaining to crane operation	116283	5	Level 2	
Demonstrate knowledge of skills required in the crane industry	115900	5	Level 2	
Demonstrate knowledge of the regulatory framework for lifting machines	260778	8	Level 3	
Demonstrate knowledge of the requirements for mobile crane delivery	115903	8	Level 2	
Describe different categories of lifting machines	260779	8	Level 3	
Direct the operation of an overhead crane	253595	3	Level 2	
Extract and transport timber using a tractor and trailer fitted with a self-loading crane in a production situation	117086	25	Level 4	
Inspect and conduct routine maintenance on an overhead crane	254355	2	Level 3	
Lift and move a load in suspension using a mobile crane	253590	4	Level 3	
Lift and move a load on a construction site	119527	15	Level 3	
Lift and move a load using manual lifting equipment and tackle	253582	8	Level 2	
Lift and move a load using mechanical lifting equipment	244407	7	Level 3	
Lift and move material and equipment by means of a forklift	244365	3	Level 2	
Manage the transportation of mobile elevated work platforms (MEWP)	243276	7	Level 4	

Monitor and control the safety and operations of Mobile Elevating Work Platforms	243273	8	Level 4	
Move material by means of a mobilift in an underground mine	244406	6	Level 2	
Operate a bulldozer in a bulk-product handling facility	15016	10	Level 3	
Operate a cab controlled overhead crane	116231	8	Level 2	
Operate a cantilever container crane (ship to shore)	260798	12	Level 3	
Operate a container side loader	260777	3	Level 3	
Operate a counter balanced lift truck in excess of 15 tons	260818	9	Level 3	
Operate a floating crane	260763	12	Level 3	
Operate a inland container crane (rail mounted)	260760	10	Level 3	
Operate a mobile crane	116254	20	Level 2	
Operate a Mobile Elevating Work Platform (MEWP)	243272	10	Level 2	
Operate a pendant controlled overhead crane	116235	5	Level 2	
Operate a reach stacker	260761	10	Level 3	
Operate a reclaimers	15015	10	Level 3	
Operate a rubber tyred gantry crane	260765	12	Level 3	
Operate a scotch derrick crane (ship mounted)	260817	10	Level 3	
Operate a shiploader	15017	10	Level 3	
Operate a ships crane	260764	8	Level 3	
Operate a sideboom	116075	5	Level 2	
Operate a sideloader lift truck	260797	8	level 3	

Operate a stacker	15013	10	Level 3	
Operate a straddle carrier	260757	10	Level 3	
Operate a sugar cane crane	260780	10	Level 3	
Operate a telescopic boom handler	260781	10	Level 3	
Operate a tippler	15014	10	Level 3	
Operate a tower crane	116255	20	Level 2	
Operate a truck mounted loader crane	116253	20	Level 2	
Operate a wall-mounted jib	260758	7	Level 3	
Operate a wharf side crane (rail mounted)	260759	8	Level 3	
Operate a wharf side jib crane	260838	8	Level 3	
Operate a Working Platform	110151	5	Level 2	
Operate advanced defined purpose lift trucks	242972	7	Level 3	
Operate counter-balanced lift truck	242974	7	Level 3	
Operate defined purpose lift trucks	242981	4	Level 2	
Operate heavy crane	242982	14	Level 3	
Operate overhead/gantry cranes	242976	5	Level 2	
Operate rough terrain/earthmoving/agricultural equipment	260762	11	Level 3	
Operate ship cargo lifting appliances	242977	10	Level 3	
Operate tailgates and tail-lifts	123260	2	Level 3	
Operate truck-mounted cranes	242978	8	Level 3	
Operating cranes	8039	10	Level 3	
Operating lift trucks	8038	6	Level 3	
Perform a lifting task by using a mobile crane	253658	8	Level 3	

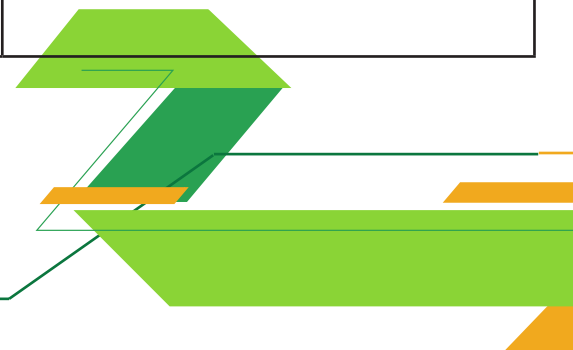
Perform tandem lifting	116583	12	Level 4	
Shift loads using lifting equipment	243021	4	Level 2	
Sling and communicate during crane operations	253638	4	Level 2	
Sling complex loads and communicate during crane operations	116986	12	Level 3	
Sling loads	12481	5	Level 2	
Supervise advanced mobile crane operations	253660	20	Level 4	
Use a mobile crane to carry out demolition activities with demolition equipment	116989	8	Level 3	
Use a mobile crane to carry out pile driving	117001	8	Level 3	
Use a side-boom to lift, lower and carry materials	253600	5	Level 2	
Project Management				
APPLY A RANGE OF PROJECT MANAGEMENT TOOLS AND TECHNIQUES	120385	7	LEVEL 4	
Apply a range of project management tools and techniques	120385	7	Level 4	
Apply the principles and theories of public sector project management	242914	12	Level 6	
Conduct project documentation management to support project processes	120376	6	Level 4	
Contribute to project initiation, scope definition and scope change control	13835	9		
Contribute to project initiation, scope definition and scope change control	120373	9	Level 4	
Contribute to the management of project risk within own field of expertise	120374	5	Level 4	
Coordinate the closure of a simple to moderately complex project	243819	8	Level 5	
Demonstrate an understanding of the Principles of Project and Structured Finance	13400	7	Level 5	

Demonstrate knowledge and understanding of the project and the project support services environment	123462	4	Level 3	
Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project	243811	7	Level 5	
Develop a preliminary project scope statement for a simple to moderately complex project	243823	12	Level 5	
Develop a project cost management plan for a simple to moderately complex project	243813	12	Level 5	
Develop a project risk management plan for a simple to moderately complex project	243817	7	Level 5	
Develop a simple schedule to facilitate effective project execution	120384	8	Level 4	
Develop an integrated Project Management plan for a simple to moderately complex project	243824	8	Level 5	
Develop an optimised work and resource schedule for a simple to moderately complex project	243820	12	Level 5	
Establish a project or project phase and its processes for a simple to moderately complex project	243814	14	Level 5	
Evaluate and improve the project team's performance	120380	7	Level 5	
Explain and provide assistance for project estimating service functions	123463	8	Level 3	
Explain fundamentals of project management	120372	5	Level 4	
Explain the quality, time and cost parameter of a project and obtain change request authorisations	123466	5	Level 3	
Gather information and provide assistance for project planning and scheduling functions	123464	10	Level 3	
Identify, organise and co-ordinate project life cycle phases for control purposes	10131	5	Level 4	
Identify, suggest and implement corrective actions to improve quality of project work	120377	7	Level 4	
Implement a quality management system on a construction project	262826	16	Level 4	
Implement project administration processes according to requirements	120381	5	Level 4	
Manage risks on a simple to moderately complex project	243980	6	Level 5	



Manage stakeholder relations on a project	243815	12	Level 5	
Manage the procurement process for a simple to moderately complex project	243821	10	Level 5	
Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	123465	5	Level 4	
Monitor and control the execution of the project management plan for a simple to moderately complex project	243812	12	Level 5	
Monitor, evaluate and communicate simple project schedules	120387	4	Level 4	
Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	120375	6	Level 4	
Plan, organise and support project meetings and workshops	120382	4	Level 4	
Provide assistance for project cost control functions	123467	10	Level 3	
Provide assistance in implementing and assuring project work meets quality requirements	120383	6	Level 3	
Provide procurement administration support to a project	120386	7	Level 4	
Supervise a project team of a small project to deliver project objectives	120388	14	Level 5	
Support the project environment and activities to deliver project objectives	120378	14	Level 5	
Use the Project Management methodology, related tools and document templates of an Enterprise Resource Planning product	119090	10	Level 5	
Risk Management				
Analyse people related risks in an organisation in order to control the risk	14999	3	Level 4	
Apply risk management in South African municipalities	116339	10	Level 6	
Demonstrate an understanding of and provide assistance for risk analysis functions	123461	6	Level 3	

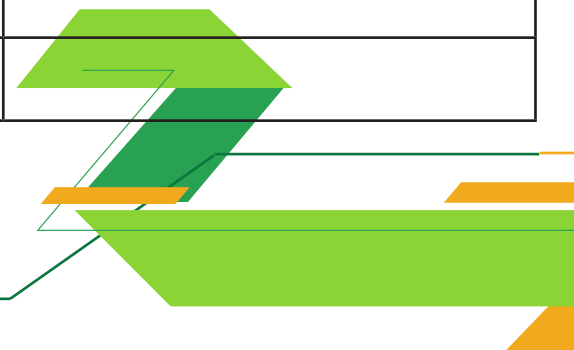
Demonstrate knowledge and understanding of South African law and the regulation of risk management	15007	4	Level 7	
Determine risk exposure in order to manage the risk in a specific situation	15008	2	Level 8	
Explain the nature of risk and the risk management process	14995	4	Level 10	
Formulate risk management policies and procedures for international trading companies	252294	8	Level 5	
Monitor, assess and manage risk	252025	8	Level 9	
Sales & Marketing				
Describe features, advantages and benefits of a range of products or services	10324	6	Level 4	
Apply the process of lead generation	115399	5	Level 5	
Attend to customer enquiries in an office setting	14338	2	Level 2	
Demonstrate an understanding of the importance of marketing	116164	2	Level 1	
Demonstrate an understanding of the principles of marketing	336699	5	Level 5	
Evaluate, assess and apply merchandising and marketing practices	115820	8	Level 5	
Identify and utilise marketing resources to meet objectives	10013	4	Level 4	
Liaise with a range of customers of a business	10024	4	Level 4	
Manage the return of goods	123192	2	Level 6	
Monitor marketing information flow and collect process marketing data	10027	4	Level 4	
Process customer orders	336681	5	Level 5	
Understand the impact of customer service on a business	110082	6	Level 1	
Strategic Management				
Apply accounting principles and procedures in the preparation of reports and decision making	119350	15	Level 5	
Apply efficient time management to the work of a department/division/section	15234	4	Level 5	





Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	337059	15	Level 6	
Apply principles of knowledge management to organisational transformation	115405	10	Level 5	
Apply problem solving strategies	14927	4	Level 4	
Apply the basic principles of issue management	115401	8	Level 5	
Apply the principles of change management in the workplace	115407	10	Level 5	
Conduct an analysis of business opportunities and develop future rehabilitation strategies	115815	10	Level 5	
Conduct performance management to a South African municipal environment	116341	12	Level 6	
Contribute to the strategic planning process in a South African municipality	116358	15	Level 6	
Demonstrate an understanding of a selected business environment	14344	10	Level 2	
Demonstrate an understanding of high level business processes within an organisation	117709	5	Level 4	
Demonstrate an understanding of the fundamental principles of the economy	336701	8	Level 5	
Demonstrate an understanding of the key elements in developing strategies to optimise operational supply	336711	8	Level 6	
Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	337063	5	Level 5	
Describe and apply the management functions of an organization	14667	10	Level 3	
Describe and apply the management of stock and fixed assets in a business unit	13945	2	Level 4	
Develop analytical perception	256155	8	Level 1	
Develop and implement a strategy and action plans for a team, department or division	15219	4	Level 5	

Develop and maintain effective working relationship with clients	119173	8	Level 5	
Develop holistic productivity improvement strategies and plans	114882	10	Level 5	
Explore and use a variety of strategies to learn	119631	5	Level 1	
Formulate and implement an action plan to improve productivity within an organisational unit	114877	8	Level 4	
Gather and manage information for decision-making	115823	5	Level 5	
Supply Chain Management				
Analyse and apply management practices within the supply chain	336702	10	Level 5	
Apply principles, regulations and legislation underlying supply chain management in the public sector	119345	15	Level 5	
Demonstrate an understanding of the fundamentals of international trade and execute international purchases	336705	5	Level 6	
Demonstrate an understanding of the key concepts and elements of strategic supply chain management	336739	13	Level 6	
Demonstrate an understanding of the supply chain environment	336713	10	Level 5	
Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	337061	15	Level 5	
Develop and implement supply chain performance management systems	336710	10	Level 6	
Establish a competitive supply chain infrastructure	336706	10	Level 6	
Evaluate the influences of key components in a supply chain	336709	8	Level 5	
Facilitate processes to ensure the integration of supply chain information	336708	8	Level 7	
Lead and influence the supply chain management environment	336700	13	Level 6	
Manage relationships between supply chain partners	336719	10	Level 8	
Negotiate with supplier	252267	12	Level 5	
Outline the philosophy of Supply Chain Management	336712	6	Level 6	



Participate in the design and implementation of municipal supply chain management	116353	12	Level 6	
Perform Acquisition Management activities for public sector supply chain management	377898	11	Level 5	
Perform demand management activities for public sector supply chain management	377901	7	Level 5	
Select and develop service providers for a forwarding operation	252260	8	Level 5	
Teamwork				
Apply knowledge of self and team in order to develop a plan to enhance team performance	13912	4	Level 3	
Demonstrate ability to lead a team or group	244608	3	Level 2	
Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	15224	4	Level 5	
Function in a team	116594	4	Level 3	
Maintain effective working relationships with other members of staff	11235	1	Level 2	
Motivate and Build a Team	242819	10	Level 4	
Operate in a team	8420	4	Level 2	
Participate in a task team in a process environment	244105	4	Level 4	
Recognise areas in need of change, make recommendations and implement change in the team, department or division	15214	3	Level 5	
Work as a project team member	120379		Level 4	

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**Soft Skill Courses**



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