

SCOPE OF WORK FOR

PROVISION OF TRAINING AND DEVELOPMENT LOGISTICS SERVICES FOR 5 YEAR CONTRACT ON AS AND WHEN REQUIRED

Background

Training instruction from Logistics Services is received by means of a training request that stipulates the specific training requirements. These training requests are treated on an *“as-and-when” required basis but also are based on the training matrix that the Training Business Partner developed for the entire operations.* There are no fixed volumes guaranteed in the contract and the appointment of subcontractors will be against the same principles as stipulated in the contract between Logistics Services and Eskom.

Scope of Work

The scope of work is for the provision of compulsory governance and compliance Technical and Non-technical statutory Training interventions within the Logistics Services operations. and related logistics services / activities within the borders of the Republic of South Africa on *as “and when required basis”* for a period of 5 years. The work allocation to the panel of subcontractors will be based on *credibility and accreditation of the supplier towards the training content and based on their historical service delivery and compliance and records to applicable legislation.* The training requirements are determined by Logistics Services, and first preference is given to ERI internal Training Department and on instances where there is lack of suitable accreditation internally preference will be given to suitable external service providers. Work will be allocated by applying the following scheduling principles:

Training will be executed to all 9 (Nine) South African Provinces.

Region	Province
Northern	Mpumalanga
	Limpopo
	Gauteng
	North- West
	Northern Cape
	Free State
Southern	WC
	Eastern Cape
	KZN

The above will be according to the business needs per region.

Interested parties must indicate their region of interest between the 2 Logistics Services regions. All successful subcontractors must demonstrate proof of accreditation to the course requested.

The service provider must assist ERI with the following training services.

Training Interventions and Courses to be executed include but are not limited to:

Name of Training	Description
Dangerous Goods	Convey Dangerous Goods by Road. This is an NQF Level 3 unit standard worth 4 credits, focusing on identifying, packing, loading, and transporting hazardous materials according to safety regulations.
Apprentices/Learner Artisan	Apprenticeships in South Africa are not identified by a single SAQA ID Recruitment and onboarding of apprentices. Structured training (classroom, online, or blended learning). On-the-job mentorship and supervision. Regular performance reviews and progress tracking. Certification or qualification upon successful completion
Driver Learnership	Driver Learnerships Program Recruitment and onboarding of learner drivers. Classroom-based theoretical training (road safety, traffic laws, vehicle maintenance). Practical driver training with licensed instructors. Workplace exposure (logistics, fleet operations, passenger transport, etc.). Continuous assessment and mentorship. Certification upon successful completion, aligned with national transport authority standards.
Truck Mounted Crane (Full Training and Re-certification)	Relevant SAQA IDs include 116254 for operating a mobile crane (Level 2), 116255 for operating a tower crane (Level 2), 116231 for operating a cab-controlled overhead crane (Level 2), and 253660 for supervising advanced mobile crane operations (Level 4).
Working at Heights	229998 Qualifying Learners can Follow Fall Arrest Principles to perform work at Height Safety.
Fire Fighting	252250- Apply firefighting techniques
First Aid L1 and L2	US 9823 – perform basic life support and/or first aid procedures in emergencies. US 116507 - Explain the Functional Aspect of the Human Anatomy in the use of Primary Emergency Care Terminology
Skip and Garbage	Recognise, group, use and care for materials which can impact on health and the environment Delivery, placement, and removal of skips (various sizes as required). Scheduled garbage collection and disposal. On-demand skip replacement upon request. Safe transportation of waste to approved disposal or recycling facilities. Compliance with local municipal waste regulations and environmental standards
Asbestos	119306 Recognise, group, use and care for materials which can impact on health and the environment
Incident Investigation	US 120335- investigate workplace incidents To determine the root cause of the incident. To assess contributing factors (human, technical, environmental). To recommend corrective and preventive actions
Super Sucker	SAQA US ID 257034: Load and offload material by means of a skid steer loader (often used in conjunction with vacuum loaders)
Ergonomics	Unit Standard 244609 244523, Conduct an ergonomic assessment and take appropriate action; ORIGINATOR; SGB Occupational Health and Safety.
RCAT	US 242902 – Demonstrate an ability to apply the principles of problem identification, analysis and decision making within immediate work context
Bailer Machine Operation	The primary SAQA Unit Standard ID for operating a baling machine to produce wastepaper bales is 256313, titled "Produce bales of secondary fiber using a baling machine" (NQF Level 2, 3 credits)
Forklift	SAQA 242972 Purpose of the Unit Standard. The person credited with this unit standard can operate a battery-operated defined purpose lift truck
Defensive Driving	Instruction on defensive driving principles and techniques.

	Hazard recognition and risk management strategies. Training on safe following distances, speed management, and reaction times. Guidance on handling adverse weather and road conditions. Case studies of common driving incidents and prevention methods. Practical driving sessions with certified instructors.
Tail Lift Truck	Instruction on the principles of tail lift operation. Safe loading and unloading techniques. Guidance on weight limits, balance, and positioning. Training on pre-use inspections and fault reporting. Emergency procedures and accident prevention. Practical demonstrations and supervised hands-on practice.
HAZCHEM	US 244073 - Receive handle and store hazardous chemicals safety
Evacuation Warden	Applies to all designated evacuation wardens within company premises. Covers responsibilities during fire, chemical spill, security threats, or other emergencies requiring evacuation. Includes training, drills, and post-incident reporting.
HBA	Overview of the Occupational Health and Safety Act and HBA Regulations (2022) Classification and types of hazardous biological agents Routes of exposure and potential health effects Risk assessment and hierarchy of controls Safe handling, storage, and transportation of biological waste Waste segregation and containment procedures Use, care, and disposal of personal protective equipment (PPE) Decontamination procedures and emergency response Medical surveillance requirements and record-keeping Case studies and practical examples from waste management environments
Biodiversity Awareness	Site Assessment: Evaluating the current ecosystem to identify species richness and stressors. Clearing Alien Species: Removing non-native, invasive plants to allow indigenous species to thrive. Sowing and Planting: Planting indigenous, drought-resistant species and wildflower seeds. Habitat Creation: Implementing log piles (for insects/reptiles), building bird/bat houses, and providing water features. Reduced Management: Adopting lower intensity mowing or maintenance schedules to promote species diversity.
ISO45001, awareness Implementation	ISO 45001 is the international standard for Occupational Health and Safety (OH&S) management systems, designed to proactively prevent injury and ill health, enhance safety performance, and reduce workplace risks. Applicable to any organization, it uses the Plan-Do-Check-Act (PDCA) framework to ensure leadership commitment, worker participation, and continuous improvement.
SHE REP	US 259619 – conduct workplace Occupational Health and Safety (OHS) Inspections 259622 – describe the functions of the workplace health and safety representative
Integrated Risk Assessment	Unit Standard 244383 The primary SAQA Unit Standard for conducting integrated, multi-disciplinary disaster risk assessments is ID 251967 (NQF Level 5, 10 credits), titled Conduct a disaster risk assessment utilising integrated and multi-disciplinary approaches.
ISO9001 Awareness Implementation	ISO 9001 quality management training in South Africa is
OHS Legal Liability/Environmental law	Mapped to specific SAQA unit standards rather than single ID. Key unit standards include 263400 (Audit QMS), 11255 (Administer QMS), and 119857 (Apply Quality Management). These are often used in NQF-aligned courses, such as those listed by HRETD or Safety Cloud.
NEC Contracts	SAQA unit standard 114201 ("Demonstrate knowledge of contract documentation"), which covers standard contracts like NEC, JBCC, and FIDIC in South African construction
RORO Truck Training	Focuses on the safe handling, loading, and securing of vehicles and cargo on specialized vessels, as well as passenger safety and hull integrity. Mandatory under STCW regulations, training covers cargo securing, dangerous goods, ramp operation, and emergency procedures. Programs are available for ship crews, terminal workers, and operators
Project Management	The primary, modern, and comprehensive project management qualification in South Africa is the
Professional Driving	Occupational Certificate: Project Manager (SAQA ID: 101869) at NQF Level 5, comprising 240 credits. This qualification focuses on practical, knowledge, and workplace modules, requiring an External Integrated

	Summative Assessment (EISA)
Contract Law	Several SAQA unit standards cover Contract Law in South Africa, with key ones being 115445 (Understand and apply the Law of Contract, NQF 4) and 117495 (Draft and apply legal contracts in a business environment, NQF 5). These standards focus on valid, legal contracts, breach, and damages.
Technical / Business Report Writing Skills	Business Report writing Skills Course Instruction on principles of effective business writing. Techniques for structuring reports (executive summaries, findings, recommendations). Guidance on clarity, conciseness, and tone. Practical exercises using real or simulated business scenarios. Feedback and coaching on participants' written work.
Basic Rigging	Unit Standard 253638 The qualifying learner is capable of: Demonstrating an integrated practical and theoretical grounding in Crane Operations, inspecting, and evaluating lifting.
Minutes Taking Skills Course	Taking Minutes Skills Course Instruction on the principles of effective minute-taking. Techniques for listening, summarizing, and structuring meeting notes. Guidance on formatting minutes (agenda items, decisions, action points). Practical exercises using simulated or real meeting scenarios. Feedback and coaching on participants' draft minutes.
Micro Soft Office (Excel, Power Point and Word) Basic, Intermediate and Advance Power BI	Microsoft Word: Advanced formatting, templates, mail merge, collaboration tools. Microsoft Excel: Advanced formulas, pivot tables, charts, macros, data analysis. Microsoft PowerPoint: Professional presentations, advanced design features, animations, multimedia integration. Microsoft Outlook: Advanced email management, scheduling, task organization, and productivity tools. Practical exercises and case studies tailored to workplace scenarios. Feedback and coaching on participants' assignments. Microsoft Power BI is a cloud-based business analytics service that converts raw data from multiple sources into interactive reports, dashboards, and visualisations
Presentation Skills	Presentation skills training in South Africa is generally aligned with several SAQA Unit Standards, most commonly 117923 (NQF 3, 10 credits) for using GULs (PowerPoint) to produce presentations, and 242840 (NQF 4) for professional, persuasive oral presentations. Other key standards include 116930 (NQF 3) for technical presentation design
Conflict Resolution	Unit Standard 114226 Interpret and management. Conflicts in the Workplace
Legal Responsibility & Accountability	US 120344 – Demonstrate knowledge and understanding of relevant current occupational health and safety legislation in the workplace
Chairing Disciplinary Cases	The primary SAQA Unit Standard SAQA ID for chairing a disciplinary hearing in South Africa is 10985 ("Conduct a disciplinary hearing"), which is pitched at NQF Level 5 with 4 credits. Another relevant standard is 255514, which also covers conducting a disciplinary hearing.
Case Presenting	SAQA ID 253993 - Present evidence in a court of law (NQF Level 5, 12 Credits): This is a key unit standard for presenting evidence, preparing for court, and managing legal processes.
Customer Service	SAQA US ID, UNIT STANDARD TITLE. 10052 ... Work effectively with others when monitoring the handling of customers by frontline customer service providers
Emergency and preparedness US 259597	US 120329 - respond to implement and manage emergencies according to an emergency action plan in a workplace
Basic Hydraulics	SAQA US ID 244690: Demonstrate basic knowledge of hydraulic components (NQF Level 2)
Basic pneumatics	SAQA 253361: "Demonstrate understanding of basic pneumatics and hydraulics" (NQF Level 2, 4 Credits) - This is the core unit standard for foundational knowledge. SAQA 376604: "Explain the basic principles of pneumatics and the function of pneumatic components" (NQF Level 2, 4 Credits). SAQA 13139: "Read and interpret basic pneumatic circuit diagrams and related component symbols" (NQF Level 2, 3 Credits).
Oil Spill Cleanup	SAQA US ID 242999: Respond to and clean up a spill Level: 2 Credits: 4 This unit standard is typically used for general, workplace-based spill responses, focusing on identifying, confining, and cleaning up a spill.
Basic tyre maintenance	The National Certificate: Tyre Repair and Maintenance (NQF Level 2) is designated under SAQA QUAL ID 61809.

	These standards cover checking tire pressure, inspecting tread depth, repairing punctures, and balancing wheels according to safety standards.
Fall protection planner /Working heights	SAQA ID: 229994 NQF Level: 5 Credits: 2 Assess the Worksite: Identify, analyze, and evaluate risk factors for all work performed at height (typically 3m or more, or where a risk of injury exists). Develop the Plan: Prepare a documented fall protection plan, including risk assessments, rescue plans, and safe work procedures. Identify Equipment: Select appropriate, compliant, and maintained fall arrest and fall prevention equipment. Ensure Compliance: Ensure the plan aligns with the Occupational Health and Safety Act and Construction Regulations. Implement and Monitor: Establish procedures to monitor the implementation and effectiveness of the plan.
Telescopic	The SAQA US ID for operating a telescopic boom handler (telehandler) is 260781. SAQA US ID: 260781 Unit Standard Title: Operate a telescopic boom handler NQF Level: 3 Credits: 10
Telelogger awareness	Hardware Acquisition: Supply of ruggedized data loggers (e.g., 3D accelerometers for animal behavior, telematics units for heavy machinery). Installation: Installation, calibration, and testing of loggers. For animals, this includes fitting loggers with protective material to prevent skin abrasion and manipulation. System Integration: Setup of data transmission interfaces (e.g., RS 232/485, cellular, GPRS, satellite). Data Management: Ensuring data from the tele loggers is transmitted to a central platform, with data ownership clearly assigned to the customer. Training & Support: Training personnel on operation, maintenance, and data interpretation
Supervisory skills training	It is offered internally Module 1: The Role of the Supervisor - Transitioning from peer to leader, leadership styles, and responsibilities. Module 2: Communication & Interpersonal Skills - Active listening, emotional intelligence, and assertive communication. Module 3: Performance Management & Goal Setting - Setting SMART goals, monitoring, and giving feedback. Module 4: Leading & Motivating Teams - Team development stages, motivating staff, and fostering a positive culture. Module 5: Conflict Management & HR Basics - Handling grievances, discipline, and industrial relations. Module 6: Time Management & Delegation - Effective delegation, prioritizing, and managing interruptions.
Live works	119888: Work live on 3kV DC OHTE (Overhead Track Equipment) or to clearance from exposed "live" high-voltage electrical equipment. Context: These units are crucial for maintenance on electrified railways (OHTE) to ensure continuity of service. Safety: These standards include requirements for personal protective equipment (PPE), safe work procedures, and adherence to the Occupational Health and Safety Act
Finance management for Non-Financial Managers	Unit Standard 12935 The primary purpose of the qualification is to provide learners who are non-financial managers with the financial skills they need to take informed and objective decisions in their organisations. The qualification is relevant to any business environment in South Africa and in other countries around the world

The travelling and demographics for these training interventions and related services will be prescribed in the contract in line with the business principles and areas where the employees are based. Training venues are prescribed by the client and can change at any given time. Successful subcontractors will be assigned a specific logistics services region as prescribed by logistics services to submit required documentation/meetings and other related administration obligations. Logistics Services reserves the right to allocate vehicles as informed by the varying demand and limitations imposed by the contracts.

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