

CAREER GUIDE



Employers Recommended Qualifications



QCTO
Quality Council for Trades & Occupations

FOURTH INDUSTRIAL REVOLUTION: DEMAND-DRIVEN OCCUPATIONAL QUALIFICATIONS

The QCTO is one of the three quality councils within the National Qualifications Framework. Its chief purpose is to oversee the design, implementation and certification of Occupational Qualifications, including trades on the Occupational Qualifications Sub-Framework (OQSF). The need of occupational curricula is first and foremost to ensure that training is designed to address industry requirements in terms of occupations. The Occupational Qualifications are customised and responsive to the needs of the economy. Modern careers require creativity, critical thinking, interpersonal skills, writing ability, presentation skills and negotiation skills. Crafting and presenting a reasoned argument, asking the right questions and seeking out the answers are the types of skills that must be taught in combination with any sort of technical education.

The fourth industrial revolution (FIR) is upon us in South Africa and as the working class of this economy we need to start adjusting to the coming change. The FIR has also impacted the QCTO in the development of Occupational Qualifications. We have identified up-and-coming and trending jobs that will ensure individuals stay relevant with skills that are needed for the FIR. The Occupational Qualifications are aligned with the latest developments in the industries and give both learners and individuals the desired recognition with employers and career progression.

The Occupational Qualifications are developed hand in hand with industry professionals, as they can identify the tasks to be performed and specify what the occupational profile should look like. Industry input ensures that the curriculum meets the quality criteria of relevance and responsiveness. The advantage of Occupational Qualifications is that they are industry-based qualifications, suggesting that a learner who holds this kind of qualification is more likely to be considered for industry-related jobs. These qualifications equip the learner or individual with work-relevant skills and practical training. There is a growing concern about the increasing number of graduates who are unemployed, mostly relating to a lack of work experience. The Occupational Qualifications are divided into three components, theory, practical and a work-based component which will allow the learner or individual to gain this important experience.

The QCTO has developed more than 300 Occupational Qualifications and in this booklet we have identified and outlined some of the qualifications that are in demand and others that are scarce. Details of possible industries and employers for each Occupational Qualification have been included for ease of understanding and planning a career.

We encourage learners and individuals to consider these Occupational Qualifications, given the value that they add to the well-being of the economy of South Africa.

CHOOSING A CAREER:

Choosing a career is one of the most important decisions that you will make in your life. It is important to plan your career. In order to help you develop a career plan, you need to go through all the stages of career planning to effectively map out your path to success. The more information you have on hand and can identify, the better and more unique your plan will be. It's important to map out a career that is relevant to and appropriate for your unique wants and needs.

THERE ARE FIVE STAGES OF CAREER PLANNING



Conference & Event Organiser

Career Overview: What do I do for a living?

Event Organisers oversee every facet of meetings and events. This isn't just some cheese and wine affair with your friends. They plan everything from weddings to large expos and trade shows. Event Organisers control an event from conception to clean-up. They meet with clients to work out event details, plan with their team, scout and book locations, food, entertainment, staff and clean-up. Event Organisers create budgets and stick to them, they organise transportation, manage keynote speakers or celebrities and hire A/V teams and equipment. They generally make sure the event runs smoothly, efficiently and handle any crisis that may come up.

What is the minimum entry level?

NQF Level 4 qualification with Communication

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- National Diploma in Event Co-ordination, NQF Level 5
- Higher Certificate in Events Management, NQF Level 5
- Higher Certificate in Events Management, NQF Level 5

Vertically:

- Diploma in Hospitality Management, NQF Level 6

What can I become?

- Conference Centre Manager



- Exhibition Director
- Event Manager
- Exhibition Organiser
- Hotel Manager
- Function Planner
- Conference and Event Organiser
- Functions Manager
- Conference Planner
- Government Protocol
- Destination Manager
- Civic Event Organiser
- Event Planner
- Marketing Campaign Organiser
- Social /Life Cycle Co-ordinator
- Wedding Planner
- Trade Fair Manager

Where can I work?

A qualification in conference & event organising also sets you up perfectly for careers in sectors such as:

- Social Media Management
- Marketing
- Communications
- Training
- Operations Management
- Project Management

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.

Facilities Manager

Career Overview: What do I do for a living?

A Facilities Manager is responsible for making sure that buildings and their services meet the needs of the people that work in them. Facilities Managers are accountable for services such as cleaning, security, parking and making sure that the surrounding environment is in a suitable condition for work. This is a diverse field with a range of responsibilities, which are dependent on the structure and size of the organisation. You'll be involved in both strategic planning and day-to-day operations, particularly in relation to buildings and premises. Likely areas of responsibility include building and grounds maintenance, health and safety, procurement and contract management and security and space management.

What is the minimum entry level?

NQF Level 4 with Communication and Mathematical Literacy

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Advanced Certificate in Facilities Management, NQF Level 6

Vertically:

- Advanced Diploma in Business Project Management, NQF Level 7

What can I become?

- Facilities Administrator /Manager
- Property Administrator /Manager
- Office Manager
- Administration Manager

Where can I work?

All industries require a facilities manager.

Typical employers include:

- Industrial facilities, stadiums and factories
- Large Public Buildings, including Museums and Libraries
- Local Councils, Shops and Business Parks
- Offices, Schools, Colleges, Universities, Hospitals and Prisons

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Early Childhood Development

Career Overview: What do I do for a living?

Early Childhood Development careers incorporate the caring for and teaching of children from birth to age five. These professionals are responsible for instilling in children a strong foundation in social and emotional skills, as well as language and motor skills. Usually these jobs are in day care centres, early childhood education programs such as pre-schools or home-based childcare centres.

What is the minimum entry level?

National Certificate Vocational, NQF Level 3

Any other NQF Level 3 qualification

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the

relevant access requirements.

Articulation

Horizontally:

- Further Education and Training Certificate in Early Childhood Development, NQF Level 4

Vertically:

- National Certificate in Early Childhood Development, NQF Level 5
- National Diploma in Early Childhood Development, NQF Level 5

What can I become?

- Pre-school Teacher
- Assistant Teacher
- Childcare Centre Manager
- Home Based Service Provider
- Family Support Specialist
- Home-Based Teacher

Where can I work?

- Public or Private school /Crèche
- Early Childhood Development Consultancies

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Tax Technician

Career Overview: What do I do for a living?

Research undertaken by the Finance and Accounting Services Sector Education and Training Authority (Fasset) in the financial and accounting services sector concluded that the tax professional is a new and developing profession. Although it is closely linked with the other professions in the financial service family like accounting, management accounting and auditing, a Tax Technician will focus distinctly on taxation.

Tax professionals prepare income tax returns for individuals and small businesses for a fee, for either quarterly or yearly filings. They help to establish and maintain business records to expedite tax preparations and may advise clients on how to save money on their tax payments. People with this qualification will further be able to register with a regulating authority as tax practitioners as required by legislation.

What is the minimum entry level?

- National Senior Certificate or Senior Certificate
- National Certificate (Vocational), NQF Level 4

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Diploma in Accounting and Taxation, NQF Level 6
- Diploma in Law and Taxation, NQF Level 6

Vertically:

- Bachelor of Commerce in Taxation, NQF Level 7
- Bachelor of Accounting Sciences in Taxation, NQF Level 7

What can I become?

- Tax Administrator
- Tax Practitioner
- Tax Accountant
- Tax Specialist
- Tax Advisor
- Tax Auditor

Where can I work?

- The South African Revenue Service (SARS)
- Tax Ombudsman
- Accounting Practices
- Large Corporate Companies
- Small Businesses

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.

• *People with this qualification will further be able to register with a regulating authority as a tax practitioner as required by legislation.*



Forestry and Related Industries Safety Health and Environment Officer

Career Overview: What do I do for a living?

A Forestry and Related Industries Safety, Health and Environment Officer ensures that forestry, related industries and companies adhere to the legal requirements in terms of Occupational Health and Safety Legislation. These requirements need to be in line with industry systems and standards in order to direct and support management in achieving its health, safety and environmental goals and objectives.

What is the minimum entry level?

- NQF Level 3 with Communication in English and Mathematical Literacy
- NQF Level 2 with Communication and Mathematical Literacy and 2 years of Safety, Health and Environment workplace experience

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Further Education and Training Certificate in Occupational Hygiene and Safety, NQF Level 4.

Vertically:

- National Diploma in Occupational Safety, NQF Level 5
- Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner), NQF Level 5

What can I become?

- Safety Inspector
- Safety, Health and Environment Officer
- Safety, Health and Environment Representative

Where can I work?

- Public and Private Sector
- Manufacturing Industry
- Mining Industry

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Maritime Search & Rescue Mission Coordinator

Career Overview: What do I do for a living?

The Maritime industry is associated with activities on all vessels used at sea and associated land-based services. Routes include oceans, coasts, seas, lakes, rivers and channels. A Maritime Search and Rescue Mission Coordinator directs, organises and manages Search and Rescue (SAR) operations within the South African Search and Rescue Region (SRR). Efficient SAR coordination services contribute to the safe passage of seafarers and vessels passing through the South African Search and Rescue Region (SRR). Trade is the economic lifeblood of nations, with maritime transport carrying over 90% of all international trade.

What is the minimum entry level?

NQF Level 4 with Mathematics and English Communication

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- National Diploma in Maritime Studies, NQF Level 6

Vertically:

- National Higher Diploma in Maritime Studies, NQF Level 7

What can I become?

- Water Safety Instructor
- Drowning Prevention Coordinator
- Lifeguard Training Facilitator
- Captain
- Navigating Officer
- Engineering Officer
- Deck Officer
- Duty Controller
- Duty Control Assistant

Where can I work?

- South African Maritime Safety Authority (SAMSA)
- National Sea Rescue Institute (NSRI)

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Chef

Career Overview: What do I do for a living?

A Chef plans, organises and executes the preparation, cooking and finishing (presentation, holding and storing) of food in Hotels, Restaurants and Catering (HORECA) establishments.

What is the minimum entry level?

NQF Level 2 with Mathematical Literacy

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontal:

- Higher Certificate in Hospitality Management, NQF Level 5
- Certificate in Hospitality Management, NQF Level 5

Vertical:

- National Diploma in Hospitality Studies, NQF Level 6

What can I become?

- Executive Chef /Group Chef
- Head Chef /Executive Chef / Chef de Cuisine
- Sous Chef /Second Chef
- Chef de Partie /Station Chef /Line Chef / Line Cook
- Commis Chef /Junior Chef

Where can I work?

- Hospitality Industry
- Public and Private Sector
- Self-Employed

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Journalist

Career Overview: What do I do for a living?

Journalists research and write news stories that will interest their audience. By gathering information from several different sources and ensuring that all the arguments are represented, they keep their audience abreast of events in their world.

What is the minimum entry level?

NQF Level 4 with English Communication

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- National Certificate in Public Service Communication, NQF Level 5

Vertically:

- Diploma in Journalism Studies, NQF Level 6

What can I become?

- Communications Officer /Administrator
- Copywriter
- Corporate Communications Specialist
- Editor
- Freelance Writer
- Public Relations Specialist
- Reporter
- Social Media Specialist

Where can I work?

- Public and Private Sector
- Freelance
- TV, Radio & Newspaper entities

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Risk Practitioner

Career Overview: What do I do for a living?

Risk Practitioners assist the Risk Officers by undertaking or facilitating activities related to the implementation of the risk management plan in an organisation. They also work with companies to assess and identify the potential risks that may hinder the reputation, safety, security and financial prosperity of the organisation.

What is the minimum entry level?

- National Senior Certificate or a Senior Certificate, with endorsement for diploma studies.
- National Certificate (Vocational), NQF Level 4

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Diploma in Assessment and Management, NQF Level 6
- Diploma in Risk Assessment and Management, NQF Level 6

Vertically:

- Bachelor of Commerce in Risk Management, NQF Level 7

What can I become?

- Risk Practitioner
- Risk Consultant
- Risk Officer
- Risk Assessor
- Risk Administrator

Where can I work?

- Public and Private Sector
- Banks
- Investment Corporations

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Solar Photovoltaic Service Technician

Career Overview: What do I do for a living?

A Solar Photovoltaic Service (PV) Technician performs preventative, scheduled and unscheduled maintenance on PV systems in compliance with the Department of Energy and related regulations. A Technician isolates the PV system, in the case of a PV farm this is done with the authorisation obtained from the plant controller. The PV technician performs fault finding or trouble shooting checks, they identify deficiencies, analyses information, repair and replace components and find solutions to a range of other problems.

South Africa has many resources of renewable energy like sunlight and wind. The drive to harness renewable energy is gaining huge momentum. This stems from two very important factors, firstly, the possibility of decreasing dependence on coal-fired power stations and thereby reducing the degradation of the environment. Secondly, the recurrent energy generation problems being experienced nationally.

What is the minimum entry level?

NQF Level 4 qualification with Mathematics

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- National Diploma in Electric Network Power Dispatch Controlling, NQF Level 5
- Higher Certificate in Renewable Energy Technologies, NQF Level 5

Vertically:

- Diploma in Electrical Engineering, NQF Level 6
- Diploma in Electrical Engineering, NQF Level 6
- Bachelor of Engineering Technology in Electrical Engineering, NQF Level 7

What can I become?

- Photovoltaic (PV) Service Technician (PV Farm)
- Photovoltaic (PV) Service Technician (Stand-Alone Installation)
- Solar Photovoltaic Installer
- Self-Employed

Where can I work?

A Solar Photovoltaic Service Technician may be employed either at a photovoltaic farm or at stand-alone PV installations. A number of Solar Photovoltaic (PV) farms have been set-up across the country and many companies and individuals have stand-alone roof-top installations, all of which require Solar PV Technicians to maintain, service and repair them.

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Geological Technician (Marine Mining)

Career Overview: What do I do for a living?

A Marine Mining Geological Technician records, observes and interprets geological data from offshore marine deposits to provide geological information, mapping and evaluation of the deposit to assist geologists to obtain, analyse and report geological data; and to assist in ensuring that marine mining sampling and mineral processing plant production requirements are met.

What is the minimum entry level?

NQF Level 1 with Communication and Mathematical Literacy

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Occupational Certificate: Geological Technician (Underground Mining Geological Technician), NQF Level 4
- Occupational Certificate: Geological Technician (Surface Mining Geological Technician), NQF Level 4

Vertically:

- National Diploma in Geology, NQF Level 6 (ID 72592)

What can I become?

- Geological Technician
- Geologist
- Geological Scientist
- Geological Observer
- Geological Technical Officer
- Geological Technician
- Geotechnical Officer
- Geotechnical Field Officer
- Ore Reserve Technician
- Geo-Technician

Where can I work?

Geological technicians work in both the petroleum and mining industries. They may work in production related fields or in development, often using complex measuring instruments like sonic, nuclear and electrical measurement applications.

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Water Infrastructure Manager

Career Overview: What do I do for a living?

Water is an essential resource that is increasingly in demand to sustain life. Many countries, including South Africa, are facing challenges relating to ineffective water infrastructure management, poor planning for new infrastructure, and poor infrastructure asset management or life cycle management. Adequate and well-maintained water and sanitation infrastructure is an essential component for economic growth, to improve the quality of life and reduce poverty. A Water Infrastructure Manager manages physical water infrastructure assets throughout their life cycle to ensure optimal return on investment. This is done by planning, developing and controlling the acquisition, operations and maintenance of water infrastructure assets to minimise their related risks and costs over their entire life cycle.

What is the minimum entry level?

National Diploma in Engineering, NQF Level 6

Recognition of Prior Learning (RPL):

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confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Bachelor of Engineering in Civil Engineering, NQF Level 8
- Bachelor of Science in Civil Engineering, NQF Level 8

Vertically:

- Master of Engineering in Civil Engineering, NQF Level 9

What can I become?

- Water Infrastructure Manager
- Physical Asset Manager
- Water Infrastructure Practitioner

Where can I work?

- Public and Private Sector

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Weapon Systems Mechanic (Combat Weapons Fitter)

Career Overview: What do I do for a living?

A Combat Weapons Fitter designs, installs, inspects, maintains, services, troubleshoots, repairs and tests military weapon systems and related equipment of combat forces to support them in maintaining their combat-ready status. The South African National Defence Force has been training Combat Weapon Fitters since the deployment of the South African National Defence Force within and outside the borders of the Republic of South Africa. The Combat Weapons Fitter fulfils a critical role in the Technical Service and combat units by ensuring that the combat weapon systems are maintained, repaired and disposed of when they become irreparable.

What is the minimum entry level?

NQF Level 3 qualification with Mathematics

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Occupational Certificate: Boilermaker, NQF Level 4
- Occupational Certificate: Fitter and Turner, NQF Level 4

Vertically to the following qualification currently being developed:

- Occupational Certificate: Millwright, NQF Level 5

Or the following registered qualification:

- National N Diploma in Engineering Studies, NQF Level 6, (ID 67043). This involves completing the relevant N4, N5 and N6 part qualifications at a TVET College and then successfully completing the prescribed workplace learning of either 18 or 24 months after which the National N Diploma is awarded.

What can I become?

- Armament Fitter
- Battleship Weapon Fitter
- Combat Weapons Fitter
- Electronic Fitter (Weapons)
- Electronic Fitter (Weapons) Ships
- Electronic Fitter (Weapons) Submarines
- Mechanical Fitter (Weapons) Ships
- Mechanical Fitter (Weapons) Submarines
- Weapons Specialist

Where can I work?

- SA Navy
- Department of Defence

Where can I enrol?

At any of QCTO's Accredited Skills Development Providers.



Furniture Upholsterer

Career Overview: What do I do for a living?

A Furniture Upholsterer manufactures and upholsters furniture by fitting suspension and padding, and covering a frame to give it shape, comfort, and functionality for a range of domestic, commercial and decorative uses. They are skilled and capable of creating ergonomic and comfortable furniture using both traditional and modern techniques, materials and fabrics to produce aesthetically pleasing and fit for purpose consumer products.

What is the minimum entry level?

NQF Level 1 with Mathematics

Recognition of Prior Learning (RPL):

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RPL for access to the qualification: Accredited providers and approved workplaces may

recognise prior learning against the relevant access requirements.

Articulation

Horizontally:

- Further Education and Training Certificate in Craft Enterprise, NQF Level 4

Vertically:

- National Certificate in N4 Textiles, NQF Level 5

What can I become?

- Semi-skilled Upholsterer
- Upholstery Prototype Manufacturer
- Upholstery Cutter and Marker
- Sewing Machine Operator
- Knocker-on /Assembler
- Cushion Filler
- Quality Controller
- Mattress Maker
- Upholsterer and Sail Maker

Where can I work?

- Self-Employed
- Furniture Manufacturing Industry

Where can I enrol?

At any of QCTO's Accredited Service Development Providers.



Transportation Clerk / Co-ordinator

Career Overview: What do I do for a living?

Transport operations deal with the movement and supply of freight (goods and livestock) and passengers from origin to destination in terms of stakeholder requirements. It involves the movement of any and all goods and materials from raw material stages, through the manufacturing process, to the delivery of finished products and their disposal. It also deals with the routing and/or scheduling of freight and passengers, using all transport modes and related activities like warehousing.

A Transport Clerk compiles and keeps records of operational aspects and coordinates the timing of passenger services in accordance to a schedule, contract and /or private hire. They can also coordinate and assist in the implementation of transportation operations so that freight and passengers are moved from origin to destination in terms of stakeholder requirements and in compliance with legislation.

What is the minimum entry level?

NQF Level 4 qualification with Mathematics

Recognition of Prior Learning (RPL):

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related curriculum document to establish and confirm prior learning. A statement of result or certified work experience record must then be issued by the accredited provider or workplace to confirm prior learning.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Articulation

This qualification may articulate to other qualifications in the area of Transport, Operations and Logistics.

What can I become?

- Transport Clerk
- Transport Coordinator
- Transport Administrator
- Logistics Administrator
- Operations Manager
- Transport Manager
- Fleet Manager
- Fleet Administrator

Where can I work?

- The Department of Transport
- Logistics Companies
- Self-Employed

Where can I enrol?

At any of QCTO's Accredited Service Development Providers.



**“Think not about
what society wants
you to be, but what
*role you want to
play in in society.*”**

*Find a list
of all accredited
Skills Development
Providers
(SDP)
on our website.
www.qcto.org.za*



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256 Glyn Street, Hatfield, Pretoria, 0083
Private Bag X278, Pretoria, 0001
+27 12 003 1800
www.qcto.org.za