

SKILLS PROGRAMME DOCUMENT



Skills Programme Title		Forestry SHE Representative			
NQF Level	3	Credits	39	Duration in days	49 Days
Skills Programme ID Number		SP-220906			
Skills Programme Status	APPROVED			Start Date	End Date
				14/09/2022	14/09/2027
Last date for enrolment	14/09/2028	Last date for achievement	14/09/2031		

SKILLS PROGRAMME DETAILS

1.	Title	Forestry SHE Representative
2.	Subtitle	325701 - Environmental and Occupational Health Inspector 325705 - Safety Inspector 821501 - Forestry Worker 621101 - Tree Feller 734102 - Logging Plant Operator
3.	NQF Level	3
4.	Duration	49 days
5.	Credits	39 credits
6.	Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
7.	Rationale	<p>There are many potential hazards involved in both forestry work practices and equipment. Safe harvesting of timber by either mechanical or manual operations depends on hazard control or elimination or risk reduction actions to provide the highest levels of protection for both workers and equipment. By law, employers are responsible for controlling all potential safety hazards in their workplace.</p> <p>Since there is no similar skills programme presently available, this Forestry SHE Representative skills programme is important and intended to achieve the identification, mitigation and management of risks and legal compliance</p> <p>.</p> <p>Typical learners will be workers in the Health and Safety occupations in the forestry sector. Holders of a requisite NQF Level 2 qualification are also earmarked as training entrants towards this skills programme. These learners, where solutions are not obvious will use processes taught in this skills programme to help determine the most effective control measures for the risks found in their workplaces. Qualifying learners will be equipped with theoretical knowledge, practical skills and gain work experience through work integrated learning which were not incorporated in the previous skills training interventions. Furthermore, the learners will be able to follow safe working procedures and will result in the following benefits to the industry:</p> <ul style="list-style-type: none"> • Competencies of investigating officers will increase thus reducing incidents and preventing accidents

		<ul style="list-style-type: none"> Risks will be reduced through better management of risks and hazards Safety will be increased. 						
8.	Related registered qualification/s	Occupational Certificate: Safety Inspector (Forestry and Related Industries Safety Health and Environment Officer) SAQA ID 99712						
9.	Purpose	<p>The purpose of the skills programme is to prepare a learner to function as a Forestry SHE Representative</p> <p>Forestry SHE Representatives ensure adherence to the legal requirements in terms of occupational health and safety legislation, in line with industry systems and standards to direct and support management in achieving its safety health and environmental goals and objectives.</p> <p>A qualified learner will be able to:</p> <ul style="list-style-type: none"> Conduct elementary Safety, Health, and Environment (SHE) activities in the workplace to promote a safe and healthy work environment 						
10.	Content	<table border="1"> <thead> <tr> <th><u>Knowledge component</u></th> <th><u>Application component</u></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> 900115-000-00-KM-01, Forestry and Related Industry Safety, Health, and Environment Theory for the SHE Rep, NQF Level 3, Credits 4 </td> <td> <ul style="list-style-type: none"> 900115-000-00-PM-01, Interact with Employees and Conduct Risk Assessments, Incident Investigations and Record Information Whereby Contributing to SHE Compliance in a Forestry and Related Industry Company, NQF Level 3, Credits 5 900115-000-00-WM-01, SHE Representative Activities and Processes in Forestry and Related Industry Companies, NQF Level 3, Credits 30 </td> </tr> <tr> <td>Total Credits: 4</td> <td>Total Credits: 35</td> </tr> </tbody> </table>	<u>Knowledge component</u>	<u>Application component</u>	<ul style="list-style-type: none"> 900115-000-00-KM-01, Forestry and Related Industry Safety, Health, and Environment Theory for the SHE Rep, NQF Level 3, Credits 4 	<ul style="list-style-type: none"> 900115-000-00-PM-01, Interact with Employees and Conduct Risk Assessments, Incident Investigations and Record Information Whereby Contributing to SHE Compliance in a Forestry and Related Industry Company, NQF Level 3, Credits 5 900115-000-00-WM-01, SHE Representative Activities and Processes in Forestry and Related Industry Companies, NQF Level 3, Credits 30 	Total Credits: 4	Total Credits: 35
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11.	Minimum entry requirements	NQF Level 2 with English and Mathematical literacy						
12.	Exit Level Outcomes	<p>ELO1: conduct elementary Safety Health and Environment (SHE) activities in the workplace</p> <p>ELO 2: promote a safe and healthy work environment</p>						

13.	Continuous Assessment & Final Supervised Assessment (FISA)	<p><u>Continuous Assessment</u></p> <p>The SDP must ensure that all learners are enrolled with the QCTO at the start of training (within 5 days) in the format required by the QCTO.</p> <p>Continuous assessments are set by the SDP in accordance with the outcomes provided.</p> <p>This may consist of a variety of methods, e.g., practical, or written assessments, assignments, projects, demonstrations, presentations, or any other form of assessment to assist the learner in the learning process.</p> <p>During training, it is mandatory for formal summative assessments to take place at the end of each module/topic. These results must be formally recorded and be available for monitoring and/or evaluation by the QCTO.</p> <p>Final Integrated Supervised Assessment (FISA)</p> <p>All learners gain entrance to the Final Integrated Supervised Assessment by successfully completing all formal summative assessments conducted by the SDP.</p> <p>Format of FISA: A final written and practical assessment integrating the relevant Exit Level outcomes.</p> <p>All FISAs must be supervised, and virtual FISAs must be recorded throughout the assessment.</p> <p>All Exit Level Outcomes must be covered in the FISA. In the FISA, the learner must demonstrate applied knowledge and skills to prove that the competencies of the Skills Programme have been achieved.</p> <p>The FISA may not contain any assessments used in the "Continuous Assessment" process (thus no re-assessment).</p> <p>Special considerations should be made for candidates with special learning needs.</p> <p>Standards for Final Integrated Supervised Assessment (FISA):</p> <p>The learner should be provided with a brief/job card/task to demonstrate what the learner should show, know, or produce in a product, relevant to the Exit Level Outcomes and the purpose of the Skills Programme. This is the section where the learner must show applied competency (what the learner must be able to do, and to what expected standard)</p> <p>The FISA INSTRUMENT (Written case study, scenario, or brief/task [like a job card]) must be developed and moderated by the SDP and conducted in a supervised environment. It is assessed by means of a RUBRIC developed by the SDP for this purpose:</p> <p>The candidate must demonstrate that they are able to plan for, conduct and administer assessment of learner competence in an</p>
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		<p>occupational context in a supervised assessment by developing the required evidence in a supervised assessment section.</p> <p>In the written component learners must be given real life scenario in which they must demonstrate that they have applied knowledge in the following SHE activities:</p> <ul style="list-style-type: none"> • application of the OHS act • Application of company rules and standards • pre-entry assessment, observation, and inspection • Gather information and make recommendations • Promote elementary safety, health, and environment activities in the workplace • timeous and regular dissemination of safety, health, and environmental information to all parties in order to respond to the challenges/issues in the scenario. <p>This should be done over a maximum of 3 hours</p> <p>Pass mark is 70%</p> <p>In a simulated or real environment, the candidates must be given a brief in which they must be able to</p> <ul style="list-style-type: none"> • Conduct observation and inspection • Use a checklist to conduct a pre-entry risk assessment • Analyse and interpret data and information • Make recommendations <p>This should be done over a maximum of 4 hours</p> <p>Pass mark is 80%</p> <p>The SDP must keep evidence for the practical experience.</p> <p>A computer-based assessment may be administered so that the above evidence can be created using document processing applications such as word, excel etc.</p> <p>Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy may apply to these learners.</p> <p>Submission of final results</p> <p>Final results must be submitted to the QCTO in the required format, within 21 days of the date of the FISA, together with the following:</p> <ul style="list-style-type: none"> • Completed QA Verification Report on the FISA (QCTO template: various sections). • A copy of the final Assessment Instrument used, as well as the marking guideline/rubric.
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14	Recognition of Prior Learning (RPL)	<ul style="list-style-type: none"> • Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills development provider or workplace accredited to offer that specific skills programme. • Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme. • Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners
15.	Work Opportunities and further learning	<p>Forestry workers can progress into SHE Representative positions. Further learning opportunities exist in the following qualification:</p> <p>Occupational Certificate: Production or Operations Supervisor (Forestry): (Forestry Production Supervisor), NQF Level 03, credits 71, SAQA ID, 99709</p>
16.	Skills Development Provider Accreditation Requirements	<p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> • Facilitator/learner ratio 1:12 (knowledge and practical module) • Qualifications, registration, or experience of the trainer: <ul style="list-style-type: none"> ○ An appropriate certificate at NQF Level 5 or above or 5 years appropriate forestry safety experience ○ Registered as a facilitator and assessor <p><i>Physical Requirements:</i></p> <ul style="list-style-type: none"> • The provider must have lesson plans and structured learning material or provide learners with access to structured learning material that addresses all the aspects of the curriculum • Key processes related to forestry operations • Machinery and equipment <ul style="list-style-type: none"> ○ Access to fully operational industry related workplace such as a processing plant, depot, nursery, plantation, etc. with appropriate operational equipment or machinery ○ Personal Protective Equipment (all within the required SABS standards): <ul style="list-style-type: none"> ▪ Helmet ▪ Visor ▪ Safety boots

		<ul style="list-style-type: none"> • Documentation: operator manuals, policies, procedures, templates etc. <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> • Compliant with OHS ACT Requirements • Adherence to company safety policies and procedures <ul style="list-style-type: none"> • Exemptions None
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