



**HRETD** (PTY) LTD  
**Human Resources**  
EDUCATION  
TRAINING &  
DEVELOPMENT <sup>TM</sup>

# COURSE DIRECTORY



Hydraulic Truck Mount (Friction Cranes)  
Telescopic Materials Handler  
Pedestrian Control  
Diesel Locomotive Driver  
Terrain Centre Mount Crane  
Scaffold Erector  
Dump Trucks  
Concrete Dumper  
Anti-Highjacking  
Duty Vehicle Manoeuvring  
Slag  
Gas  
Health  
Defens  
Safe

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**Into the Future with Human Resources  
Development and Motivation**

Revision 04 – January 2016 © HRETD 2016  
QMS Document Nr. HR-ETD-C-CC-004  
Status: Current

2016

### Driver and operator

Freight handling (TETA accredited courses)

- **Lift trucks** (codes F1 – F12)
  - Counterbalance lift trucks
  - Reach trucks
  - Pedestrian controlled stackers
  - Order pickers
  - Side loading lift trucks
  - Rough terrain lift trucks
  - Telescopic Materials Handler (code C46)
  - Powered pallet trucks
- **Electric overhead cranes** (codes C30 & C31)
  - Pendant / radio controlled overhead cranes
  - Cabin controlled overhead cranes
- **Truck mounted crane** (code C32)
- **Mobile cranes** (codes C33 to C40)
  - Lattice boom truck mount
  - Lattice crawler crane
  - Hydraulic truck mount (Friction cranes)
  - Rough terrain centre mount crane (Pick up & carry)
  - All terrain crane
- **Tower cranes** (codes C41 and C42)
  - Bottom and top slewing tower cranes
  - Luffing jib tower crane
  - Crawler luffing jib tower crane
- **Mobilift mechanical handler** (code C43)
- **Mobile elevating works platforms**
- **Basic rigging**
- **Rigging and slinging**
- **Lifting equipment inspection**
- **Rider tow truck**

### Civil engineering / opencast mining (CETA accredited courses)

- **Dump trucks (articulated and rigid)**
- **Slag pot carrier**
- **Face shovel (mechanical / hydraulic)**
- **Front end loader**
- **Tractor Loader Backhoe (TLB)**
- **Skid Steer loader**
- **Graders**
- **Ground (Roto) mixers**
- **Drill rigs (evaluations)**
- **Earthmoving plant utilisation**
- **Dumpers**
- **Truck mounted concrete mixer**
- **Bulldozers**
  - Track type dozers
  - Wheel type dozers
- **Compactors**
  - Ride on road, smooth wheeled vibratory, drawn type grid/vibrator, and pneumatic rollers
  - Trench and pan compactors
- **Excavators**
  - Track-type and wheeled type excavators
- **Tractors**
  - Heavy-wheeled and agricultural tractors
  - Scrapers (bowl scrapers / elevator scrapers)
- **Scaffolding**
  - Scaffold erector
  - Scaffolding safety and inspections



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### Driver training / management

#### ■ Light motor vehicle

- Anti-hijacking
- 4 X 4 Off-road training
- Defensive driving

#### ■ Heavy and extra heavy duty vehicles

- Anti-hijacking
- Cargo securing
- Combination vehicles and handling emergency situations
- Defensive driving, vehicle dynamics and manoeuvring
- Driving combination vehicles
- Emergency procedures
- Instruments, warning lights and onboard monitoring systems

### Power tools

- Machinery / equipment safety
- Electric circular, band chain and cut-off saws
- Electric drills
- Sanders
- Introduction to and safe use of power tools
- Brush cutters, walk behind mowers, etc

### Occupational health and safety

- OHASA overview (for top management)
- OHASA in depth (act and regulations)
- Aids awareness
- Handling / storage of dangerous goods
- Advanced health and safety
- Fire fighting – level I and II
- Health and safety
- Accident/incident investigation
- First aid – level I and II
- Writing safe work procedures
- Risk assessment and training needs analysis
- Safe mast / tower climbing practice
- Rigging and slinging (in conjunction to masts & towers)
- Working at heights
- Lockout / tagout and isolation

### ETD training and consultation

- Dynamic presentation skills

All HRETD courses are National Qualifications Framework (NQF) aligned according to skills development legislation and national unit standards.

Our lifting machinery and equipment courses are all accredited through the TETA (TETA11-129). Our earthmoving machinery courses are all accredited through the CETA.

Accredited by the Construction Education and Training Authority in compliance with SAQA requirements.

All additional courses are accredited through the relevant SETAs.