



learning
exchange

PROSPECTUS 2025

Expert Training Providers for the Transport & Logistics Sector

**Training Programmes, Learnerships & Skills
Programmes For:**

Professional Drivers; Cranes; Forklift; Plant;
Earth Moving; Heavy Equipment Operator
as well as Occupational Health & Safety

www.learningexchange.co.za

In Association with:



B&A™ Bruniquel & Associates
IR HR Training & Consulting



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Introduction

Learning Exchange is an accredited training provider, we have successfully delivered accredited driver and plant operator training programmes for more than 19 years. Our strength in terms of implementing successful and completed Learnerships has earned us recognition as preferred supplier to several blue-chip clients.

Our methodology is to facilitate comprehensive training through specially-designed courses, which we customise for our clients, and which can be conducted at our clients' premises. We provide services to various industries, including the Taxi Industry, Commuter Transport, Freight Transport, Mining, FMGC, Courier, and Construction Industries, and work as a fully BBEE-compliant training partner.

The Learning Exchange (Pty) Ltd team has extensive experience in delivering Occupational Health and Safety, lifting operational machinery and driver training with the Sub-Saharan African region. Learning Exchange operates from its head office in Krugersdorp, Boltonia, Gauteng and its project offices nationally.

We are a **Level 2 B-BBEE Black Woman owned supplier**.

Through our team of experts we are able to service clients on a national scale.

OUR VALUES

To deal with our clients with integrity;

To be ethical in our dealings with staff and clients;

To go the extra mile;

To develop staff in line with their roles and responsibilities and

To be professional in every aspect of our business dealings.

Accreditation

- ✓ Quality Council for Trades & Occupation (QCTO)
- ✓ Transport Education and Training Authority (TETA)
- ✓ Construction Education and Training Authority (CETA)
- ✓ Department of Employment and Labour (DoEL) - Lifting Equipment and First Aid
- ✓ Department of Transport (DOT)
- ✓ HW Seta

What we offer

Learning Exchange offers structured and tailor made programmes per requirements of our Clients as follows:

- ✓ Short course programmes
- ✓ Skills programmes
- ✓ Learnerships
- ✓ Compliance Training programmes

QCTO OCCUPATIONAL QUALIFICATIONS

OCCUPATIONAL CERTIFICATE: FREIGHT HANDLER

SAQA ID: 96396 | NQF LEVEL 3 | CREDITS 122



Receiving freight, allocating it for storage, and managing stock control. It includes preparing and ensuring the correct picking of freight for loading or off-loading, following specified procedures. Additionally, the freight is reconciled and dispatched in compliance with relevant legislation.

OCCUPATIONAL CERTIFICATE: TRUCK DRIVER

SAQA ID: 93793 | NQF LEVEL 3 | CREDITS 130



Planning and preparing a truck for transportation, ensuring it is ready for safe and efficient use. It includes operating the truck during transportation tasks and maintaining accurate operational documents and records throughout the process to ensure compliance and smooth operations.

OCCUPATIONAL CERTIFICATE: BUS DRIVER

SAQA ID: 94202 | NQF 3 | CREDITS 120



Driving a coach or bus to transport passengers safely and on time to both scheduled and non-scheduled destinations. It also includes assisting passengers with boarding and handling their luggage, while being prepared to manage any emergency situations that may arise to ensure the safety and well-being of all passengers.



OCCUPATIONAL CERTIFICATE: TRAINING AND DEVELOPMENT PRACTITIONER

SAQA ID: 101321 | NQF LEVEL 5 | CREDITS 190

Co-ordinating learning within an occupational context by identifying development needs. It includes planning and implementing relevant learning interventions and facilitating learning in different settings. The effectiveness of these interventions is then evaluated. The goal is to ensure alignment with occupational objectives.

QCTO SKILLS PROGRAMME



BASIC EMERGENCY FIRST AID RESPONDER

SP-230801 | NQF LEVEL 2 | CREDITS 2

Basic Emergency First Aid Responders provide immediate assistance to someone who has been injured or become suddenly ill until professional medical help arrives.

INTERMEDIATE EMERGENCY FIRST AID RESPONDER



SP-230802 | NQF LEVEL 3 | CREDITS 5

To build the capacity of a person to act as an Intermediate Emergency First Aid Responder. These responders provide intermediate first aid treatment and life support in the event of an emergency at a workplace and community.

ADVANCED EMERGENCY FIRST AID RESPONDER



SP-230802 | NQF LEVEL 4 | CREDITS 6

Advanced Emergency First Aid Responders provide advanced emergency first aid care to patients in critical or life-threatening situations during an emergency situation



F1 COUNTERBALANCED LIFT TRUCK DRIVER

SP-220303 | NQF LEVEL 3 | CREDITS 20

A Counterbalanced Lift Truck F1 Driver operates a Counterbalanced Lift Truck F1 that is designed and constructed for the purpose of raising or lowering to different positions, store or retrieve a load up to rated capacity of 3000 kg.



F2 COUNTERBALANCED LIFT TRUCK DRIVER

SP-220304 | NQF LEVEL 3 | CREDITS 20

A Counterbalanced Lift Truck F2 operator operates a Counterbalanced Lift Truck F2 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load up to a rated capacity of 7000 kg



F3 COUNTERBALANCED LIFT TRUCK DRIVER

SP-220305 | NQF LEVEL 3 | CREDITS 20

A Counterbalanced Lift Truck F3 operator operates a Counterbalanced Lift Truck F3 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load up to a rated capacity of 15003 kg

F4 COUNTERBALANCED LIFT TRUCK DRIVER

SP-220306 | NQF LEVEL 3 | CREDITS 20

Operate a Counterbalanced Lift Truck F4 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load above a rated capacity of 15000kg.



F5 REACH LIFT TRUCK DRIVER

SP-220307 | NQF LEVEL 3 | CREDITS 20

A Reach Lift Truck F5 Driver operates a Reach Lift Truck F5 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load up to a rated capacity of 2500kg.



F6 PEDESTRIAN-CONTROLLED LIFT TRUCK DRIVER

SP-220308 | NQF LEVEL 3 | CREDITS 20

A Pedestrian-controlled Lift Truck F6 Driver operates a Pedestrian controlled Lift Truck F6 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load below rated capacity of 2000kg.





F10 SIDE LOADER LIFT TRUCK DRIVER

SP-220312 | NQF LEVEL 3 | CREDITS

A Side Loader Lift Truck F10 Driver operates a Side Loader Lift Truck F10 that is designed and constructed for the purpose of raising or lowering to any position, store or retrieve a load for first and second level racking



C32 TRUCK MOUNTED CRANE OPERATOR

SP-211037 | NQF LEVEL 3 | CREDITS 42

A Truck Mounted Crane C32 Operator operate a Truck Mounted Crane C32 that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension.



C33 HYDRAULIC MOBILE CRANE OPERATOR

SP-211015 | NQF LEVEL 3 | CREDITS 42

Operate a Hydraulic Mobile Crane C33 that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension.



C35 HYDRAULIC MOBILE CRANE OPERATOR

SP-211016 | NQF LEVEL 3 | CREDITS 56

Operate a Hydraulic Mobile Crane C35 that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension.



C36 HYDRAULIC CRANE PICK UP AND CARRY OPERATOR

SP-211014 | NQF LEVEL 3 | CREDITS 56

Operate a Hydraulic Crane Pick Up and Carry C36 that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension.



C43 HYDRAULIC MOBILE CRANE OPERATOR

SP-211017 | NQF LEVEL 3 | CREDITS 42

Operate a Hydraulic Mobile Crane C43 that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension.



SIDE LOADER CONTAINER C56 OPERATOR

SP-211031 | NQF LEVEL 3 | CREDITS 42

Operate a Hydraulic Mobile Crane C43 that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension.

TETA QUALIFICATIONS

NC: FREIGHT HANDLING



SAQA 57831 | NQF LEVEL 3 | CREDITS 128

This qualification provides learners with practical and theoretical skills in freight handling, focusing on areas like warehousing, port operations, and airfreight. It enhances performance, decision-making, and career advancement in the freight handling industry.

NC: PROFESSIONAL DRIVING



SAQA 50285 | NQF LEVEL 3 | CREDITS 122

This qualification enhances professional driving competence in the road transport sector, improving employment prospects and earning potential. It provides a foundation for further education, career progression, and economic growth in the transport industry.

NC: SUPPLY CHAIN MANAGEMENT



SAQA 74149 | NQF LEVEL 5 | CREDITS 150

This qualification equips learners with the skills to manage and integrate supply chain processes, enhancing performance and strategy execution. It prepares individuals for leadership roles in both the public and private sectors, focusing on key supply chain management competencies.



NC: LIFTING MACHINE OPERATIONS

SAQA 64829 | NQF LEVEL 3 | CREDITS 122

This qualification is designed for individuals involved in operating or working with lifting machines, providing them with the skills, knowledge, and leadership abilities to perform lifting operations independently. It is open to both experienced and new learners seeking formal recognition or specialization in this field.



NC: FREIGHT FORWARDING AND CUSTOMS COMPLIANCE

SAQA 59365 | NQF LEVEL 3 | CREDITS 130

This qualification equips learners with the skills and knowledge to work in Freight Forwarding and Customs Compliance, focusing on import/export procedures and logistics concepts. It supports career development and enhances productivity and service delivery in the international logistics industry.



FETC: FREIGHT FORWARDING AND CUSTOMS COMPLIANCE

SAQA 59298 | NQF LEVEL 4 | CREDITS 135

This qualification equips learners with the skills and knowledge to provide world-class service in international logistics and supply chain management, focusing on client interaction, problem-solving, and understanding relevant legislation. It enhances learners' professional status and workplace effectiveness.

FETC: ROAD TRANSPORT SUPERVISION

SAQA 48439 | NQF LEVEL 4 | CREDITS 138



This qualification provides individuals with the skills and knowledge required for road transport operations, specializing in either freight or passenger transport. It supports career advancement and offers a progression path to higher levels of study in the Southern African road transport industry.

FETC: TRANSPORT OPERATIONS

SAQA 65529 | NQF LEVEL 4 | CREDITS 148



This multi-modal transport qualification recognizes the skills needed to manage transport operations across road, rail, maritime, pipeline, and aerospace sectors. It provides a foundation for career development, further specialization, and mobility within the transport industry.

GETC: TRANSPORT

SAQA 59300 | NQF LEVEL 1 | CREDITS 120



This qualification provides entry-level knowledge and skills for the transport and logistics sector, offering specialization options across various modes of transport. It supports career development and meets the growing demands of the South African economy by promoting flexibility and access to further education.



LIFTING

LIFTING MACHINE OPERATIONS



NATIONAL CERTIFICATE: LIFTING MACHINE OPERATIONS

SAQA 64829 | NQF LEVEL 3 | CREDITS 122

This qualification is for individuals involved in operating or working with lifting machines. It provides the opportunity to gain knowledge and skills for various activities using lifting equipment, open to both operators and others in or outside the lifting machine environment.

OPERATE A TRUCK MOUNTED LOADER CRANE

UNIT STANDARD: 116253- C32 | NQF LEVEL 2 | CREDITS 20



Demonstrating an integrated practical and theoretical grounding in Crane Operations according to safe handling and maintenance practices in compliance with manufacturers and legislated standards.

Novice = 5 Days Refresher = 1 Day

OPERATE ADVANCED DEFINED PURPOSE LIFT TRUCKS

UNIT STANDARD: 242972 | NQF LEVEL 3 | CREDITS 7



Operate a battery operated defined purpose lift truck. Able to access emergency support and services in the case of an emergency while operating a lift truck.

Novice = 5 Days Refresher = 1 Day

OPERATE DEFINED PURPOSE LIFT TRUCKS

UNIT STANDARD: 242981-F12 | NQF LEVEL 2 | CREDITS 4



Able to access emergency support and services. Identify and classify the load, handle and move the freight while operating the lifting equipment in accordance with standards and its performance capabilities.

Novice = 5 Days Refresher = 1 Day

OPERATE DEFINED PURPOSE LIFT TRUCKS



UNIT STANDARD: 242981-F06 | NQF LEVEL 2 | CREDITS 4

Able to access emergency support and services
Identify and classify the load, handle and move the freight while operating the lifting equipment in accordance with standards and its performance capabilities.

Novice = 5 Days Refresher = 1 Day

OPERATE DEFINED PURPOSE LIFT TRUCKS



UNIT STANDARD: 242981-F07 | NQF LEVEL 3 | CREDITS 4

Able to access emergency support and services
Identify and classify the load, handle and move the freight while operating the lifting equipment in accordance with standards and its performance capabilities

Novice = 5 Days Refresher = 1 Day

OPERATE A TRUCK MOUNTED LOADER CRANE



UNIT STANDARD: 116253 | NQF LEVEL 2 | CREDITS 20

Demonstrating an integrated practical and theoretical grounding in Crane Operations according to safe handling and maintenance practices in compliance with manufacturers and legislated standards

Novice = 5 Days Refresher = 1 Day

CONVEY DANGEROUS GOODS BY ROAD



UNIT STANDARD: 123259 | NQF LEVEL 2 | CREDITS 4

Ensure safe loading, conveying and off-loading of dangerous goods according to legal and organisational requirements.

Novice = 2 Days Refresher = 1 Day

HEALTH & SAFETY



PERFORM BASIC LIFE SUPPORT AND FIRST AID PROCEDURES

UNIT STANDARD: 119567 | NQF LEVEL 1 | CREDITS 5

Persons required to assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilise patients prior to transfer to the emergency services.

2 Days THEORY AND PRACTICAL



PROVIDE RISK-BASED PRIMARY EMERGENCY CARE/FIRST AID IN THE WORKPLACE

UNIT STANDARD: 120496 | NQF LEVEL 2 | CREDITS 5

This course covers the essential principles of primary emergency care, focusing on how to effectively respond to injuries and medical emergencies in the workplace

2 Days THEORY AND PRACTICAL



PROVIDE FIRST AID AS AN ADVANCED FIRST RESPONDER

UNIT STANDARD: 376480 | NQF LEVEL 3 | CREDITS 8

Explaining the principles of advanced first aid in emergencies. Demonstrating an advanced level of preparedness to deal with sudden illness or emergency. Assessing and managing an emergency scene/disaster.

3 Days THEORY AND PRACTICAL



MAINTAINING OCCUPATIONAL HEALTH, SAFETY AND GENERAL HOUSEKEEPING

UNIT STANDARD: 8016 | NQF LEVEL 3 | CREDITS 8

Be able to demonstrate applied competence in occupational health, safety awareness of environmental issues and general housekeeping based on statutory and industry requirements.

2 Days THEORY



SOFT SKILLS

FOSTER AND MAINTAIN CUSTOMER RELATIONS



UNIT STANDARD: 123258 | NQF LEVEL 3 | CREDITS 10

Ensure that learners are able to interact professionally with customers Improved customer relations leads to improved customer service, which, in turn, results in business growth and profitability.

2 Days THEORY



APPLY KNOWLEDGE OF HIV/AIDS TO A SPECIFIC BUSINESS SECTOR AND A WORKPLACE

UNIT STANDARD: 244574 | NQF LEVEL 3 | CREDITS 4

Introduce knowledge that will enable learners to be informed and caring workers in an industry and managers to develop appropriate policies to deal with the pandemic.

2 Days THEORY

NON ACCREDITED SOFT SKILLS

- Accounting Skills for New Supervisors
- Active Listening
- Advanced Project Management
- Advanced Skills for the Practical Trainer
- Advanced Writing Skills
- An Environmental Audit Primer
- Anger Management: Understanding Anger
- Appreciative Inquiry
- Balanced Scorecard Basics
- Basic Business Management: Boot Camp for Business Owners
- Basic Internet Marketing
- Becoming a Better Learner
- Becoming a Progressive Employer
- Becoming Management Material
- Being a Team Player
- Beyond Workplace Politics: Using Social and Emotional Competencies
- Body Language: Reading Body Language as a Sales Tool
- Branding: Creating and Managing Your Corporate Brand
- Budgets and Managing Money
- Building a Brand on Social Media
- Building a Consulting Business
- Building an Online Business
- Building Better Teams
- Building Relationships for Success in Sales
- Building Your Self Esteem and Assertiveness Skills
- Bullying in the Workplace
- Business Ethics for the Office
- Business Etiquette: Gaining That Extra Edge
- Business Process Management
- Business Succession Planning: Developing and Maintaining a Succession Plan
- Business Writing That Works
- Call Center Training: Sales and Customer Service Training for Call Center Agents
- Cannabis and the Workplace
- Coaching and Mentoring
- Code of Conduct: Setting the Tone for Your Workplace
- Collaboration
- Communications for Small Business Owners
- Communication Strategies
- Conducting Accurate Internet Research
- Conducting Effective Performance Reviews
- Conference and Event Management
- Conflict Resolution: Getting Along In The Workplace 2106
- Conquering Your Fear of Speaking in Public
- Continuous Improvement with Lean
- Conversational Leadership
- Corrective Action
- Creating a Dynamite Job Portfolio
- Creating a Google AdWords Campaign
- Creating a Positive Work Environment
- Creating a Top-Notch Talent Management Program
- Creating a Workplace Wellness Program
- Creating Successful Staff Retreats
- Creating Winning Proposals
- Creating Winning Webinars: Getting Your Message Out
- Creative Thinking and Innovation
- Creativity In The Workplace
- Crisis Management

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- Customer Service Training - Critical Elements of Customer Service
 - Critical Thinking
 - CRM: An Introduction to Customer Relationship Management
 - Dealing With Difficult People 2333
 - Delegation: The Art of Delegating Effectively
 - Delivering Dynamic Virtual Presentations
 - Design Thinking: An Introduction
 - Developing a High Reliability Organization
 - Developing a Lunch and Learn Program
 - Developing an eLearning Course
 - Developing a Safety Procedures Manual
 - Developing a Training Needs Analysis
 - Developing Your Executive Presence
 - Developing Your Training Program
 - Digital Citizenship: Conducting Yourself in a Digital World
 - Digital Transformation
 - Disability Awareness: Working with People with Disabilities
 - Diversity Training: Celebrating Diversity in the Workplace
 - Diversity, Equity, and Inclusion
 - Dynamite Sales Presentations
 - E-Commerce Management
 - Effective Planning and Scheduling
 - Emotional Intelligence
 - Employee Accountability
 - Employee Dispute Resolution: Mediation through Peer Review
 - Employee Recognition: Appreciating Your Workforce
 - Encouraging Sustainability and Social Responsibility in Business
 - English as a Second Language: A Workplace Communications Primer
 - Enhanced Learning with UDL
 - Entrepreneurship 101
 - Environmental Sustainability: A Practical Approach to Greening Your Organization
 - Exploring Universal Design for Learning
 - Facilitation Skills
 - Fostering Innovation
 - From Boss to Leader
 - Fundamentals of Writing
 - GDPR Readiness: Creating a Data Privacy Plan
 - GDPR Readiness: Getting the Message Out
 - Generation Gap: Closing the Generation Gap in the Workplace
 - Getting Stuff Done: Personal Development Boot Camp
 - Getting Your Job Search Started
 - Giving Effective Feedback
 - Global Business Strategies
 - Goal Setting
 - Growth Hacking
 - Hiring for Success: Behavioral Interviewing Techniques
 - Honing and Delivering Your Message
 - How to become a Leader with Integrity
 - Human Resources Training: HR for the Non-HR Manager
 - Identifying and Combatting Fake News
 - Influence and Persuasion
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- Intermediate Project Management
 - Intrapreneurship
 - Introduction to E-Mail Marketing
 - Introduction to Neuro Linguistic Programming
 - Inventory Management: The Nuts and Bolts
 - Kickstarting Your Business with Crowdsourcing
 - Knowledge Management
 - Lean Process Improvement
 - Logistics and Supply Chain Management
 - Making Training Stick
 - Making Your Business Better
 - Managing Across Cultures
 - Managing Customer Service
 - Managing Difficult Conversations
 - Managing Pressure and Maintaining Balance
 - Managing the Virtual Workplace
 - Marketing and Sales
 - Marketing for Small Businesses
 - Mastering Adult Learning
 - Mastering the Interview
 - Measuring Training Results
 - Meeting Management: The Art of Making Meetings Work
 - Mobbing in the Workplace
 - Motivation Training: Motivating Your Workforce
 - Negotiating for Results
 - Networking for Success
 - NLP Tools for Real Life
 - Onboarding: The Essential Rules f
 - Orientation Handbook: Getting Employees Off to a Good Start
 - Overcoming Objections to Nail the Sale
 - Performance Management: Managing Employee Performance
 - Personal Brand: Maximizing Personal Impact
 - Planning for Workplace Safety
 - Problem Solving and Decision Making
 - Process Improvement with Gap Analysis
 - Progressive Discipline
 - Project Management: All You Need to Know
 - Project Management Fundamentals
 - Project Management Principles and Performance Domains
 - Project Management Training: Understanding Project Management
 - Project Planning: All You Need to Know
 - Promoting a Marketing Webinar
 - Prospecting for Leads Like a Pro
 - Psychological Health and Safety
 - Public Relations Boot Camp
 - Public Speaking: Presentation Survival School
 - Public Speaking: Speaking Under Pressure
 - Purchasing and Procurement Basics
 - Research Skills
 - Respect in the Workplace
 - Risk Management
 - Safety in the Workplace
 - Self-Leadership
 - Selling Smarter
 - Six Sigma: Entering the Dojo
 - Skills for the New Employee
 - Skills You Need for Workplace Success
 - Social Media and Your Business
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- Social Selling for Small Businesses
 - Story Marketing for Small Businesses
 - Strategic Planning
 - Stress Management
 - Successfully Managing Change
 - Survival Skills for the New Trainer
 - Team Building: Developing High Performance Teams
 - Telemarketing: Using the Telephone as a Sales Tool
 - The ABC's of Supervising Others
 - 10-Minute Presentations
 - The Minute Taker's Workshop
 - The Practical Trainer
 - The Professional Supervisor
 - Time Management
 - Tough Topics: Talking to Employees about Personal Hygiene
 - Trade Shows: Getting the Most Out of Your Trade Show Experience
 - Training with Visual Storytelling
 - Transgender Employees: Creating an Inclusive Work Community
 - Unconscious Bias
 - Using Activities to Make Training Fun
 - Vendor Management
 - Women and Leadership: Owning Your Strengths and Skills
 - Working Smarter: Using Technology to Your Advantage
 - Working with the Media
 - Workplace Ergonomics: Injury Prevention Through Ergonomics
 - Workplace Harassment: What It Is and What To Do About It
 - Workplace Health and Safety: The Supervisor's Role and Responsibilities
 - Workplace Violence: How to Manage Anger and Violence in the Workplace
 - Writing a Business Plan
 - Writing for the Web
 - Writing Reports and Proposals

CONTACT US



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