

# SATS

## Safety And Training Solutions

"Safety Through Competence"



16/MQA/0794/AC4/120618

## COMPANY PROFILE

# ABOUT US

Safety and Training Solutions was established in 2004 and started operations in 2005 and proudly carries a Level 2 BBBEE rating and is accredited as a service provider with the Mining Qualifications Authority (MQA), Construction Education and Training Authority (CETA), Transport Education Training Authority (TETA) and Department of Labour. The company's operations are conducted from its base in Middelburg, Mpumalanga from which a variety of services are delivered to a wide range of satisfied clients.

Our learner programmes focus on delivering competency and providing the learner with the ability to apply the required skills and knowledge in his/her work environment. The company is a Professional Association, backed by a team of professional consultants which has extensive experience in various Mining, Plant and HSEC disciplines across all industry sectors.

## COMPANY DETAILS

**Company Registration No: 2016/532908/07**

### MIDDELBURG, MPUMALANGA OFFICE

68 West Street  
Middelburg  
1050

Tel: +27(0) 13 243 0122  
Mobile: +27(0) 83 417 1222  
E-mail: [gofourie@satsolutions.co.za](mailto:gofourie@satsolutions.co.za)

### KURUMAN, NORTHERN CAPE OFFICE

Northern Cape,  
Kuruman,  
8460

Marina Palmer  
Phone: 083 657 2733  
E-mail: [marina@satsolutions.co.za](mailto:marina@satsolutions.co.za)

### MSOBO OFFICES - BREYTEN

Geraldine Franzsen  
Phone: 082 328 6172  
E-mail: [geraldine@satsolutions.co.za](mailto:geraldine@satsolutions.co.za)

### SALES & MARKETING

Thinus van Staden  
Phone: 081 243 1484  
E-mail: [thinus@satsolutions.co.za](mailto:thinus@satsolutions.co.za)

### GEORGE FOURIE (DIRECTOR)

Mobile: +27(0) 83 456 9998

E-mail (1): [george@satsolutions.co.za](mailto:george@satsolutions.co.za)

Tel: +27(0) 12 996 1381 (Head Office)

E-mail (2): [info@satsolutions.co.za](mailto:info@satsolutions.co.za) (Head Office)



RECOGNISED THROUGH QUALITY COUNCIL FOR  
TRADES & OCCUPATIONS.



MINING QUALIFICATIONS AUTHORITY  
16/MQA/0905/AC4/261119



TRANSPORT EDUCATION TRAINING AUTHORITY  
TETA: 19-1125



ISO 9001:2015 QUALITY MANAGEMENT SYSTEM  
REGISTRATION NO: ACS/0227/00



Education, Training and Development Practices  
Sector Education and Training Authority  
AUTHORITY ACCREDITATION NO: ETDP11720



CONSTRUCTION EDUCATION AND TRAINING  
AUTHORITY ACCREDITATION NO: ACC/18/08/00025



DEPARTMENT OF LABOUR  
REGISTRATION NO: C1239/3/12/1  
DRIVEN MACHINERY 18(11) NO:932



South African Institute of  
Occupational Safety and Health  
Corporate Member  
SOUTH AFRICAN INSTITUTE OF OCCUPATIONAL  
SAFETY AND HEALTH

# OCCUPATIONAL HEALTH AND SAFETY TRAINING COURSES

## **Supervisor Safety Development Programmes (SSDP) for Line Supervisors**

Module 1 – Legal Liabilities for Supervisors  
Module 2 – Planned Inspections and Observations  
Module 3 – HIRAC for Supervisors  
Module 4 – Incident / Accident Investigations

## **Supervisor Safety Training for Line Supervisors**

Module 1 – Legal Liabilities for Supervisors  
Module 2 – Planned Inspections and Observations  
Module 3 – HIRAC for Supervisors

## **Roles and Responsibilities of a Production Supervisor**

Module 1 – Legal Liability  
Module 2 – Planning Supervisory Activities  
Module 3 – Implementing Production Plans  
Module 4 – Measuring Planned Supervisory Activities

## **Basic Managerial and Interpersonal Skills for Supervisors**

Safety and Training Solutions, in association with Skills4U now offer the following services:

**Managing Yourself** - Continuously developing and improving your skills, abilities and knowledge to enable you to work with others in a productive and profitable way.

**Managing Others** - As a manager it is crucial to be supportive, to listen and to coach your team, to achieve positive results. To achieve this, managers need to trust their teams to do a job against an urge to oversee their every move.

**Managing Managers** - A successful manager of managers needs to focus more on strategic aspects while taking a step back from day-to-day operational activities. Delegating tasks to managers and empowering them to make decisions independently, while providing clear direction and leadership are critical in this regard.

For full scope of Managerial / Supervisory training and assessments services, refer to page 8 of this profile

- SHE Practitioner Development Programmes (SHEPRAC) (SAIOSH Accredited) (Distance learning )
- MHS Act - Legal Liability for Managers / Supervisors / Employees
- OHS Act - Legal Liability for Managers / Supervisors / Employees
- Incident Investigation / Root Cause Analysis
- Hazard Identification and Risk Assessment (Supervisors/Employees)
- SHE Representative Duties MQA (MHS Act, OHS Act)
- Perform Basic First Aid – Level 1 (DOL Accredited)
- First Aid – Level 1 (DOL Accredited) - Level 3
- Provide Primary Care First Aid – Level 1 / 2 Combined
- Working over Water
- Pressure washer Training
- General Health and Safety Principles for Employees
- Emergency Preparedness and Response
- Basic Fire Detection and Prevention
- Conduct Effective Task Observations and Planned Inspections
- Confined Space Entry
- (HAZCHEM) Control Workplace Hazardous Substances

} MQA, CETA and DOL



# ETDP QUALIFICATIONS

- Conduct Outcomes – Based Assessments
- Conduct Moderation on Outcomes Based Assessments
- Facilitate Learning using a variety of given methodologies (Train the Trainer)

## TECHNICAL / SKILLS TRAINING COURSE

- General Health and Safety Principles for Engineering Assistants
- Inspection and Maintenance of Flameproof Equipment
- Basic Inspection of Flameproof Equipment for Engineering Assistants and Operators
- Select and Use Basic Hand Tools and Materials
- Use and Maintain Power / Electrical Hand Tools
- Safe Use of Basic and Electric Hand Tools
- Gas Cutting / Welding and Inverter Safety Training
- Portable Grinder
- ARC (Stick) Welding
- CO2 (MIG) Welding
- Basic Hydraulics

### WORKING AT HEIGHTS

- Explain and Perform Fall Arrest Techniques when Working at Heights
- Install, use and perform basic rescues from Fall Arrest Systems and implement the Fall Protection Plan.

### SCAFFOLDING

- Erect Use and Dismantle Scaffolding
- Scaffolding Inspecting

### RIGGING

- Lift and move a load using manual lifting equipment and tackle (Basic rigging)
- Lift and turn a load
- Lift and move a load using mechanical lifting equipment (Advanced rigging)

## ENGINEERING OCCUPATIONAL TRADE PROGRAMS

- Electrician
- Fitting
- Millwright
- Auto Electrician



# MQA MINING SKILLS PROGRAMMES / UNIT STANDARDS (UNDERGROUND COAL MINING)

- SHE Representatives and Shop Stewards in the Mining and Minerals Sector
- Competent A: To Examine and Declare a Working Place Safe in Underground Coal Mine
- Competent B: To Install, maintain and remove any support in Underground Coal Mine
- Blasting Assistant Operations in Underground Coal Mine
- Operate Mining Machinery in an Underground Coal Mine
- Gasses and Gas Testing in Underground Fiery (Coal) Mine
- Conduct Conveyor Belt Operations
- Maintenance and Inspection of Flameproof Equipment
- Training on all Underground Equipment
- Competence Assessments on all Underground Equipment
- Carry out a close inspection and repair defects on a Flameproof enclosure

## NATIONAL CERTIFICATE UNDERGROUND MINING

- National Certificate: Mining Operations in Underground Coal mines

## MQA MINING NATIONAL CERTIFICATES

- National Certificate: Rockbreaking in Surface Excavations

# MQA MINING SKILLS PROGRAMMES / UNIT STANDARDS (SURFACE MINES)

- Competent A Person: The Examination, making Safe and Declaring Safe of Blasted Surface Mines, Quarries Dumps and Stockpiles
- Competent A Person: The Examination, making Safe and Declaring Safe of Non - Blasted Surface Mines, Quarries Dumps and Stockpiles
- Skills Program: Blasting assistant in surface mines and quarries
- Skills Program: Operating Mobile Machinery for Surface Excavation Operations
- Maintain a Conveyorbelt Skills Programme
- Generic Management for Middle Managers in South Africa Mining & Mineral Sector

**QCTO**

- Occupational Health & Safety Practitioner

# MQA MINERAL PROCESSING SKILLS PROGRAMMES / LEARNERSHIPS:

- Skills Programmes in Crushing
- Skills Programmes in Crushing and Screening
- Skills Programmes in Ore Reception
- Skills Programmes in Scrubbing and Screening (A-C)
- Skills Programmes in Dense Medium Separation
- Skills Programmes Handling of Chemicals (A-G)
- Maintain a Conveyorbelt
- National Certificate: Mineral Processing Level 2
- National Certificate: Mineral Processing Level 3

## UNDERGROUND HARD ROCK SKILLS PROGRAMMES

- Rock Drill Operator in Underground Operations
- Competent B: The Installation, Maintenance and Removal of Support in Underground Hard Rock Operations
- Competent A: The examination and declaring safe of a workplace in Underground Hard Rock Operations
- Blasting Assistant: Blasting Assistant within Underground Hard Rock
- Secondary Blasting: Secondary Blasting Operations for Underground Hard Rock
- Trackless Mobile Machine Operations – Underground Hard Rock (B-T)

## (CETA ACCREDITED) CONSTRUCTION & PORTABLE SKILLS

- National Certificate: Construction Health & Safety
- National Certificate: Construction Plant Operations
- Further Education & Training Certificate: Supervision of Construction Processes
- Painting
- Tiling
- Plastering
- Carpentry
- Masonry (Bricklaying)
- Joiners
- Roofers

## DOVER ASSESSMENT

DOVER,

The Dover/Vienna System of testing is an Austrian developed testing concept. It does not train people, it finds trait specific, suitable people for training. This form of Psychometric skill-testing was introduced to the South African mining community around 1982 and since then the system has been adapted to South African norms.

It is a basic skills-competency measurement tool, it looks at fundamental practical skills such as hand- eye and foot co-ordination as well as basic manual co-ordination. It reacts to stimuli in various environmental conditions, auditory discrimination, estimation of the speed, direction of moving objects, basic decision making abilities and concentration levels under monotonous circumstances. It is also extremely advantageous in recruitment to narrow down large numbers of applicants for a job.

**DOVER**  
—SYSTEMS—

# BRAKE TESTING

What is Brake testing?

Brake testing is a procedure for periodically (every 3 months) checking that a vehicle's brakes are maintained at a level of performance that does not put other people at risk

Vehicles may be provided with any combination of the following systems:

- a service brake - used for stopping and holding.
- a secondary or emergency brake - used for stopping if the service brake fails.
- a parking brake - used to hold a vehicle stationary and
- retarders - an emergency absorbing brake normally used to control speed.

It will generally be necessary to test the performance of all braking systems provided on a vehicle, to ensure that safety is maintained and be compliant with Mine Health & Safety Act.



SIMRET 3000

## EARTHMOVING EQUIPMENT TRAINING (PLANT, SURFACE MINING AND SKILLS PROGRAMMES)

- Operate an Articulated Dump Truck (ADT)
- Operate an Excavator
- Operate a Front End Loader (FEL)
- Operate a Skid Steer Loader
- Operate a Grader
- Operate a Rigid Dump Truck
- Operate a Compact Roller
- Operate a Wheeled Dozer
- Operate a Tracked Dozer
- Operate a Tractor Loader Backhoe (TLB)
- Operate a Tractor
- Operate a Service Truck
- Operate a Tipper Truck
- Operate a Water Cart
- Operate a Diesel Bowser
- Operate a Face Shovel
- Drill blast holes in a surface mining operation (Drill Rigs)
- Load, haul and dump material using a scraper

## LIFTING EQUIPMENT TRAINING (TETA ACCREDITED)

- Operate a Pendant Control Overhead Crane
- Operate a Cab Control Overhead Crane
- Operate a Mobile Crane
- Operate a Truck Mounted Crane
- Operate a Heavy Crane
- Operate a Mobile Elevated Work Platform
- Operate a Telescopic Material/Boom Handler
- Operate a Counterbalanced Lift Truck (Forklift)
- Operate Rough Terrain / Earthmoving / Agricultural Equipment



# TRAINING WORKSHOPS & E-LEARNING

## MANAGING YOURSELF

- Anger Management (1 Day)
- Assertiveness and Self-Confidence (2 Days)
- Attention Management (1 Day)
- Building Self-Esteem & Assertiveness Skills (2 Days)
- Business Etiquette (1 Day)
- Business Writing (2 Days)
- Business English (2 Days)
- Change Resiliency (2 Days)
- Customer Service Essentials (2 Days)
- Delivering Constructive Criticism (1 Day)
- Developing Creativity (2 Days)
- Digital Citizenship (2 Days)
- Effective Communication Strategies (2 Days)
- Emotional Intelligence (EQ) (3 Days)
- Goal Setting & Getting Things Done (1 Day)
- Increasing your Happiness (1 Day)
- Introduction to PC's (1 Day)
- M-Learning (Mobile Learning) (2 Days)
- Managing Personal Finances (2 Days)
- Microsoft Excel Level 1 (1 Day)
- Microsoft Excel Level 2 & 3 (2 Days Each)
- Microsoft Outlook (1 Day)
- Microsoft PowerPoint (2 Days)
- Microsoft Word (1 Day)
- Meaningful Living through Mindfulness (2 Days)
- Personal Branding (2 Days)
- Prepare & Deliver a Presentation (2 Days)
- Problem Solving & Decision Making (2 Days)
- Self-Leadership (2 Days)
- Stress Management (1 Day)
- Time Management (1 Day)
- Train-the-Trainer (3 Days)
- Work-Life Balance (1 Day)
- Writing Reports & Proposals (2 Days)

## MANAGING YOURSELF: SELF-PACED E-LEARNING WORKSHOPS

- Digital Citizenship
- Meaningful Living through Mindfulness
- Personal Wholeness and Well-Being
- Stress Management

## MANAGING OTHERS

- Appreciative Inquiry (AI) (2 Days)
- Behavioural Interviewing Skills (2 Days)
- Being a Likeable Boss (2 Days)
- Change Management (2 Days)
- Coaching – A Leadership Skill (2 Days)
- Coaching for Performance (2 Days)
- Conflict Resolution (2 Days)
- Customer Service Excellence (2 Days)
- Developing High Performance Teams (3 Days)
- Developing Managers (2 Days)
- Difficult Conversations Made Easy (2 Days)
- Employee Motivation (1 Day)
- Employee Onboarding (1 Day)
- Facilitation Skills (3 Days)
- Life Coaching (2 Days)
- Managing Employee Performance (2 Days)
- Managing & Valuing Diversity and Inclusion (2 Days)
- Managing Across Generations (2 Days)
- Manager as Coach & Communicator (3 Days)
- Managing Office Politics (2 Days)
- Millennial Onboarding (1 Day)
- Social Intelligence (SQ) (3 Days)
- Social Learning (2 Days)
- Social Media in the Workplace (1 Day)
- Talent Management (2 Days)
- Ten Soft Skills You Need (2 Days)
- The ABC of Supervising Others (2 Days)
- The Power of Vulnerability (2 Days)
- The Professional Supervisor (3 Days)
- Unconscious Bias (1 Day + 1 Day Follow-up)
- Virtual Team Building and -Management (2 Days)
- Woman at Work (2 Days)
- Workplace Coaching Skills for Supervisors (1 Day)
- Workplace Harassment (1 Day)

## MANAGING OTHERS: SELF-PACED E-LEARNING WORKSHOPS

- Coaching and Mentoring
- Communication Strategies
- Emotional Intelligence
- Social Intelligence
- Woman in Leadership

## MANAGING OTHERS: SELF-MANAGING THE BUSINESS

- Business Acumen (2 Days)
- Creating a great Webinar (2 Days)
- Finance for Non-Financial Managers (2 Days)
- High Performance Teams – Remote Workforce (2 Days)
- HR for Non-HR Managers (2 Days)
- Leadership and Influence (2 Day)
- Meeting Management (2 Days)
- Mentoring Skills (2 Days)
- Organisational Skills (1 Day)
- Project Management Fundamentals (3 Days)
- Servant Leadership (2 Days)

## Managing The Business: Self-paced E-learning Workshops

- Change Management
- Coaching & Mentoring
- Leadership & Influence
- Social Media Marketing

# OCCUPATIONAL PSYCHOMETRIC ASSESSMENTS

In the complex and dynamic marketplace of today, organisations have to manage a global workforce – their most valuable asset – to achieve sustainable growth. Attracting and retaining top talent is seen as the key differentiator among organisations. At the same time, the notion of “skills gaps” also needs attention as business leaders lament deficiencies in employees’ competencies and the vulnerability in their organisations’ ability to achieve business objectives. The issue is particularly acute at the leadership level, with organisations realizing their future success depends on identifying, engaging, and retaining

## BENEFITS TO THE ORGANISATION

- Recruit and select top talent
- Fair and transparent recruitment processes
- Identifying leadership potential
- Informs leadership development decisions
- Savings on the cost of bad hiring decisions
- Reduced employee turnover
- Pin-points development needs of individuals, teams and organisations.

## BENEFITS TO THE INDIVIDUAL

- Increased job satisfaction
- Improved inter- and intrapersonal communication
- Self-awareness
- Strength finding
- Career path planning
- Goal-setting
- Access to support and engagement

## SKILLS4U'S APPROACH TO OCCUPATIONAL ASSESSMENTS

- Skills4U remains up to date with national and international trends regarding assessment technology and methodology.
- Skills4U develops assessment batteries based on customer requirements with regards to specific scenarios and changes in the company strategy and focus.
- Skills4U is not a product house and can thus use a combination of professional assessment tools to suit the client's specific needs.
- We believe in compiling an assessment battery measuring competencies identified during job analysis, which includes personality preferences, cognitive ability of the candidate and demonstrated behavioural elements.
- We believe that individual feedback and the compilation of individualised and personalised development plans are crucial steps within this development assessment process and senior professionals within the company are utilised to complete this step in the process.
- Skills4U complies with all legislative and Health Professions Council of South Africa regulations and requirements. We only use registered Industrial Psychologists and Psychometrists as assessors.
- We have a staircase of assessment instruments, linked to specific job levels. Our assessment and development centres are revised and updated on a two-yearly basis. No candidate will go through the same assessment or development centre during their career at the company.



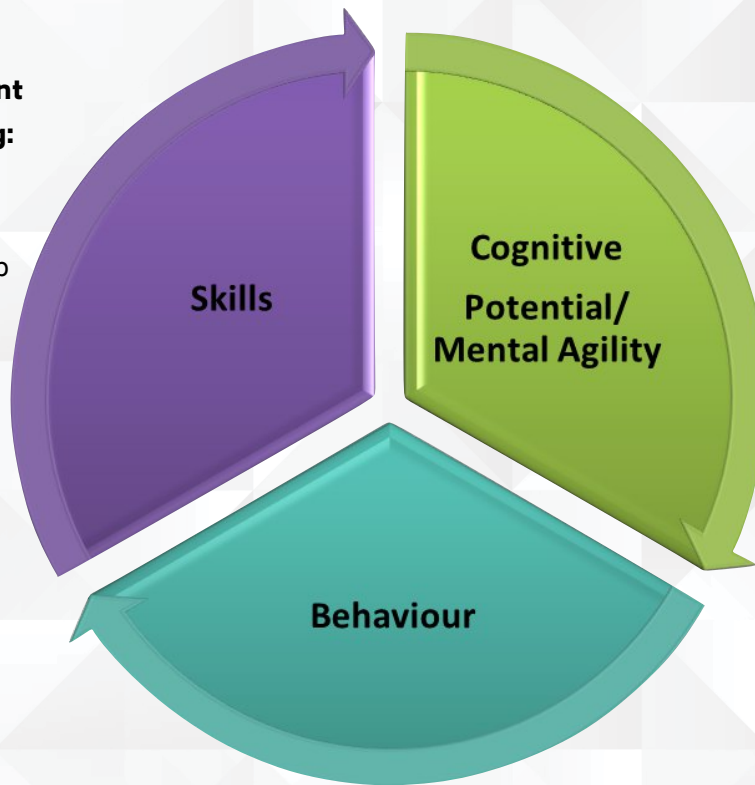
## SKILLS4U'S APPROACH TO COMPILING THE ASSESSMENT BATTERY

To obtain a complete "picture" of the person being assessed, Skills4U focus on the following assessment areas:

### This area of measurement focuses on the following:

Demonstrated skills:

- Functional
- Management/Leadership
- Soft Skills



### This area of measurement focuses on the following:

- Ability to deal with complexities.
- Ability to deal with ambiguity.
- Ability to deal with uncertainty.

### This area of measurement focuses on the following:

- Personality and Behavioural Traits
- Emotional Intelligence
- Matching personality with high performance leadership competencies

# SATS

Safety And Training Solutions

"Safety Through Competence"

Visit our Website for more Information  
[www.satsolutions.co.za](http://www.satsolutions.co.za)

Follow us on social media



#### MIDDELBURG, MPUMALANGA OFFICE

68 West Street  
Middelburg  
1050

Tel: +27(0) 13 243 0122  
Mobile: +27(0) 83 417 1222  
E-mail: [gofourie@satsolutions.co.za](mailto:gofourie@satsolutions.co.za)

#### MSOBO OFFICES - BREYTEN

Geraldine Franzsen  
Phone: 082 328 6172  
E-mail: [geraldine@satsolutions.co.za](mailto:geraldine@satsolutions.co.za)

#### KURUMAN, NORTHERN CAPE OFFICE

Northern Cape,  
Kuruman,  
8460

Marina Palmer  
Phone: 083 657 2733  
E-mail: [marina@satsolutions.co.za](mailto:marina@satsolutions.co.za)