



WORK-BASED LEARNING MODULE GUIDE PER QUALIFICATION

A Reference Guide for Employer Partners • QCTO-Accredited Occupational Programmes

About This Document

This document presents the Work-Based Learning (WBL) modules associated with each QCTO-accredited occupational qualification offered by Coastal KZN TVET College. It is intended for use during stakeholder engagement with prospective and existing employer partners. Each module listed below outlines a specific workplace learning activity that students are required to complete under the supervision of a qualified workplace mentor within your organisation. A comprehensive student logbook, aligned to each module, will be issued separately upon commencement of the WBL placement.

CONSTRUCTION, INFRASTRUCTURE & BUILT ENVIRONMENT

Bricklayer | SAQA ID: 93627 | NQF Level 4 | **Total Credits: 200**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Planning and preparation processes for bricklaying, work area, material, tools and equipment within the construction environment	L4	25
2	WM-02	Brick laying processes to construct, repair and/or make alterations to superstructures	L4	50
3	WM-03	Brick laying processes to construct, repair and/or make alterations to substructures	L4	50
4	WM-04	Brick laying processes to construct, repair and/or make alterations to paving and other structures	L4	50
5	WM-05	Finishing operations and processes to construct or repair superstructures	L4	25

Carpenter | SAQA ID: 94022 | NQF Level 4 | **Total Credits:**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Work in a construction environment to plan and prepare for carpentry activities	L3	
2	WM-02	Constructing, erecting and installing formwork within the construction environment	L4	120
3	WM-03	Constructing, erecting and installing roofing and partitioning within the construction environment	L4	120
4	WM-04	Finish preparing, fitting, assembling and altering internal and external fixtures in the construction environment	L4	120

Plumber | SAQA ID: 91782 | NQF Level 4 | **Total Credits: 130**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Processes and procedures for installation and testing of above ground soil waste and vent systems and sanitary ware appliances	L4	30

2	WM-02	Processes and procedures for installation and testing of below-ground drainage systems and performing basic building work	L4	35
3	WM-03	Procedures and processes for installation and maintenance of cold water and hot water systems	L4	35
4	WM-04	Procedures and processes for installation and maintenance of rain water systems	L4	30

Electrician | SAQA ID: 91761 | NQF Level 4 | **Total Credits: 156**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Planning and preparation process for the wiring, connection, testing, inspecting, commissioning and maintaining of electrical installations and control systems	L4	8
2	WM-02	Processes of installing, wiring and connecting of electrical equipment and control systems	L4	74
3	WM-03	Processes of testing and inspecting of electrical equipment, control systems and installations	L4	15
4	WM-04	Processes of commissioning electrical installations and control systems	L4	15
5	WM-05	Maintenance processes for electrical installations and control systems	L4	44

Electric Cable Joiner | SAQA ID: 671302001 | NQF Level 4 | **Total Credits: 79**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Site Preparation for Low Voltage Cable Jointing Activities	L3	12
2	WM-02	Low Voltage Cables (Dead) Jointing and Termination	L3	23
3	WM-03	Worksite Preparation for Medium Voltage Cable Jointing Activities	L4	14
4	WM-04	Medium Voltage Cable Jointing and Termination	L3	30

Draughtsperson | SAQA ID: 311801001 | NQF Level 5 | **Total Credits: 81**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Generation of various flow diagrams from industry-specific specifications and symbology	L5	16
2	WM-02	Generation of 3-D models	L5	20
3	WM-03	Extraction of a range of drawings from 3-D models	L5	20
4	WM-04	Participation in design review meetings	L5	6
5	WM-05	Interpretation of a range of pipe drawings from existing process plants and/or generated by others	L5	12
6	WM-06	Communication	L5	7

ENGINEERING, MANUFACTURING & TECHNICAL TRADES

Diesel Mechanic | SAQA ID: 117237 | NQF Level 4 | **Total Credits: 270**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
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1	WM-01	Routine scheduled services	L2	16
2	WM-02	Removal and replacement of engine sub-system components (including batteries)	L3	16
3	WM-03	Removal and replacement of other vehicle sub-system components	L3	20
4	WM-04	Engine removal and installation processes	L3	18
5	WM-05	Repair processes for vehicle sub-systems	L3	74
6	WM-06	Diagnosis and repair of electrical systems (charging, starting, lighting and auxiliary)	L4	18
7	WM-07	Diagnosis and repair of electronic control systems	L4	18
8	WM-08	Diagnosis and repair of engines and engine sub-systems	L4	18
9	WM-09	Diagnosis and repair of hydraulic and pneumatic systems	L4	18
10	WM-10	Diagnosis and repair of brake systems	L4	18
11	WM-11	Diagnosis and repair of drive train systems	L4	18
12	WM-12	Diagnosis and repair of steering and suspension systems	L4	18

Fitter and Turner | SAQA ID: 94020 | NQF Level 4 | **Total Credits: 320**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Fabrication processes in an engineering workshop	L2	20
2	WM-02	Routine mechanical component and machine maintenance processes	L3	40
3	WM-03	Maintenance planning and communication processes	L3	10
4	WM-04	Repair mechanical faults on mechanical sub-assemblies and machines	L4	60
5	WM-05	Overhauling processes in an engineering workshop	L4	60
6	WM-06	Structured planning and communication processes in the workplace	L4	60
7	WM-07	Machining processes to design specifications of a range of work pieces from different materials	L4	60
8	WM-08	Engineering workshop control processes	L4	10

Mechanical Fitter | SAQA ID: 94021 | NQF Level 4 | **Total Credits: 260**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Fabrication processes in an engineering workshop	L2	20
2	WM-02	Routine mechanical component and machine maintenance processes	L3	40
3	WM-03	Maintenance planning and communication processes	L3	10
4	WM-04	Repair mechanical faults on mechanical sub-assemblies and machines	L4	60
5	WM-05	Overhauling processes in an engineering workshop	L4	60
6	WM-06	Structured planning and communication processes in the workplace	L4	60
7	WM-07	Engineering workshop control processes	L4	10

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Installation of unitary air conditioning system	L2	8
2	WM-02	Fall arrest systems and processes	L2	8
3	WM-03	Processes and procedures for erecting and dismantling access scaffolding up to 6 metres	L2	12
4	WM-04	Assembling a unitary air conditioning unit	L2	5
5	WM-05	Reading, interpreting and constructing basic electrical and electronic circuits pertaining to air conditioning	L2	5
6	WM-06	Cleaning, corrosion protection and appropriate fault responses	L2	5
7	WM-07	Processes related to pressure testing of an air conditioning refrigeration system	L2	3
8	WM-08	Maintenance and repairs processes for unitary air conditioning systems	L2	10
9	WM-09	Installing, commissioning, maintaining, fault finding and repairing an evaporative cooling system	L2	5
10	WM-10	Installation of a complete commercial air conditioning system	L3	10
11	WM-11	Constructing a commercial air conditioning system	L3	10
12	WM-12	Installation of air conditioning and ventilation ducting systems	L3	10
13	WM-13	Processes relating to install, repair and maintain vehicle/mobile air conditioning system	L3	10
14	WM-14	Identification of faults related to an air conditioning system and carrying out minor repairs	L3	10
15	WM-15	Maintenance processes regarding commercial air conditioning system	L4	15
16	WM-16	Commissioning a complete air conditioning and refrigeration system	L4	30
17	WM-17	Testing the assembled air conditioning system	L4	15
18	WM-18	Servicing processes related to an air conditioning and refrigeration plant	L4	30
19	WM-19	Fault finding and repair processes related to an air conditioning and refrigeration system	L4	15
20	WM-20	Maintenance and repairs processes for industrial air conditioning systems	L4	20
21	WM-21	Construction of electrical and electronic circuits	L4	30
22	WM-22	Designing and selecting evaporative cooling systems	L5	15

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Cut and gouge a range of materials in the workplace	L2	8
2	WM-02	Produce a range of fillet welds using various welding processes in a workplace	L4	40
3	WM-03	Care for, control and handle consumables and materials in a workshop	L2	4

4	WM-04	Produce a range of plate welds using various welding processes in a workplace	L4	40
5	WM-05	Team work, communication and reporting in the workplace	L3	8
6	WM-06	Produce a range of pipe welds using various welding processes in a workplace	L4	52

Toolmaker | SAQA ID: 652201100 | NQF Level 5 | **Total Credits: 233**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Workplace orientation, job planning and preparation and elementary toolmaking processes and procedures	L3	5
2	WM-02	Drill press operations	L4	10
3	WM-03	Procedures for turning between centres	L4	10
4	WM-04	Procedures for chucking operations	L4	10
5	WM-05	Milling operations	L4	15
6	WM-06	Procedures for surface grinding operations	L4	10
7	WM-07	CNC milling operations	L5	35
8	WM-08	Procedures for CNC turning operations	L5	35
9	WM-09	EDM Plunge operations	L5	35
10	WM-10	EDM wire operations	L5	35
11	WM-11	Quality assurance processes for verification of product conformance to specifications	L5	13
12	WM-12	Tool production processes to meet customer needs and specifications	L5	20

Boat Builder and Repairer (Boat Builder) | SAQA ID: 94573 | NQF Level 4 | **Total Credits: 183**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Boat and component part construction processes and procedures using composites, aluminium, wood or inflatable fabric in a boat building yard	L4	120
2	WM-02	Processes and procedures for installing different marine systems on boats	L4	53
3	WM-03	Boat maintenance and/or repair procedures and processes	L4	10

Furniture Maker | SAQA ID: 682201001 | NQF Level 4 | **Total Credits: 289**

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Furniture Machining Operations	L2	30
2	WM-02	Furniture Assembling Operations	L2	24
3	WM-03	Furniture Finishing Operations	L2	25
4	WM-04	Crafted Furniture Machining Operations	L4	70
5	WM-05	Crafted Furniture Assembling Operations	L3	55
6	WM-06	Prototype and Crafted Furniture Making and Furniture Repairing Processes	L4	85

Office Administrator | SAQA ID: 102161 | NQF Level 5 | Total Credits: 135

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Perform administrative and meeting support functions to support management	L5	12
2	WM-02	Apply ready-for-work standards to everyday work activities	L5	25
3	WM-03	Handle customer and client queries and liaison in an office	L5	8
4	WM-04	Assist in planning and coordinating at least two special events/conferences	L5	20
5	WM-05	Procure and allocate resources	L5	15
6	WM-06	Manage a paperless office	L5	20
7	WM-07	Apply supervisory skills to coordinate and direct clerical staff activities	L5	20
8	WM-08	Prepare a trip itinerary	L4	15

Management Assistant | SAQA ID: 101876 | NQF Level 5 | Total Credits: 135

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Perform administrative and meeting support functions to support management	L5	12
2	WM-02	Apply ready-for-work standards to everyday work activities	L5	25
3	WM-03	Handle customer and client queries and liaison in an office	L5	8
4	WM-04	Assist in planning and coordinating at least two special events/conferences	L5	20
5	WM-05	Procure and allocate resources	L5	15
6	WM-06	Manage a paperless office	L5	20
7	WM-07	Apply supervisory skills to coordinate and direct clerical staff activities	L5	20
8	WM-08	Prepare a trip itinerary	L4	15

Marketing Coordinator | SAQA ID: 118706 | NQF Level 5 | Total Credits: 103

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Processes and procedures for coordinating key deliverables of products and services to a target market(s)	L5	24
2	WM-02	Processes and procedures for supporting the deliverables across the full spectrum of the communication mix	L5	20
3	WM-03	Processes and procedures for coordinating marketing and sales activities	L5	27
4	WM-04	Processes and procedures for coordinating customer relationship management activities	L5	17
5	WM-05	Processes and procedures within the scope of administrative tasks related to marketing metrics and processing of payments	L5	15

Conference and Events Organiser SAQA ID: 333201000 NQF Level 5 Total Credits: 73				
No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Planning and coordinating processes for at least two conferences or events	L5	40
2	WM-02	Handle customer and clients queries and liaison	L5	8
3	WM-03	Apply ready-for-work standards to everyday work activities	L5	25

Business Development Officer SAQA ID: 242103 NQF Level 5 Total Credits: 95				
No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	The management processes for stakeholder meetings/sessions	L5	21
2	WM-02	The registration and profiling process for business units	L5	20
3	WM-03	The alignment process of business units with business development initiatives	L5	18
4	WM-04	The alignment process of the business development strategy with existing planning and development strategies at local level	L5	20
5	WM-05	The application of the relevant legislation in line with municipal regulations and by-laws	L5	16

Small Retail Business Owner SAQA ID: 142103 NQF Level 4 Total Credits: 62				
No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Customer service maintenance in a small retail business environment	L4	15
2	WM-02	Marketing and selling products and/or services to customers	L4	15
3	WM-03	Processes related to the management, controlling and recording of small retail business financials	L4	10
4	WM-04	Goods procurement and stock level management	L4	10
5	WM-05	Basic human resources functions within the scope of a small retail business	L4	12

Entrepreneurial Business Manager SAQA ID: 134903 NQF Level 4 Total Credits: 39				
No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Processes for the development of a business concept	L3	10
2	WM-02	Processes for the development of a funding proposal for business start-up or expansion	L3	8
3	WM-03	Processes for managing the operations of a start-up business	L4	9
4	WM-04	Processes for maintaining accounts and financial records	L4	12

Bookkeeper SAQA ID: 331301 NQF Level 4 Total Credits: 40				
No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Organisational processes for recording financial transactions and generating bookkeeping reports	L4	8

2	WM-02	Organisational processes for performing bookkeeping functions that inform business decisions	L4	8
3	WM-03	Organisational processes to monitor and optimise financial regulatory compliance	L4	8
4	WM-04	Organisational processes to monitor and update inventories and asset registers	L4	8
5	WM-05	Organisational tax management processes	L4	8

Supply Chain Practitioner | SAQA ID: 333905 | NQF Level 5 | Total Credits: 36

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Operational scheduling and coordination processes	L5	22
2	WM-02	Processes for monitoring and evaluating operational plans	L5	14

Insurance Claims Administrator | SAQA ID: 431204001 | NQF Level 4 | Total Credits: 200

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Verification processes regarding Statutory claims	L4	10
2	WM-02	Receipt of notifications and verification processes regarding Health Care	L4	20
3	WM-03	Receipt of notifications and verification processes regarding Long-term insurance	L4	15
4	WM-04	Verification processes regarding Short-term insurance	L4	15
5	WM-05	Assessment processes regarding Statutory claims	L4	15
6	WM-06	Assessment processes regarding Health Care claim	L4	25
7	WM-07	Assessment process regarding Long-term insurance	L4	20
8	WM-08	Participation of assessment process regarding Short-term insurance	L4	25
9	WM-09	Finalisation processes of Statutory claims	L4	25
10	WM-10	Decisions for payments to relevant stakeholders regarding Health Care claims	L4	5
11	WM-11	Decisions for payments to relevant stakeholders regarding Long-term insurance	L4	15
12	WM-12	Making recommendation regarding Short-term insurance	L4	10

Insurance Underwriter | SAQA ID: 332101 | NQF Level 5 | Total Credits: 73

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Exposure to operational and administrative underwriting procedures and practices	L5	17
2	WM-02	Evaluation and management of risk profile and/or exposure	L5	17
3	WM-03	Application of legal and insurance principles to underwriting processes	L5	12
4	WM-04	Exposure to processes and factors leading up to final underwriting decision	L5	27

Public Service Administrator | SAQA ID: 334102 | NQF Level 5 | Total Credits: 30

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Provide day-to-day administrative support to managers in a unit	L5	15
2	WM-02	Conduct self-management processes and procedures in the workplace	L5	3
3	WM-03	Apply value-driven and appropriate human resources, financial and supply chain management principles at unit level	L5	12

INFORMATION & COMMUNICATION TECHNOLOGY

Computer Technician | SAQA ID: 101408 | NQF Level 5 | Total Credits: 100

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Respond to user enquiries regarding fault request	L5	30
2	WM-02	Set up equipment for users, check operating system performance and ensure proper installation of cables and software	L5	25
3	WM-03	Process of maintaining computer systems and peripherals	L5	15
4	WM-04	Identify potential green technologies processes and procedures for cost-effective application and create a sustainable computer environment to reduce e-waste	L4	10
5	WM-05	Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities	L4	20

Data Science Practitioner | SAQA ID: 251102001 | NQF Level 5 | Total Credits: 60

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Data Collection and Pre-processing Processes	L5	16
2	WM-02	Statistical Data Analysis Processes	L5	16
3	WM-03	Data Visualisation and Reporting Processes	L5	16
4	WM-04	Capstone Project using an Appropriate Toolkit	L5	12

Internet of Things (IoT) Developer | SAQA ID: 251201003 | NQF Level 4 | Total Credits: 42

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Internet of Things Solution Deployment Processes	L4	15
2	WM-02	Data Collecting, Aggregating, Disseminating and Storing Processes	L4	15
3	WM-03	Data Integration Systems and Processes	L4	12

Cloud Administrator | SAQA ID: 252301001 | NQF Level 4 | Total Credits: 56

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	On-demand Availability of Server Resources and Services over the Internet	L4	20
2	WM-02	On-demand Availability of Data Storage, Storage Capacity and Storage Services over the Internet	L4	16

3	WM-03	Ensure Availability and Reliability of Network Connection according to Workflow and Security Protocols	L4	20
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HOSPITALITY, TOURISM & FOOD SERVICES

Chef | SAQA ID: 101697 | NQF Level 5 | Total Credits: 270

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Planning and preparation of processes and procedures to provide chef services within the hierarchy of the organisational structure	L5	90
2	WM-02	Processes and procedures for organising food production area, commodities, staff and environment	L5	80
3	WM-03	Processes and procedures for preparing and cooking a variety of food items using different methods and techniques, equipment and utensils	L4	40
4	WM-04	Processes and procedures for preparing, cooking and finishing a variety of dishes using the correct methods and techniques to meet customer expectations	L4	60

Tourist Information Officer | SAQA ID: 101865 | NQF Level 5 | Total Credits: 104

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Research, design and sell local travel and tourism-related packages, products and services	L5	25
2	WM-02	Apply ready-for-work standards to everyday work activities	L5	25
3	WM-03	Handle customer and clients' queries and liaison in a Travel Information Centre	L5	8
4	WM-04	Operate an online information system for tourism-related information	L5	10
5	WM-05	Processing reservations and issuing documentation	L5	36

Baking and Confectionery Operator | SAQA ID: 716105 | NQF Level 3 | Total Credits: 38

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Processes and procedures to receive baking and confectionery input materials	L3	8
2	WM-02	Processes and procedures to prepare raw materials for further processing	L3	10
3	WM-03	Processes and procedures to manufacture bread and confectionery products	L3	10
4	WM-04	Processes and procedures to control the operation of baking and confectionery processing equipment	L3	10

AGRICULTURE, ENVIRONMENT & COMMUNITY SERVICES

Early Childhood Development (ECD) Practitioner | SAQA ID: 97542 | NQF Level 4 | Total Credits: 45

No.	Module Code	Work Experience Module Title	NQF Level	Credits
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1	WM-01	Learning programme and routines planning and preparation process	L4	13
2	WM-02	Processes of facilitating and mediating the learning programme in a variety of contexts	L4	15
3	WM-03	Processes of observation, assessment, recording and reporting on children's learning and development	L4	7
4	WM-04	Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting	L4	10

Poultry Farmer		SAQA ID: 99027		NQF Level 5		Total Credits: 92
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No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Production, health care and biosecurity practices at a poultry farm	L2	16
2	WM-02	Provide guidance and address production, health care and biosecurity problems at a poultry farm	L3	12
3	WM-03	Allocate work and direct a work team in different poultry farming production activities for a period of two weeks	L4	8
4	WM-04	Poultry farm records and administrative processes	L4	8
5	WM-05	Management of people, stock on hand and costs of a poultry farming unit	L5	12
6	WM-06	Attend to the management and reporting on operational planning and execution of poultry farming activities	L5	24
7	WM-07	Attend to the management, reporting on and control of facility utilisation and maintenance	L5	12

Pest Management Officer		SAQA ID: 335904000		NQF Level 5		Total Credits: 94
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No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Work site pest inspection processes	L5	8
2	WM-02	Pest identification and impact assessment processes	L5	6
3	WM-03	Pest management intervention strategic and logistical planning processes	L5	8
4	WM-04	Work site insecticide, herbicide and fungicide application preparation processes	L4	4
5	WM-05	Work site pest fumigation preparation processes	L4	4
6	WM-06	Pest insecticide, herbicide and fungicide management intervention monitoring and control processes	L5	8
7	WM-07	Pest fumigation management intervention monitoring and control processes	L5	8
8	WM-08	Structural fumigation management processes	L5	8
9	WM-09	Stored agricultural product pest fumigation management processes	L5	8
10	WM-10	Wood destroying organism management processes	L5	8
11	WM-11	Weed and invader plant management processes	L5	8
12	WM-12	Health and nuisance pest management processes	L5	8
13	WM-13	Work site insecticide, herbicide or fungicide clean-up and clearance processes	L4	4
14	WM-14	Work site fumigation clean-up and clearance processes	L4	4

No.	Module Code	Work Experience Module Title	NQF Level	Credits
1	WM-01	Patternmaking and in-company garment making process induction	L5	25
2	WM-02	Customer and design specifications for patternmaking	L5	10
3	WM-03	Pattern making processes in the pattern making department	L5	28
4	WM-04	Garment pattern testing and finalisation for production	L5	8
5	WM-05	Pattern grading operations	L4	28