



CTC

Skills | Technology | Enterprise

Prospectus 2024

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1. About Us

Established in 1965 and situated in Emalahleni (Witbank), Colliery Training College (CTC) has transformed itself into a leader in skills development. By providing high-quality training not just for the mining industry, but across various sectors.

The centre provides engineering and mining skills for Mechanical and Electrical Artisans, Underground Mining, Surface Excavations, Mineral Processing and various specialised industry aligned short courses.

Accredited by the Quality Council for Trades and Occupations (QCTO) and other relevant SETA's as Engineering and Mining Skills Development Provider and Assessment Centre.

Training at CTC

Our training is geared to meet workplace demands. The workshops and training rooms are staffed with skilled Training Officers in their various areas of expertise.

We provide specific skills training and various specialised industry aligned short courses for:

- Engineering trades
- Underground mining
- Surface excavations
- Mineral Processing

Training consists of knowledge, practical and workplace experience components, conforming to the qualification's criteria.

2. Accreditations and Certification

- Accredited as Skills Development Provider (SDP) and Trade Test Centre (TTC) for both Legacy and Occupational Trades with the Quality Council for Trades and Occupation (QCTO).
- Mining Qualifications Authority (MQA) accreditation as training provider:
 - MQA Artisan Aide Skills Programmes
 - Medium Voltage Skills Programmes
 - Underground Mining, Surface Excavations and Coal Processing – Full Qualifications and Skills Programmes
- Assessor and Moderator registrations with Department: Higher Education and Training (DHET / NAMB)
- ISO 9001:2015 certified - Quality
- ISO 45001:2018 certified – Occupational Health and Safety

3. Vision Statement

To be a leading catalyst for a highly skilled and innovative workforce, driving industry growth and safety.

4. Mission Statement

Empowering individuals, from new entrants to experienced professionals, with the essential engineering and mining skills needed for successful careers. We achieve this through a collaborative approach, working with industry partners and stakeholders to develop innovative, high-quality and industry-aligned training programs. This fosters a skilled workforce, continuous learning, safety awareness and positive community impact.

5. Facilities and Services



Affordable shared accommodation, meals and sporting facilities available at CTC for all Mining, Engineering and Mineral Processing students that receives training at CTC. Friendly staff and good food are part of your package. We also have 24-hour security at our premises. Accommodation is available at our two student residences, Durain and Clarain.

Durain

Durain is located on CTC's main campus with optimal space to accommodate students, in single rooms and communal facilities. There is a dining room for meals with selected DSTV channels. Since every student is important, we have the following available for their health and wellbeing:

- Tennis court – to be converted into a multisport area and will consist of an indoor size soccer field, basketball / netball and volleyball areas. **Watch this space!**
- Swimming Pool
- Darts and board available on request at office
- Table tennis

Clarain

Clarain located in Reyno Ridge, with transport daily to and from CTC and / or Greenside as required. There is a dining room for meals with selected DSTV channels. Even being away from our main campus comes with the benefits of having the following available for relaxation:

- Swimming Pool
- Darts and board available on request at office
- Table tennis

6. Engineering Full Qualifications



CTC delivers Engineering skills training under both Occupational Qualifications as well as the Listed (pre-2009 Legacy) Qualifications.

However, care must be taken when deciding on a Legacy trade since in accordance with the Occupational Qualifications Sub-Framework (OQSF) Policy 2021 that states:

- The last date of first-time learner enrolment for Pre-2009 qualifications shall be 30 June 2024.
- The last date of achievement for learners enrolled for Pre-2009 qualifications shall be 30 June 2027.

This means that any learner registered on Legacy with CTC, must be done with their full training within this accreditation period, this includes SDP (Off-Job) and Workplace (On-Job) training.

CTC welcomes students on both qualifications, however, bear in mind that any student enrolled on Legacy, whether they are already registered or whether they must still be enrolled in during Q1 or Q2 of 2024, must achieve the qualification prior to 30 June 2027.

6.1 Legacy (Listed) Full Qualification

Entry Requirements:

- Grade 12 with at least 40% in English, Mathematics and Physical Science.
- Minimum of N2 with four (4) subjects relevant to the trade.
- NCV level 3 with at least 40% in Mathematics (not Mathematics Literacy) and all other relevant trade specific subjects

	XX Compulsory X One or the other	Diesel Mechanic / EMEM	Auto Electrical / Electrical	Fitter / Fitter & Turner	Plater / Boilermaker	Rigger	Welder	Millwright (5 subjects)	Instrumentation
Mathematics			XX	XX	XX	XX	XX	XX	XX
Engineering Science		XX	XX	XX	XX	XX	XX	XX	XX
Engineering Drawings		XX	X	XX		XX	XX	X	
Diesel or Motor Trade Theory		XX							
Industrial Electronics			X					X	XX
Electrical Trade Theory			X					XX	
Electrical Motor Trade Theory			X						
Fitting & Machining Trade Theory				XX				XX	
Instrument Trade Theory									XX
Plating & Structural Steel Drawing					XX				
Platers Trade Theory					XX				
Riggers Trade Theory						XX			
Welders Trade Theory							XX		

The following Learnership Programmes are offered:

Legacy: All trades (excl. Millwright Finals) – 12 Weeks		
Automotive Electrician	Boilermaker	Diesel Mechanic
Earth Moving Equipment Mechanic	Electrician	Fitting (Incl. Machining)
Fitter & Turner	Instrumentation Mechanician	Millwright
Plater / Welder	Rigger Ropesman	

6.2 Legacy (Listed) Training Approach

This qualification is covered in 3 phases running over a period of 12 weeks each, Basic training, Advance training and Finals: Trade Test preparation and Trade Test. (Millwright and Fitter & Turner Finals – 16 weeks)

- Basic training covers the basics of the chosen trade, including hand / power tools, measuring instruments as well as basic processes of the trade. Additional costs, those mentioned below can include Toolboxes, PPE, Multimeter and Accommodation. Millwright training comprises of 2 blocks of Basic Training.
- Advance training takes them deeper into the more complex methods and requirements of the specific trade. Millwright training comprises of 2 blocks of Advance Training.
- On-Job training (workplace exposure) 12-18 Months if you have a learnership agreement with an employer. If you are not sponsored by an employer, it will be your own responsibility to secure On-Job Training placement. The On-Job Training can be commenced before Advanced Training is started, or it can be done entirely after completion of Advanced Training.
 - If no learnership agreement is in place 3-5 years proven experience with employers are required before a trade test may be attempted
- Final training and preparation are the preparation towards the Trade Test where they will ensure that all necessary learning has been covered and that the candidate can complete the Trade Test successfully based on both the workplace and theory aspects of the trade of choice.

6.3 Learnership / Apprenticeship Training Schedule 2024

Legacy: All trades (excl. Millwright Finals) – 12 Weeks			R 40 350.03 per course Finals R 706.61 per day
Basic, Advance & Finals	Block 1	08 January 2024	28 March 2024
Basic, Advance & Finals	Block 2	02 April 2024	21 June 2024
Advance & Finals (Only)	Block 3	24 June 2024	13 September 2024
Advance & Finals (Only)	Block 4	16 September 2024	06 December 2024
Quotations & Bookings		www.ctctraining.org	

Legacy: Millwright Finals – 16 Weeks			Finals R 706.61 per day
Millwright Finals (Only)	Block 1	08 January 2024	26 April 2024
Millwright Finals (Only)	Block 2	02 April 2024	19 July 2024
Millwright Finals (Only)	Block 3	24 June 2024	11 October 2024
Quotations & Bookings		www.ctctraining.org	

Amenities

In addition to the course fees, as stipulated learners may also require toolboxes and multi-meters; please enquire about these when asking for a quotation.

Please Note: Toolbox and Multi-meter prices may escalate due to currency exchange rates that fluctuate.

Toolbox and Multimeter Prices for 2024			
Trade	Legacy Toolbox	Multimeter Model	Multimeter Price
Electrical	R 7 394.34	Fluke 177	R 10 638.66
Fitter	R 12 493.31	Fluke 177 IS	R 12 189.49
Plater / Welder	R 15 692.50	Fluke 28ii IS	R 23 769.00
Diesel Mechanic	R 15 836.79	Fluke 28ii IS (Thungela & Seriti)	R 27 594.37
Millwright	R 15 804.44	TBM 252	R 1 829.60
Auto Electrical	R 11 717.02		
Rigger	R 12 734.10		
Instrumentation	R 12 043.23		
Welder	R 11 764.38		

6.4 Enrolment Process

Enrolment / Booking for Basic, Advance or Final Training can take place on-line through our website. Following the prompts on the **Apply Now** tab.

Engineering Training Contact Details

Enquiries

If you would like to receive further information on Apprenticeships / Learnerships, please send your details and request to: bookings@ctctraining.co.za

Quotations, Bookings and Registrations

If you would like to request a quotation or for bookings and registrations, please visit our CTC Website at www.ctctraining.org and follow the prompts on the **Apply Now** tab.

6.5 Trade Test Information

There are 2 options to select from for candidates in order to be accepted for trade testing.

1. **Contracted-Learners:** A learner may be employed and registered on a learnership with the relevant seta during Basic institutionalized training with the training provider. On-job training is required with a logbook being signed off by the employer in order to apply with the relevant seta for approval and acceptance and to be ready for trade testing as a contracted-learner. Thereafter the employer may book for the Final training at CTC for the learner.
2. **Non-Contracted-Learners:** RPL (Recognition of prior learning experience) testing is a requirement. The RPL test will determine the skills gap and CTC will recommend a training period for the candidate to close the gaps to be ready for the trade testing a learner who is not registered on a Learnership (apprenticeship) needs to obtain and receive relevant practical skills at a company or mine for a period of 3 years before he / she can apply with the relevant Seta for approval and acceptance for trade testing. These candidates are called non-contracted learners. Once approval has been received from the Seta, candidates can book for the RPL and final training at CTC.

Registration process

All learners are required to be registered with their relevant SETA, in order to be eligible to attempt Trade Test on the successful completion of all training modules. The SETA is the quality partner that will be responsible for generating a Learnership Agreement, as well as tracking the training progress of an individual by requiring evidence of all training completed to be captured on their respective systems. On completion of training, the SETA will then issue a Serial number to the student which is required for Trade Test. The relevant SETA will depend on the employer's preferences and normally is determined by which SETA an employer is paying the skills development levies to.

- **MQA Registrations:** As an added service, CTC will be responsible to registering the learners with the MQA. This process is initiated by CTC as soon as a learner reports for Basic training, however the employer may also contact CTC to start the process.
1. CTC will forward an email to the employer, which will include a Learner Registration Application form, which must be fully completed and returned back to CTC along with:
 - Certified copy of ID's
 - Certified copies of qualifications
 - Confirmation letter
 - Contract of Employment
 - Training Plan
 2. Information will be captured on the MQA system by CTC and the Agreement will be printed and will be shared with the 3 parties (Employer, Student and CTC) for signatures.
 3. Agreement and supporting documents as mentioned previously will be submitted to the MQA for approval and uploading to their system.

- **All other SETA's Registrations:** The registration of learners with other SETAs, like MerSETA, EWSETA, TETA, etc. will remain the Employers responsibility. However, CTC will assist with the process in which ever why we can. All employers are urged to start this process at their earliest convenience.

Minimum N2 with the relevant subjects per trade required to apply for trade testing with the relevant SETA, as stipulated in the current Trade Test Regulation.

Engineering Trade Test / ARPL Contact Details

If you would like to receive further information on the Trade Test process or are interested in following the ARPL (Artisan Recognition of Prior Learning) assessment, please send your details and request to:

- Electrical Trade Test / ARPL: adminitt@ctctraining.co.za
- Mechanical Trade Test / ARPL: engadmin@ctctraining.co.za

6.6 Occupational Full Qualifications

Entry Requirements:

- To start on an Occupational qualification, one requires at least a Grade 11.
- To exit a trade qualification, one requires at least an N2 with four trade specific subjects. As stipulated in the Trade Test Regulation.

Under Occupational Qualifications we offer the following Learnership Programmes:

Occupational Qualifications	
Transportation Electrician (Auto Electrician)	Boilermaker
Diesel Mechanic	Heavy Equipment Mechanic
Electrician	Mechanical Fitter
Instrument Mechanician	Metal Machinist
Rigger	Welder
Fitter & Turner	Millwright

6.7 Occupational Training Approach

Please note the following information pertaining to the Occupational Qualifications

The Occupational Qualifications' curriculum is a combination of Knowledge Modules (Trade theories that would have been covered by the TVET / FET Colleges) now a function CTC will perform, Practical Modules (Provider modules) and Workplace Experience Modules (completed, assessed and signed-off at a Workplace Approved Employer / Site).

- Workplace Fundamentals is a part of the Occupational Qualification as a whole, it is modules that were identified as being generic to all Occupational trades and to ensure standardization, CTC has clustered those modules together and created a Workplace Fundamentals Course. This course consists of the following units, which must be completed by a learner prior to reporting to his/her workplace for the Workplace Experience Modules.
 - **Workplace Compliance (20 days)** – Compulsory, Legislation applicable to the industry as well as trade specific.
 - **First Aide and Fire Fighting (4 days)** – Compulsory as part of Occupational, although CTC has a contract with Ambu Training in presenting these units, an employer can choose to cover these by themselves. However, proof must be shared with CTC for us to link to the student's portfolio.
 - **Computer Skills (4 days)** – Compulsory and are covered at CTC. Although the same arrangement as for the First Aide and Fire Fighting applies as long as all assessment criteria are met.

- CTC presents 2 study schools over the same period as needed to complete a Block's training, a learner can be booked according to the available schedule. However, care must be taken that the dates does not interfere with the time spend at CTC.
- Phase training, Knowledge and Practical Modules.
 - Most trades will be covered over 3 Phases and the Finals.
 - Fitter and Turner will take 4 phases and Finals, and Millwright will be completed in 6 phases (3 Electrical and 3 Mechanical) as well as Finals.
 - Phases can be done as per client preferences within the provided schedule, e.g.:
 - Phase 1, Phase 2, Workplace Fundamentals, Workplace, Phase 3, Workplace, Finals;
 - Workplace Fundamentals, Phase 1, Workplace, Phase 2, Workplace, Phase 3, Workplace, Finals; or
 - Other sequence as per employer's needs.
- Workplace Experience Modules – 100% of all modules must be successfully completed prior to a learner attempting final assessments.
 - The duration of the Workplace Experience depends on the credits linked to the respective trade and all modules / tasks must be fully completed and signed off prior to the learner returning for Finals / EISA.
 - A logbook will be issued to the learner, and they must obtain the necessary exposure / experience in completing the required tasks, in the presence of a qualified / competent coach / mentor (like an artisan).
 - The duration of Workplace Exposure at the Workplace Approved site will depend on the Credits (Notional Hours) linked to the respective Qualification.
 - Attention also needs to be given to the fact that the Workplace must have Workplace Approval with the relevant Quality Partner.
- Finals, ISA and EISA.
 - Final training which is preparation including the ISA (Internal Summative Assessment), will be covered over a 16-week period, for the single trades. Double trades will be given a 20-week time period to preparation for the EISA.
 - The ISA will be attempted at the end of the preparation and contains theoretical and practical components.
 - On successful completion of the ISA, an application for EISA (External Integrated Summative Assessment) along with all required documentation, will be submitted to the QCTO.
 - The application form with copies of the students ID, qualifications, CCD's and Statement of Results for the ISA needs to be shared as supporting documentation.
 - On receiving approval and serial number from the QCTO, a student will be booked for the EISA – final assessment. (Trade Test).

➤ Trades

<u>Training Course</u>	<u>Description</u>	<u>Duration</u>
Workplace Fundamentals	Workplace Compliance (Legislation)	20 days
	First Aid Course	3 days
	Basic Fire Fighting	1 day
	Basic Computer Skills	4 days
Phase 1	Phase 1 trade specific training	12 weeks
Phase 2	Phase 2 trade specific training	12 weeks
Phase 3	Phase 3 trade specific training	12 weeks
Workplace Experience	Workplace Modules to be performed, completed and signed off by a competent person, at a Workplace Approved site.	Depended on credits linked to specific trade.
Finals / EISA	Finals includes summative assessment preparation, Internal Summative Assessment (ISA) and External Integrated Summative Assessment (EISA)	4 months (16 weeks)

➤ Fitter and Turner

<u>Training Course</u>	<u>Description</u>	<u>Duration</u>
Workplace Fundamentals	Workplace Compliance (Legislation)	20 days
	First Aid Course	3 days
	Basic Fire Fighting	1 day
	Basic Computer Skills	4 days
Phase 1	Phase 1 trade specific training	12 weeks
Phase 2	Phase 2 trade specific training	12 weeks
Phase 3	Phase 3 trade specific training	12 weeks
Phase 4	Phase 4 trade specific training	12 weeks
Workplace Experience	Workplace Modules to be performed, completed and signed off by a competent person, at a Workplace Approved site.	Depended on credits linked to specific trade.
		Fitter & Turner
Finals / EISA	Finals includes summative assessment preparation, Internal Summative Assessment (ISA) and External Integrated Summative Assessment (EISA)	5 months (20 weeks)

➤ **Millwright**

<u>Training Course</u>	<u>Description</u>	<u>Duration</u>
Workplace Fundamentals	Workplace Compliance (Legislation)	20 days
	First Aid Course	3 days
	Basic Fire Fighting	1 day
	Basic Computer Skills	4 days
Phase 1	Phase 1 Electrical specific training	12 weeks
	Phase 1 Mechanical specific training	12 weeks
Phase 2	Phase 2 Electrical specific training	12 weeks
	Phase 2 Mechanical specific training	12 weeks
Phase 3	Phase 3 Electrical specific training	12 weeks
	Phase 3 Mechanical specific training	12 weeks
Workplace Experience	Workplace Modules to be performed, completed and signed off by a competent person, at a Workplace Approved site.	Depended on credits linked to specific trade.
		Millwright
Finals / EISA	Finals includes summative assessment preparation, Internal Summative Assessment (ISA) and External Integrated Summative Assessment (EISA)	5 months (20 weeks)

Please Note:

- That the Occupational Qualification will be the only Qualification available to enrol in as from the 30 June 2024.
- All Private Students can also still enrol in the Occupational Qualification, it is not only for employed students. However, it is crucial to have access to a site with Workplace Approval.
- Workplace Fundamentals and all sub-units are available to anyone looking to improve their skills, even if you are not interested in a trade.

6.8 Learnership / Apprenticeship Training Schedule 2024

Occupational: Workplace Fundamentals (All Trades) – 24 days				R 9 775.00 per course
Workplace Fundamentals 1	Intake 1	08 January 2024	14 February 2024	
Workplace Fundamentals 2	Intake 2	19 February 2024	28 March 2024	
Workplace Fundamentals 3	Intake 3	02 April 2024	10 May 2024	
Workplace Fundamentals 4	Intake 4	13 May 2024	20 June 2024	
Workplace Fundamentals 5	Intake 5	24 June 2024	31 July 2024	
Workplace Fundamentals 6	Intake 6	06 August 2024	13 September 2024	
Workplace Fundamentals 7	Intake 7	16 September 2024	25 October 2024	
Workplace Fundamentals 8	Intake 8	28 October 2024	04 December 2024	
Quotations & Bookings		www.ctctraining.org		

Occupational: Workplace Fundamentals (All Trades) – Breakdown			
Course Content	Days	Costs	Schedule
Workplace Compliance	20 days	R 4 025.00	See above schedule
First Aid Level 2	3 days	R 2 127.50	See above schedule
Basic Fire Awareness	1 day	R 747.50	See above schedule
Basic Computer Course	4 days	R 2 875.00	See above schedule
Quotations & Bookings		www.ctctraining.org	

Occupational: All trades – 12 Weeks				R 40 350.03 per course
Phase 1 - 4	Block 1	08 January 2024	28 March 2024	
Phase 1 - 4	Block 2	02 April 2024	21 June 2024	
Phase 1 - 4	Block 3	24 June 2024	13 September 2024	
Phase 1 - 4	Block 4	16 September 2024	06 December 2024	
Quotations & Bookings		www.ctctraining.org		

Amenities

In addition to the course fees, as stipulated learners may also require toolboxes and multi-meters; please enquire about these when asking for a quotation.

Please Note: Toolbox and Multi-meter prices may escalate due to currency exchange rates that fluctuate.

Toolbox and Multimeter Prices for 2024			
Trade	Occupational Toolbox	Multimeter Model	Multimeter Price
Electrical	R 7 869.51	Fluke 177	R 10 638.66
Fitter	R 12 493.31	Fluke 177 IS	R 12 189.49
Plater / Welder	R 15 692.50	Fluke 28ii IS	R 23 769.00
Diesel Mechanic	R 22 452.22	Fluke 28ii IS (Thungela & Seriti)	R 27 594.37
Millwright	R 15 804.44	TBM 252	R 1 829.60
Auto Electrical	R 12 192.14		
Rigger	R 12 734.10		
Instrumentation	R 15 142.65		
Welder	R 11 764.38		

6.9 Registration Process

Registration for Basic, Advance or Final Training can take place on-line through our website. Following the prompts on the **Apply Now** tab.

Engineering Training Contact Details

Enquiries

If you would like to receive further information on Apprenticeships / Learnerships, please send your details and request to: bookings@ctctraining.co.za

Quotations, Bookings and Registrations

If you would like to request a quotation or for bookings and registrations, please visit our CTC Website at www.ctctraining.org and follow the prompts on the **Apply Now** tab.

7. Engineering Skills Programmes and Specialised Short Courses



7.1 Skills Programmes

MQA Artisan Aide Level 2 – All disciplines

The MQA Accredited Skills Program may be the ideal platform for obtaining credits towards the National Certificate in Engineering (NQF Level 2) and the other engineering apprenticeship qualifications or related sub-fields.

Entry Requirements:

- Candidates boarding on learning towards this skills program must have ABET 4 / NQF Level 1 or Grade 9 with English and Mathematics or equivalent.
- A candidate must have worked as an Artisan assistant or Artisan aide on the specific trade to be considered for the Skills Program.

Engineering Skills Programmes		
Boilermaker	Diesel Mechanic	Electrical
Fitting (Incl. Machining)	Instrumentation	Rigger
Medium Voltage Switching		

7.2 Skills Programmes Training Schedule 2024

Skills Programmes	Duration	Costs	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Artisan Aide: Diesel Mechanic	8 Weeks	R 28 264.40 (at R 706.61 p/d)	08 January to 01 March 2024	02 April to 24 May 2024	24 June to 16 August 2024	16 September to 08 November '24
Artisan Aide: Electrical	4 Weeks	R 14 132.20 (at R 706.61 p/d)	08 January to 02 February 2024	02 April to 26 April 2024	24 June to 19 July 2024	16 September to 11 October 2024
Artisan Aide: Fitting (Incl. Machinery)	10 Weeks	R 35 330.50 (at R 706.61 p/d)	08 January to 15 March 2024	02 April to 07 June 2024	24 June to 30 August 2024	16 September to 22 November '24
Artisan Aide: Instrumentation	4 Weeks	R 14 132.20 (at R 706.61 p/d)	08 January to 02 February 2024	02 April to 26 April 2024	24 June to 19 July 2024	16 September to 11 October 2024
Artisan Aide: Plater / Welder	5 Weeks	R 17 665.25 (at R 706.61 p/d)	08 January to 09 February 2024	02 April to 03 May 2024	24 June to 26 July 2024	16 September to 18 October 2024
Quotations & Bookings			www.ctctraining.org			

SPECIALIZED ENGINEERING SKILLS TRAINING						
Name of Training	Minimum Requirements	Target Population	Duration / Cost	No of Candidates	Description	Dates
Medium Voltage (Switching)	<ul style="list-style-type: none"> • Qualified Millwright or Electrician • Minimum of 2 years relevant experience 	Qualified Millwrights and Electricians. Engineers	5 days (incl. 7-14 weeks on-job training) R 8 311.57	1-20	<ul style="list-style-type: none"> • The course covers: <ul style="list-style-type: none"> ○ Introduction to medium voltage systems ○ Substations ○ Protection ○ NERM ○ ECM ○ Permits ○ Switching ○ Phasing ○ Completion of workbook ○ Pre-assessment • Complete a week of theory • Required to do 7-14 weeks of On-Job training and complete tasks to log experience • Return to CTC for 1 day theoretical and 1 day practical assessment, all results to be forwarded to the MQA for certification 	<p>New course dates are being scheduled on a regular basis.</p> <p>For course dates and availability please contact CTC.</p>
Medium Voltage (Refresher)			3 days R 5 963.82	1-10	<ul style="list-style-type: none"> • On completion of the novice course. 	
For course dates and availability contact			013-689 3121 x 260 / electadmin@ctctraining.co.za			
Quotations & Bookings			www.ctctraining.org			

7.3 Specialised Engineering Short Courses



CTC presents various short courses in the Engineering Department, which can be taken separately as an upskilling opportunity.

SPECIALISED ENGINEERING SKILLS TRAINING						
Name of Training	Minimum Requirements	Target Population	Duration / Cost	No of Candidate	Description	Date
Flameproofing – Maintenance of Flameproof Equipment (Engineering)	<ul style="list-style-type: none">PPE	<ul style="list-style-type: none">Qualified ArtisanA person registered on a learnership / apprenticeship in a tradeEngineers in Training	2 weeks	1-20	<ul style="list-style-type: none">Content includes:<ul style="list-style-type: none">Methane, Hydrogen and coal dustStandards and modificationsFlameproof EnclosureIncrease safety enclosuresIntrinsically safe devicesDiesel EnginesFlameproof terminationsElectrical lighting and cablesElectrical protection of mining equipmentPractical Assessment conducted in a controlled environmentTheory is assessed in the form of Computer Based AssessmentsCandidate will be issued with a certificate of competency on successful completion of the course	
						<p>New course dates are being scheduled on a regular basis.</p> <p>For course dates and availability please contact CTC.</p>
For course dates and availability contact			R 6 764.00			
Quotations & Bookings			013-689 3121 x 260 electadmin@ctctraining.co.za www.ctctraining.org			

8. Coal Mining and Mineral Processing



A production miner/blaster or mineral processing plant operator supervises the crew, machines and equipment involved in the operation of mining or processing of coal. Just as coal is vital to the future of our country, production miners/blasters and processing plant operators are vital to the future of our coal mining industry. The industry requires these skilled and competent people that are all trained at CTC.

The production miner/blaster or **mineral processing plant operators** are in charge of underground, opencast, or plant production and are responsible for the health and safety of the employees that are supervised, and for the attainment of set production targets.

Coal mining today is highly mechanised and the production miners/blasters and process operators are responsible for the efficient operation of sophisticated mining machinery.

8.1 Surface Excavations Training

OPENCAST BLASTING CERTIFICATE / NATIONAL CERTIFICATE: SURFACE EXCAVATIONS (FULL TIME)					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
24 weeks (Full time)	<p>Learners registered on National Certificate:</p> <ul style="list-style-type: none"> Grade 11 with Math / Math lit or N2 Maths Employer must be MQA levy paying. <p>Learners following DMR route:</p> <ul style="list-style-type: none"> Grade 10 N1 with 6 subjects ABET Level 3 or equivalent <p>As from 01 June 2017 all learners need to obtain the relevant DMR Blasting Certificate</p> <p>Candidate must bring:</p> <ul style="list-style-type: none"> Required PPE Valid certificate of medical fitness Valid first aid certificate 	<p>Learners will complete all the required theoretical and practical training and assessments as well as complete the required minimum number of shifts in order to be accepted as a candidate for the DMR Blasting Board.</p> <p>The training also includes the Competent Person A for Surface Excavations and Blasting Assistant for Surface Mines.</p>	<p>Fundamentals: R 10 039.62</p> <p>Phase 1 - 4: R 25 100.76 per phase</p> <p>Board Prep: R 6 024.18</p> <p><u>Estimated total training cost:</u> R 116 466.84</p>	<p>Training done in 6 phases:</p> <ul style="list-style-type: none"> Fundamentals (2 weeks) – Maths/Literacy refresher Phase 1 (5 weeks) – Health and Safety and environment incl. introduction to Strata Phase 2 (5 weeks) – Drilling and introduction to explosive Phase 3 (5 weeks) – Blasting practice and procedures Phase 4 (5 weeks) – Plan reading and transport Board preparation (1 week) – Preparation for final board exam Final Summative Assessment (1 day) <p>After completion of the above application will be made to the DMR for acceptance to the DMR Opencast Blasting Board Exam.</p> <ul style="list-style-type: none"> Date for this examination will be supplied by the DMR. 	<p>Q1/2024 26/02/2024</p> <p>Q2/2024 06/05/2024</p> <p>Q3/2024 22/07/2024</p> <p>Q4/2024 01/10/2024</p>
Contact Mining Opencast for availabilities.			013-689 3121 x 270/205		
			miningoc@ctctraining.co.za / miningocadmin@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

OPENCAST BLASTING CERTIFICATE / NATIONAL CERTIFICATE: SURFACE EXCAVATIONS (PART TIME)					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
24 weeks (Part time) – As per schedule	Learners registered on National Certificate: <ul style="list-style-type: none"> Grade 11 with Math / Math lit or N2 Maths Employer must be MQA levy paying. 	Learners will complete all the required theoretical and practical training and assessments as well as complete the required minimum number of shifts in order to be accepted as a candidate for the DMR Blasting Board.	Fundamentals: R 10 039.62	Training done in 6 phases: <ul style="list-style-type: none"> Fundamentals (2 weeks) – Maths/Literacy refresher Phase 1 (1 week) – Health and Safety and environment incl. introduction to Strata Phase 2 (1 week) – Drilling, introduction to explosives, plan reading and transport Phase 3 (1 week) – Blasting Phase 4 (1 week) – Practical exposure Board preparation (1 week) – Preparation for final board exam Final Summative Assessment (1 day) 	E1/2024 12/02/2024 TO 19/07/2024
	Learners following DMR route: <ul style="list-style-type: none"> Grade 10 N1 with 6 subjects ABET Level 3 or equivalent <p>As from 01 June 2017 all learners need to obtain the relevant DMR Blasting Certificate</p> <p>To be accepted as a candidate for the On-site route, learners must have:</p> <ul style="list-style-type: none"> Proof of at least 2 years supervisory experience Diploma or degree in Mining or relevant field <p>Candidate must bring:</p> <ul style="list-style-type: none"> Required PPE Valid certificate of medical fitness Valid first aid certificate 	The training also includes the Competent Person A for Surface Excavations and Blasting Assistant for Surface Mines.	Phase 1 - 4: R 8 710.12 per phase Board Prep: R 6 024.18 <u>Estimated total training cost:</u> R 50 904.28	Learners will receive a class attendance schedule, indicating on which dates they are required to attend class at CTC = one week every month for a period of 6 months After completion of the above application will be made to the DMR for acceptance to the DMR Opencast Blasting Board Exam. <ul style="list-style-type: none"> Date for this examination will be supplied by the DMR. 	E2/2024 15/04/2024 TO 20/09/2024 E3/2024 27/05/2024 TO 15/11/2024
Contact Mining Opencast for availabilities.			013-689 3121 x 270/205		
			miningoc@ctctraining.co.za / miningocadmin@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

COMPETENT PERSON A: SURFACE EXCAVATIONS – SKILLS PROGRAMME					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
8 days + on-job training and assessment	Learners must be able to read and write	Learners will complete the required theoretical training and assessment including one day practical exposure/assessment.	R 7 955.56	Learners will be required to attend class at CTC for 8 days and complete on-job training if required.	C4/2024 06/05/2024
	<ul style="list-style-type: none">• Required items of PPE• Valid certificate of medical fitness• Certified copy of ID• Certified copy of qualification			Learners that don’t have sufficient relevant mining experience will be required to complete an on-job logbook on an operational mine. To complete the logbook will take ± 1-2 weeks.	C5/2024 03/06/2024
	This course is a legal requirement for any person that inspects and declares a workplace safe on an opencast mining operation.			On successful completion of the practical assessment, the learner’s final registration and certification will be done by the MQA.	C6/2024 01/07/2024
					C7/2024 29/07/2024
					C8/2024 26/08/2024
					C9/2024 25/09/2024
					C10/2024 21/10/2024
	C11/2024 18/11/2024				
Contact Mining Opencast for availabilities.			013-689 3121 x 270/205 miningocadmin@ctctraining.co.za / miningoc@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

BLASTING ASSISTANT: SURFACE EXCAVATIONS – SKILLS PROGRAMME					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
8 days + on-job training and assessment	<div>Learners must be able to read and write</div> <div><ul style="list-style-type: none">• Required items of PPE• Valid certificate of medical fitness• Certified copy of ID• Certified copy of qualification</div>	<div>Learners will complete the required theoretical training and assessment including one day practical exposure/assessment.</div>	R 7 955.56	Learners will be required to attend class at CTC for 8 days and complete on-job training if required.	B5/2024 20/05/2024
					B6/2024 19/06/2024
				Learners that don't have sufficient relevant mining experience will be required to complete an on-job logbook on an operational mine. To complete the logbook will take ± 1-2 weeks.	B7/2024 15/07/2024
					B8/2024 12/08/2024
				On successful completion of the practical assessment, the learner's final registration and certification will be done by the MQA.	B9/2024 09/09/2024
					B10/2024 07/10/2024
Contact Mining Opencast for availabilities.			013-689 3121 x 270/205 miningocadmin@ctctraining.co.za / miningoc@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

8.2 Underground Mining Training

LEARNERSHIP FOR BLASTING CERTIFICATE QUALIFICATION					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
30 weeks (Full time)	Learners registered on National Certificate:	Production Training within a production section of the mine:	Per day: R 1 004.03	During the Basic Training, all students will complete the core, fundamental and specific modules / unit standards, some of the modules include:	RB01/2024 29/01/2024
	<ul style="list-style-type: none"> Grade 11 with Math / Math lit or N2 Maths Employer must be MQA levy paying. 	This phase of training takes place in all relevant service departments on the mine and include general mining work.		<ul style="list-style-type: none"> Elementary mining (Ventilation, dust, etc.) 	RB02/2024 18/03/2024
	Learners following DMR route:	At a later stage all the above branch into:		<ul style="list-style-type: none"> Support Cutting Drilling Blasting Loading Conveyor belts 	RB03/2024 06/05/2024
	<ul style="list-style-type: none"> Grade 10 N1 with 6 subjects ABET Level 3 or equivalent 	On the successful completion of the above Qualifications, the student will also have obtained the following certificates			RB04/2024 24/06/2024
	Candidate must bring:	<ul style="list-style-type: none"> Blasting Certificate Qual Continuous Miner Qual Longwall Mining Qual 			RB05/2024 12/08/2024
	<ul style="list-style-type: none"> Required items of PPE Valid certificate of medical fitness Certified copy of ID Certified copy of qualification Necessary Application for Training form Service Level Agreement 	<ul style="list-style-type: none"> Gas Testing Flameproof for Supervisors Skills Programme Fall of Ground Competent Person "A" (DMR route) 			RB06/2024 30/09/2024
			Estimated total training cost: R 150 604.50		RB07/2024 18/11/2024
Contact Underground Mining for availability.			013-691 9933/4/5 miningug@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

BLASTING BOARD PREP					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
4 days (prep)	Successful completion of Learnership for Blasting Certificate	<ul style="list-style-type: none"> Preparation for Blasting Board Blasting Board - Exam 	Per day: R 1 004.03	After completion of the above application will be made to the DMR for acceptance to the DMR Underground Blasting Board Exam.	BP04/2024 13/05/2024
1 day (exam)	Candidate must bring: <ul style="list-style-type: none"> Required items of PPE Valid certificate of medical fitness Certified copy of ID Certified copy of qualification Necessary Application for Training form Service Level Agreement 			<ul style="list-style-type: none"> Date for this examination will be supplied by the DMR. 	BP05/2024 10/06/2024 BP06/2024 15/07/2024 BP07/2024 12/08/2024 BP08/2024 16/09/2024 BP09/2024 14/10/2024 BP10/2024 11/11/2024
			<u>Estimated total training cost:</u> R 5 020.15		
Contact Underground Mining for availability.			013-691 9933/4/5 miningug@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

BLASTING ASSISTANT: UNDERGROUND MINING					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
5 days	<p>Learners must be able to read and write</p> <ul style="list-style-type: none"> Required items of PPE Valid certificate of medical fitness Certified copy of ID Certified copy of qualification 	Learners will complete the required theoretical training and assessment including one day practical exposure/assessment.	R 5 027.70	<p>Learners will be required to attend class at CTC for 5 days and complete on-job training if required.</p> <p>Learners that don't have sufficient relevant mining experience will be required to complete an on-job logbook on an operational mine. To complete the logbook will take ± 1-2 weeks.</p> <p>On successful completion of the practical assessment, the learner's final registration and certification will be done by the MQA.</p>	<p>BA02/2024 03/06/2024</p> <p>BA03/2024 05/08/2024</p> <p>BA04/2024 30/09/2024</p>
Contact Underground Mining for availability.			013-691 9933/4/5 miningug@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

FALL OF GROUND COMPETENT "A" (UNDERGROUND COAL) - SKILLS PROGRAMME					
Duration	Requirements	Description	Estimated Cost	Training Breakdown	Date
5 days	<p><u>Learners must be able to read and write, with a minimum of 10 days underground exposure.</u></p> <p>A candidate must be in possession of:</p> <ul style="list-style-type: none"> Personal information document Certified copy of ID Copy of Medical Fitness Certificate Underground clothing and PPE CTC Application for training 	<p>Learners will complete the required theoretical training and assessment including one day practical exposure/assessment.</p> <p>This course is a legal requirement for any person that inspects and declares a workplace safe on an underground mining operation.</p>	R 5 027.70	<p>Learners will be required to attend class at CTC for 5 days and complete on-job training if required.</p> <p>Learners that don't have sufficient relevant mining experience will be required to complete an on-job logbook on an operational mine. To complete the logbook will take ± 1-2 weeks.</p> <p>On successful completion of the practical assessment, the learner's final registration and certification will be done by the MQA.</p>	<p>CA04/2024 27/05/2024</p> <p>CA05/2024 01/07/2024</p> <p>CA06/2024 02/09/2024</p> <p>CA07/2024 07/10/2024</p> <p>CA08/2024 25/11/2024</p>
FALL OF GROUND COMPETENT "B" (UNDERGROUND COAL) - SKILLS PROGRAMME					
5 days	<p><u>Learners must be able to read and write, with a minimum of 10 days underground exposure.</u></p> <p>A candidate must be in possession of:</p> <ul style="list-style-type: none"> Personal information document Certified copy of ID Copy of Medical Fitness Certificate Underground clothing and PPE CTC Application for training 	<p>Learners will complete the required theoretical training and assessment including one day practical exposure/assessment.</p> <p>This course is a legal requirement for any person that inspects, makes safe and declares a workplace safe on an underground mining operation.</p>	R 10 055.43	<p>Learners will be required to attend class at CTC for 5 days and complete on-job training if required.</p> <p>Learners that don't have sufficient relevant mining experience will be required to complete an on-job logbook on an operational mine. To complete the logbook will take ± 1-2 weeks.</p> <p>On successful completion of the practical assessment, the learner's final registration and certification will be done by the MQA.</p>	<p>CB02/2024 06/05/2024</p> <p>CB03/2024 29/07/2024</p> <p>CB04/2024 04/11/2024</p>
Contact Underground Mining for availability.			013-691 9933/4/5 mininguq@ctctraining.co.za		
Quotations & Bookings			www.ctctraining.org		

SPECIALISED UNDERGROUND MINING SKILLS TRAINING						
Name of Training	Minimum Requirements	Target Population	Duration	Cost	Description	Date
Gas Testing	<ul style="list-style-type: none"> PPE (Overall, Hard hat, Safety boots, Glasses, lampie belt) Minimum of 3 months relevant underground exposure in a production section of a fiery coal mine Valid Red ticket 	All Mining students that are required to work in an underground fiery (coal) mine	2 weeks	R 7 076.04	<ul style="list-style-type: none"> Course aligns with the DMR requirements Content includes: <ul style="list-style-type: none"> Gases Regulations Underground workshops Ventilation Gas testing practices Practical Assessment conducted in an underground production section Theory Assessments are conducted in the presence of a testing board 	GT03/2024 17/06/2024 GT04/2024 19/08/2024 GT05/2024 21/10/2024 GT06/2024 02/12/2024
Flameproofing - Inspection of Flameproof Equipment (Mining)	<ul style="list-style-type: none"> PPE 	Mining and Operational personnel	5 Days	R 5 042.81	<ul style="list-style-type: none"> Content includes: <ul style="list-style-type: none"> Methane, Hydrogen and coal dust Standards and modifications Flameproof Enclosure Diesel Engines Practical Assessment conducted in a controlled environment Theory is assessed through Computer Based Assessments Candidate will be issued with a certificate of competency on successful completion of the course 	FP03/2024 20/05/2024 FP04/2024 22/07/2024 FP05/2024 09/09/2024 FP06/2024 18/11/2024
Contact Underground Mining for availability.			013-691 9933/4/5 miningug@ctctraining.co.za			
Quotations & Bookings			www.ctctraining.org			

SPECIALISED UNDERGROUND MINING SKILLS TRAINING						
Name of Training	Minimum Requirements	Target Population	Duration	Cost	Description	Date
SHE Representative	<ul style="list-style-type: none"> PPE 	<ul style="list-style-type: none"> Safety Representatives 	5 Days	R 5 027.70	<p>SHE Rep Training gives the relevant staff insight and understanding to their responsibilities, roles and functions.</p> <p>Benefits of SHE Rep Training:</p> <ul style="list-style-type: none"> Needed for compliance to the Occupational Health and Safety (OHS) Act Giving your staff reassurance that the best interests of their health and safety is being protected by representatives from their co-workers. 	<p>SR03/2024 29/04/2024</p> <p>SR04/2024 08/07/2024</p> <p>SR05/2024 23/09/2024</p>
Contact Underground Mining for availability.			013-691 9933/4/5 miningug@ctctraining.co.za			
Quotations & Bookings			www.ctctraining.org			

Please remember that course fees do not include course manuals, assessment fees, travelling or accommodation expenses.

8.2 Mineral Processing Training

Basic Coal Preparation

Basic Coal Preparation for Plant Operators The course is presented over a period of 7 weeks, 2 days per week for theoretical lecturing, and learners are given the opportunity to complete on-job practical training to complete their workbook within these 7 weeks. After the 7 weeks spent for theory, learners are scheduled for practical assessments which is conducted at CTC.

The course is mainly aimed at training plant operators in all basic principles of mineral processing. It provides plant operators with the necessary skills to master all mineral processing techniques in order to meet the various requirements for the utilisation potential of ore.

For more information and specific modules/unit standards, please feel free to contact CTC's Mineral Processing Department

Entry Requirements:

- A student wishing to register for the Basic Coal Preparation course must have a minimum educational qualification of Grade 9 / ABET Level 4 (Maths and English).

Course Information

- A maximum of **25** students and a minimum of **10** students will be accepted for each course.
- Candidate nominations must be submitted to CTC before **05 February 2024**.
- Assessments consists of:
 - A theoretical written exam for each unit standard – pass mark 50%
 - A practical assessment for each unit standard – pass mark 80%
- Students must complete all projects and tasks contained in the On-Job Practical training course to be eligible for the practical assessments.
- An overall average of 90% is a pass mark with distinction.
- Below 80% but not less than 50% in the practical assessment, the student will be re-assessed up to a third attempt.
- No course material will be issued prior to commencement of the course.
- The course program for each Module will be issued on the date of commencement.

Basic Coal Preparation			
Course Content	Duration	Costs	Schedule
Class 1	7 weeks at 2 days/week	R 1 230.50 per day R 17 227.00	05/02/2024 – 20/03/2024
Class 2	7 weeks at 2 days/week	R 1 230.50 per day R 17 227.00	22/04/2024 – 06/06/2024
Class 3	7 weeks at 2 days/week	R 1 230.50 per day R 17 227.00	10/06/2024 – 25/07/2024
Class 4	7 weeks at 2 days/week	R 1 230.50 per day R 17 227.00	12/08/2024 – 26/09/2024
Class 5	7 weeks at 2 days/week	R 1 230.50 per day R 17 227.00	14/10/2024 – 28/11/2024
Please remember that course fees do not include course manuals, assessment fees, travelling or accommodation expenses.			
Contact Mineral Processing for availability.	013-692 3121 Ext. 220 / 231 wsmnguni@ctctraining.co.za / jjtibane@ctctraining.co.za		
Quotations & Bookings	www.ctctraining.org		

Advanced Coal Preparation

The course is aimed at more senior mineral processing personnel and provides the student with a wider and more advanced scope regarding Coal Preparation and utilization in general. It also prepares the student to play a more meaningful role in the management of the ore beneficiation environment.

It is presented during four 3-week study schools, over a period of a year. Apart from the final theoretical examination for each study school, the student is required to do a thesis, which is to be presented to a panel of external examiners after completion of all four study schools.

For more information and specific modules/unit standards, please feel free to contact CTC's Mineral Processing Department

Entry Requirements:

- A minimum of educational qualification of Grade 10 (with Maths and English) and must have completed the Basic Coal Preparation course.
- A maximum of 15 nominations and a minimum of 8 will be accepted on the course.
- The entire course must be completed in one calendar year.

Course Information

- Candidate nominations must be submitted to CTC before 06 December 2023.
- Candidates will be credited for each module and project passed.
- The pass mark for the course is an overall average of 50%. An overall average of 80% is a pass mark with distinction.
- A certificate will be issued on successful completion of all modules.
- **Modules 1 to 4:** Theoretical examination papers 1 and 2 covering Coal Beneficiation II syllabus.
- **Modules 3 and 4:** Theoretical examination papers 3 and 4 covering Coal Beneficiation Plant II syllabus.
- The minimum pass mark to obtain a credit for the modules is 50%. Below 50% for either the class average or the final examination, but not less than 45%, the candidate may apply to write a supplementary examination. Below 45% in any of the said categories will disqualify the candidate for a re-write.
- **Project:** Minimum pass mark 50% (A 200-hour practical project after completion of all 4 modules.
- No course material will be issued prior to commencement of the course.
- The course program for each Module will be issued on the date of commencement.

Advanced Coal Preparation			
Course Content	Duration	Costs	Schedule
Study School 1 – Module 1 Examination	3 weeks	R 1 230.50 per day R 18 457.50	15/01/2024 – 02/02/2024 (02/02/2024)
Study School 1 – Re-Assessment	4 days		25/03/2024 – 28/03/2024
Study School 2 – Module 2 Examination	3 weeks	R 1 230.50 per day R 18 457.50	02/04/2024 – 19/04/2024 (19/04/2024)
Study School 3 – Module 3 Examination	3 weeks	R 1 230.50 per day R 18 457.50	22/07/2024 – 08/08/2024 (On-line first week 22-26 July 2024) (08/08/2024)
Study School 4 – Module 4 Examination	3 weeks	R 1 230.50 per day R 18 457.50	23/09/2024 – 11/10/2024 (On-line first week 23-27 Sept 2024) (11/10/2024)
Projects Submission			Due date 22 November 2024
Project Presentation Dates			02-06 December 2024
Please remember that course fees do not include course manuals, assessment fees, travelling or accommodation expenses.			
Contact Mineral Processing for availability.	013-692 3121 Ext. 220 / 231 wsmnguni@ctctraining.co.za / jjitibane@ctctraining.co.za		
Quotations & Bookings	www.ctctraining.org		

COURSE AND ACCOMMODATION BOOKING FORM

INCOMPLETE FORMS WILL NOT BE ACCEPTED AND WILL BE RETURNED.

STUDENT DETAILS:

SURNAME &		ID N°:		COMPANY:	
DESIGNATION:		TELEPHONE:		FAX:	
E-MAIL ADDRESS:		*SHORT			

COURSE INFORMATION

TRADE	ACCOMMODATION		GENDER			TRAINING COURSE										OTHER		PPE		START DATE	END DATE
			M A L E	F E M A L E	O T H E R *	B A S I C	A D V A N C E	F I N A L T R A I N I N G	A S S I S T A N T	S E R V I C E M A N	O P E R A T I V E	G A S T E S T I N G	F L A M E P R O O F	M E D I U M V O L T A G E	* S H O R T C O U R S E *	M U L T I M E T E R	T O O L B O X	B O O T S	O V E R A L L S		
	YES	NO																			
TOTAL																					

PERSON RESPONSIBLE FOR PAYMENT OF INVOICE

Initials & Surname:		VAT Number:	
ID Number:		Telephone:	
Email:			
Residential Address:		Postal Address:	

CTC Banking Details	
Bank:	FNB
Account No:	58510747266
Type:	Cheque
* Please Note: If you selected gender OTHER , we might not be able to accommodate your preferences at our current facilities and additional arrangements will need to be made to ensure your comfort.	

Please email the completed form to the relevant person assisting you with your booking

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REVISED BY	J Roberts	REVISION N°	0

Page 1 of 1
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This is the way we work at CTC – these are our values:



At CTC we are Passionate about what we do: We are energised by the training solutions we deliver, the challenges we face and the opportunities we create. We are motivated to unlock the potential of our learners for our customer partners.



At CTC we Pull Together: As one team united in purpose, action and spirit, we use the diversity of our people, skills and experiences in our unique and unequalled institution. We harness the strengths of our stakeholders so that we jointly and continually improve the prospects of our learners.



At CTC we trust each other: We deliver on all our commitments; to our customer partners and each other. We are recognised for our exceptional and disciplined delivery of training. We act with openness, honesty and integrity in our relationships with learners, customer partners and suppliers so that these relationships may flourish



At CTC we show that we care: The learners and other people whose futures we touch and the environment we share matter deeply to us. We nurture, develop and celebrate all of these people. We always act with their dignity, safety and health foremost in our minds.



At CTC we Shape the Future: Our facilities and long history makes us the leading skills provider in South Africa. We will constantly redefine how training gets delivered. We set demanding targets, take tough decisions and courageously seeks to achieve them. We insist on excellence and are rewarded accordingly.