

COMPANY OVERVIEW



BEV SHORT
TRAINING CONSULTANTS



ABOUT US

Bev Short Training Consultants (Pty) Ltd was registered in 2013 as a Training Provider and Consultancy. We received our TETA accreditation in 2016 (TETA 15-2016) and our Department of Transport approval in 2016 (PrDP(D) 2016/156) as well as our Department of Labour approval (652).

Bev Short Training Consultants (PTY) Ltd is an accredited training service provider working within the Supply Chain, Logistics and Transport Industries, specializing in Dangerous Goods, Lifting Machine Operations, Warehousing and Driver training.

ABOUT OUR PUBLIC TRAINING COURSES

Our public training courses provide a quick and easy way for an individual or a small team to quickly get up to speed on specific skills sets. These courses are scheduled throughout the year and are held in professional training facilities across Kwa Zulu Natal with a branch in Gauteng opening soon.

OUR AVAILABLE TRAINING & DELIVERY OPTIONS

At Bev Short Training Consultants, we offer numerous courses in the various subject areas for Supply Chain, Logistics and Transport. We believe that the end result of any training or learning intervention should show a significant return on investment, whether it is increased performance, profitability or efficiencies. But no matter what option you choose, you will receive excellent customer service but more importantly you will receive the most in-depth and practical training available anywhere in South Africa.

WHAT SETS US APART

The staff members of Bev Short Training Consultants are all Subject Matter Experts in their field of training. They are a passionate and dedicated group of individuals who do not hesitate to go the extra mile for our clients.

Our driver trainers are all experienced Facilitators and/or assessors and moderators. Bev Short also has a code 14 driver's licence and has driven HGV's between 1996 and 2000.



We have an intimate relationship with the Department of Transport and Bev is a member of Impopololo National Truck Driver's Foundation.

As a new generation training company, we have a firm commitment to you and our course participants. We want to ensure that there is a measurable impact and sustainable change from your learning experience, in short that you are able to apply your learning to real business problems. So, we believe that the reinforcement of learning is vitally important.

OUR EQUITY CREDENTIALS

Driven by a team of highly experienced and passionate professionals with over 30 years in the training arena; Bev Short Training Consultants is an empowered organisation who also believe that economic growth, development and empowerment are not only necessary but complementary processes.



OUR COURSES

Our most popular courses are:

- Driving for excellence
(accredited by industry for industry for code 10 and 14 drivers)
- Dangerous Goods - Handling and Transporting
- Lifting Machine Operations
- Warehouse operations
- Learnerships
- Skills programmes

PREFERENTIAL PROCUREMENT

Bev Short Training Consultants is a B-BBEE Level 4 compliant company and a value-adding Small Business Enterprise



TERMS AND CONDITIONS

- Bookings must be made at least 3 days prior to training commencing
- All training must be booked on an official BSTC (Bev Short Training Consultants) booking form
- A minimum of 4 learners are required per course. Should you not be able to make up the minimum numbers please contact our office and we will endeavour to assist you where we can
- Payment must be received prior to the course commencing





OUR COURSES

Convey Dangerous Goods by Road - US 123259

Purpose of this course:

To provide learners with the knowledge to convey dangerous goods in accordance with legal, safety, manufacturer and other relevant requirements and handle incidents safely when they occur.

Credited learners are capable of:

- Complying with relevant legal documentation requirements.
- Applying safety and standard operating procedures during loading and off-loading.
- Applying safety procedures in the event of an incident.
- Complying with the requirements of SANS 10231 in terms of behaviour on route.

Recertification - 1 Day • Novice - 2 Days

Apply Fire Fighting Techniques - US 252250

Purpose of this course;

To equip a learner with the theoretical knowledge and practical skills in identifying, containing, preventing and extinguishing different types of fires by operating basic firefighting equipment.

The qualifying learner will be capable of:

- Identifying different types of fires.
- Explaining and practice fire prevention.
- Operating basic firefighting equipment.
- Perform basic fire fighting procedures.

Duration 1 Day

Control and Handle Dangerous Goods - US 8020

Purpose of this course;

A learner accredited with this standard will now be capable of handling and storing hazardous/dangerous goods safely in accordance with national and international statutory requirements in any freight handling environment.

Credited learners are capable of:

- Identifying and classifying hazardous/dangerous goods
- Handling and storing hazardous/dangerous goods
- Implementing statutory requirements.
- Taking the appropriate actions in the event of accidents or incidents.

Duration - 1 Day

Maintaining occupational health, safety and general housekeeping - US 8016

Purpose of this course;

A learner accredited with this standard will be able to demonstrate applied competence in occupational health, safety awareness of environmental issues and general housekeeping based on statutory and industry requirements.

The qualifying learner will be capable of:

- Using the correct PPE
- Implementing and complying with relevant HSE procedures
- Implementing selected mechanisms, for minimizing risks

Duration - 1 Day

Move, pack and maintain stock in a distribution centre/warehouse - US 117898

Purpose of this course;

To equip learners with the theoretical and practical knowledge for moving, packing and maintaining stock in a DC/Warehouse and maintaining safety and housekeeping standards

A learner accredited with this standard will be able to;

- Identify appropriate areas for packing stock.
- Move stock to and pack stock in identified location
- Prevent shrinkage and losses while moving, packing and maintaining stock
- Maintain stock in the DC

Duration - 2 Days

Pick stock in a distribution centre/warehouse - US 117899

Purpose of this course;

To provide people with the knowledge and skills to pick stock for dispatch to stores/customers in a Distribution Centre or Warehouse

A learner accredited with this standard will be able to;

- Identify stock listed on a picking advice
- Pick the correct stock quantity
- Pack and move the stock ready for dispatch to customers/stores
- Prevent shrinkage and losses while picking stock
- enhance the efficiency of the supply chain

Duration - 2 Days



Describe the impact of customer service on a business - US 242244

Purpose of this course;

A learner credited with this standard will be able to effectively interact with customers to the benefit of the business

The qualifying learner will be capable of:

- Explaining the relationship between business and the customer.
- Providing customer satisfaction.
- Solving problems that may lead to customer dissatisfaction.
- Displaying appropriate behaviour when interacting with customers.

Duration - 1 Day

Explain the role of transport logistics - US 242249

Purpose of this course;

A learner credited with this standard will be able to describe the modes of transport related to all types of freight and explain all processes relating to logistics and the supply chain thereby enabling him/her to operate in the South African transport sector

The qualifying learner will be capable of:

- Identifying and describing the different modes of transport and their infrastructure.
- Describing the relationship between different components of the supply chain.
- Describing the impact of different modes of transport on the environment.
- Explaining the difference between supply chain and logistics.

Duration - 1 Day

Handle dangerous goods during warehousing and storage - US242996

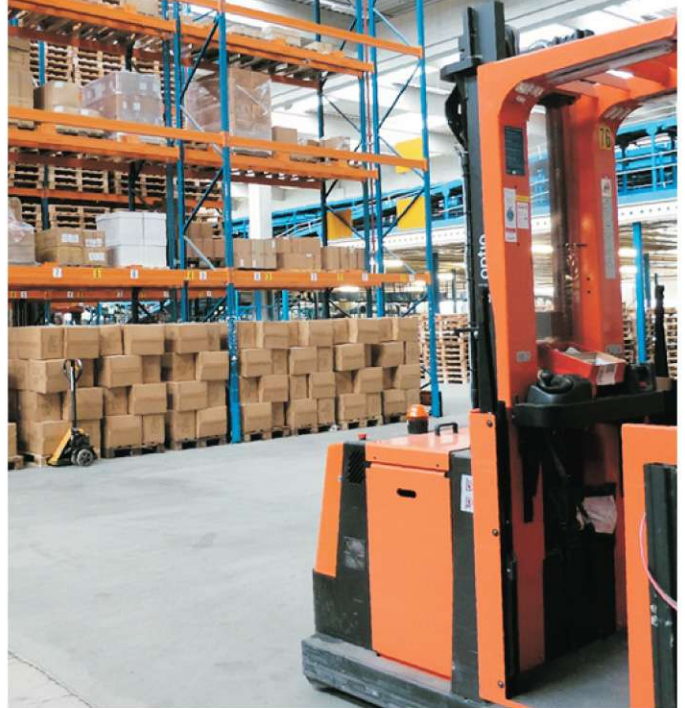
Purpose of this course:

The person credited with this unit standard is able to handle dangerous goods during warehousing and storage

The qualifying learner will be capable of:

- Identifying and classifying dangerous goods in accordance with documentation, packaging and labelling.
- Handling and storing classified goods and substances.
- Preparing the dangerous goods for transportation.
- Taking appropriate actions in the event of accidents in the handling of dangerous goods

Duration - 2 Days



Driving for Excellence

The comprehensive two-day course covers:

- Definitions of defensive driving
- Driver Attitudes and Behaviours
- Factors Affecting Concentration
- Driver Impairment
- Golden Rules of Driving
- Hazard Identification
- Economic Driving patterns
- Collision Prevention
- LOVE of defensive driving
- Safe Following Distances
- Escape Routes
- 4 Keys to Safe Driving
- Fatigue Management
- Diet and Nutrition
- Traffic Regulations and Legislation
- Vehicle Maintenance and Inspections
- Cargo Securement
- Basic Fire Fighting
- Incident Scene Management
- K53 Practical on road assessment

Duration: 2 Days

Customer to provide vehicle for on-road assessment

Conduct workplace health and safety inspections - SHE Representative US259619

Purpose of this course

The person credited with this unit standard is able to conduct workplace inspections and can be assigned as the designated Health and Safety Representative

The qualifying learner will be capable of:

- Explaining the relevant legal requirements to conduct Occupational Health and Safety (OHS) inspections.
- Planning Occupational Health and Safety (OHS) inspections.
- Conducting inspections to identify non-compliance in the workplace.
- Reporting on Occupational Health and Safety (OHS) inspections.

Duration 1 Day

AARTO

The primary objective of this workshop is to assist companies in effectively dealing with procedures under the AARTO Act and ways of preventing the far-reaching consequences this act could have on your fleet and employees.

Duration 1 Day



Pick stock in a distribution centre/warehouse - US 117899

Purpose of this course;

To provide people with the knowledge and skills to pick stock for dispatch to stores/customers in a Distribution Centre or Warehouse

A learner accredited with this standard will be able to;

- Identify stock listed on a picking advice
- Pick the correct stock quantity
- Pack and move the stock ready for dispatch to customers/stores
- Prevent shrinkage and losses while picking stock
- enhance the efficiency of the supply chain

Duration - 2 Days

Conduct communication within a business environment - US10622

Purpose of this course

A person credited with this unit standard will be able to effectively communicate within a business environment.

The qualifying learner will be able to:

- Demonstrate an understanding of communication channels in business and everyday life.
- Conduct written and verbal communication within the business environment.
- Use communication in a business environment

Duration - 2



Transport Education Training Authority

Heart of Skills Innovation



Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organization and a specific workplace - US13915

Purpose of this course

This unit standard provides a broad introduction to HIV/AIDS in the workplace. It introduces a broad case of knowledge about HIV/AIDS that will enable learners to be informed and caring workers in an industry. The focus is knowledge, skills, values and attitudes in relation to the learner's own context and experience of the world of work.

Duration - 2 Days

Operate a personal computer - US116932

Purpose of this course

This unit standard is intended for people who need to be able to operate a personal computer either as a user of computers or as basic knowledge for a career

The qualifying learner will be able to:

- Start up and shut down a personal computer system using standard and non-standard methods.
- Change the configuration of a personal computer.
- Use personal computer operating system functions.
- Use operating system utilities.

Duration - 1 Day

Perform basic life support and first aid procedures - US119567

Purpose of this course

This unit standard is for persons required to assess the emergency situation and providing basic Life Support and basic First Aid in order to stabilize patients prior to transfer to the emergency services.

The qualifying learner will be able to:

- Demonstrate an understanding of emergency scene management
- Demonstrate an understanding of elementary anatomy and physiology
- Assess an emergency situation
- Apply First Aid procedures to the life-threatening situation
- Treat common injuries

Duration - 2.5 Days

Additional value adding services and programmes include:

- SAFE STACKING
- FORKLIFT - RENEWALS AND NOVICE TRAINING
- CUSTOMIZED MATERIAL DESIGN
- FACILITATION
- CONDUCT ASSESSMENT AND MODERATION OF OUTCOMES BASED LEARNING
- SKILLS DEVELOPMENT FACILITATION

BOOKINGS ESSENTIAL

Payment must be received at least 3 days before commencement of training

All prices exclusive of VAT

Lifting Machine Operations

Evaluations:

We strongly believe that the regular annual re-evaluation of the operators saves the Company a great deal of money in training fees as well as reduced machine maintenance costs and loss/damage to product.

Forklift evaluations consist of the following:

- Theory Test
- Practical Machine Check Test
- Practical Driving and Maneuvering Test

Novice Training

Candidates who have never operated a lift truck previously are required to undergo 5 days (8 hours a day) training course. The objective of this course is not only to train the candidate how to take care of his machine, drive correctly and safely but also focuses on acceptable levels of productivity.

Counter Balance Lift Truck • F1 • Up to 3000kg • 5 Days

Counter Balance Lift Truck • F2 • Up to 7000kg • 5 Days

Counter Balance Lift Truck • F3 • Up to 15000kg • 5 Days

Counter Balance Lift Truck • F4 • Above 15000kg • 5 Days

Reach Lift Truck • F5 • Up to 2500kg • 5 Days

Operate overhead gantry cranes • C30 • 5 Days

Operate truck mounted cranes • C32 • 5 Days

Operate heavy crane • C36 • 5 Days

Operate a reach stacker • C48 • 5 Days

Operate a straddle carrier • C49 • 5 Days

MEWP Boom/Scissor Lift • C53 • 5 Days

Recertification:

This course is aimed at those operators who have been trained, but their certificates are about to expire.

Counter Balance Lift Truck • F1 • Up to 3000kg • 1 Day

Counter Balance Lift Truck • F2 • Up to 7000kg • 1 Day

Counter Balance Lift Truck • F3 • Up to 15000kg • 1 Day

Counter Balance Lift Truck • F4 • Above 15000 kg • 1 Day

Reach Lift Truck • F5 • Up to 2500kg • 1 Day

Operate overhead gantry cranes • C30 • 1 Day

Operate truck mounted cranes • C32 • 1 Day

Operate heavy crane • C36 • 1 Day

Operate a reach stacker • C48 • 1 Day

Operate a straddle carrier • C49 • 1 Day

MEWP Boom/Scissor Lift • C53 • 1 Day

Counter Balance Lift Truck • F1 • Up to 3000kg • 5 Days

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Operate a straddle carrier • C49 • 5 Days

MEWP Boom/Scissor Lift • C53 • 5 Days



The following documents are to be produced when booking training:

- Certified copy of the operator's ID
- Previous forklift certificate

Signed declaration by employer that the operator is medically and psychologically fit to operate the machine.

(Template will be provided)

A minimum of 6 learners is required to run a class. (Except for Lifting Machinery) Should this impact negatively on your operations, we do have public courses running which you can take advantage of for 1 learner at a time. Forklift training is done on your site.

Driving for Excellence practical is done on the vehicle the driver is familiar with. Weekend training can be accommodated at an additional cost of R800 for a Saturday and R1600 on a Sunday. Forklift novice training takes place over 5 days. Price on request.

CONTACT US

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BEV SHORT TRAINING CONSULTANTS

LEVEL 4 BBBEE CONTRIBUTOR

