



ASORIP

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ASORIP NPC

ACTIVE
SINCERE
ORGANISED
REALISTIC
INTELLECTUAL
POSITIVE

We have a “*never surrender team*” that will “*respond*” with “*aggressive execution*” to “*terminate*” any business and or training needs that you may have, irrespective of the size and complexity...

PRE-CUSTOMISED COURSES

The list below illustrates “courses” that were “pre-customised” for existing clients. This list is not exhaustive, as we “tailor” to meet your requirements.

Cashier / Merchandiser	<ul style="list-style-type: none"> – Conduct point of sales operation in a retail environment – Dispatch stock – Display stock – Handling cash – Mark merchandise and maintain displays – Process payment at point of sales – Procure and buy stock – Promoting merchandise – Receive stock – Record transactions
Cleaner	<ul style="list-style-type: none"> – Clean bathrooms and toilets – Clean building surrounds – Clean vehicle interior – Clean windows – Sweep floors – Wash the exterior of a car manually – Wash the exterior of a car using automated vehicle washing equipment – Wet mop floors
Conducts Sales	<ul style="list-style-type: none"> – Advise customers on optimal choices – Categorise tyre application for agricultural machinery and other applications – Conduct sales and support services – Deliver a purchased vehicle to the client – Demonstrate knowledge of automotive vehicle tyres – Demonstrate product knowledge of vehicle components and systems – Facilitate sales of products to fleet owners – Generating sales opportunities – Orientate the customer to the technical features of a heavy vehicle – Orientate the customer to the technical features of a passenger vehicle – Processing of automotive orders and payments – Receive and maintain stock – Sustain customer relations – Valuate used vehicles
Drawing and Measuring	<ul style="list-style-type: none"> – Engineering drawings – Measuring and marking off
Cutting and Welding	<ul style="list-style-type: none"> – Oxy-fuel cutting and welding – Plasma cutting – Supervise the steel welded tube manufacturing process
Erect and Dismantle Scaffolding	<ul style="list-style-type: none"> – Erect and dismantle scaffolding
Finance and Insurance	<ul style="list-style-type: none"> – Basic business finance – Basic financial statements – Basic personal finance – Business plans – Demonstrate knowledge of financial and insurance services – Estimating cost and booking in work – Evaluate personal sales performance in the retail industry – Explain credit life insurance – Handover a serviced vehicle – Manage finances of a new venture – Performing basic business calculations in Retail/Wholesale practices
Finance and Insurance	<ul style="list-style-type: none"> – Pre-delivery inspection and problem solving – Understand basic finances and money laundering legislation – Understand vehicle finance – Understanding sales organisations – Warranty as a class of insurance

Food Handler	<ul style="list-style-type: none"> – Follow food safety practices – Handle and bake frozen goods – Identify good health habits
Forecourt Attendants	<ul style="list-style-type: none"> – Direct, receive and communicate with customers on the forecourt – Perform basic safety checks to ensure general vehicle safety – Perform vehicle maintenance on the forecourt
Human Resources	<ul style="list-style-type: none"> – Conduct targeted training and development using given methodologies – Diversity in the work environment – Employ a systematic approach to achieving objectives – Entrepreneurship: Business management – Entrepreneurship: Business performance – Entrepreneurship: Business plans – Entrepreneurship: Cost and price a product – Entrepreneurship: Demonstrate entrepreneurial competence – Entrepreneurship: Getting started – Entrepreneurship: How to get funding – Entrepreneurship: Interpret basic financial statements – Entrepreneurship: Manage finances of a new venture – Facilitate group work in development practice – Handle and resolve conflict – Industrial Relations: Conduct a disciplinary hearing – Industrial Relations: Institute disciplinary action – Industrial Relations: Shop floor – Manage assessment in a learning organisation – Manage time and work processes within a business environment – Meetings – Raise employee morale – Represent stakeholders in consultations and discussions on matters that arise at shop floor level – Supervision and leadership in the workplace – Team dynamics: Building teams – Team dynamics: Conflict management – Team dynamics: Enhance team performance – Team dynamics: Group work – Team dynamics: Identify team records – Team dynamics: Individual vs. Team performance – Team dynamics: Induct into team – Team dynamics: Lead a team – Team dynamics: Maintain team records – Team dynamics: Measure effectiveness of performance – Team dynamics: Raise employee morale – Training and learning techniques in the workplace – Working and communicating with others
Information Technology	<ul style="list-style-type: none"> – Basic PC Concepts / Microsoft Windows 7 – Managing files in a Graphical User Interface (GUI) environment – Microsoft Excel 2010 – Microsoft PowerPoint 2010 – Microsoft Word 2010 – Use generic functions in a Graphical User Interface (GUI)-environment
Life Skills	<ul style="list-style-type: none"> – Communication Studies and Language – Introduction to the world of work – Personal management
Logistics and Planning	<ul style="list-style-type: none"> – Apply basic road transport managerial principles – Apply integrated process control methods – Apply Principles of Supply Chain Management in a Freight Forwarding Operation – Apply the Strategic Process during Planning – Applying basic principles of local and international trade – Coordinate predictive and preventive maintenance – Count stock for a stock-take – Demonstrate an understanding of manufacturing, principles, methodologies and processes

Logistics and Planning	<ul style="list-style-type: none"> – Handle and care for materials – Inventory in the supply chain – Maintain stock levels – Maintaining and repairing equipment – Manage inventory – Manage logistics operations – Perform first line maintenance – Prepare for freight storage – Production planning, supply and demand – Receive store and issue goods – Role of logistics in a production environment – Separate, handle, store treat and transport waste. – Understand the road transport industry in South Africa – Understanding industry, structures, terms and concepts
Maintenance and Repair	<ul style="list-style-type: none"> – Control workflow – Process service and repair requests – Repair minor dents on ferrous body shell and parts – Repair of non-ferrous metal components – Schedule a vehicle for servicing
Management Skills	<ul style="list-style-type: none"> – Analyse the role that emotional intelligence plays in leadership – Apply efficient time management to the work of a department/division/section – Apply innovative thinking to the development of a small business – Apply technical knowledge and skill to align business unit performance to business goals – Business writing skills – Demonstrate an understanding of basic accounting practices – Demonstrate entrepreneurial competence – Effective Leadership – Effective Listening Skills – Emotional Intelligence – Manage administration records – Manage learner information using an information management system – Plan strategically to improve business performance – Present information in report format – Text comprehension skills – Understand an entrepreneurial profile
Operations Optimisation	<ul style="list-style-type: none"> – Demonstrate an understanding of the factors influencing the quality of measurement – Operations optimisation – Solve problems, make decisions and implement solutions
Production Processes	<ul style="list-style-type: none"> – Anticipate and troubleshoot machine functioning – Assembling and finishing manufactured goods – Improving Productivity – Operate a production process – Prepare, set up and operate process equipment in a production environment – Prepare, use and operate equipment to support a manufacturing process – Set up production machines
Project Management	<ul style="list-style-type: none"> – Project Management: Teamwork – Project Management: Cost Budgets – Project Management: Document Management – Project Management: Corrective Actions – Project Management: Team Member – Project Management: Procurement
Safety and Quality Induction	<ul style="list-style-type: none"> – Adhere to professional conduct and organisational ethics – Apply quality procedures – Applying safety, security and housekeeping – Contribute to and improve on the operation of a quality assurance system – Demonstrate knowledge and application of ethical conduct in a business environment – First Aid Level 1 (Basic life support) – First Aid Level 2 (Basic life support) – First Aid Level 3 (Basic life support) – First Aid: Unit Standard Based

Safety and Quality Induction

- Hand and measuring tools and tasks
- Maintain the quality assurance system
- Monitor and control quality control practices in a manufacturing/engineering environment
- Monitor machining process, interpret statistical process control charts, and rectify production problems
- Monitor the quality of the input materials and the manufactured plastic product
- Perform statistical process control
- Select, use and care for engineering hand tools
- Select, use and care for engineering power tools
- Select, use and care for power tools
- SHEQ Advanced Fire Fighter
- SHEQ Adviser for Management
- SHEQ Adviser for Management
- SHEQ Awareness
- SHEQ Basic Fire Awareness
- SHEQ Basic Fire Fighter
- SHEQ Compliance / Incident Investigator
- SHEQ Fire Fighting
- SHEQ Fire Marshal
- SHEQ HIRA (Hazard Identification and Risk Assessment)
- SHEQ Induction for New Entrants
- SHEQ Legal Liability (OHSAct & Regulations)
- SHEQ Representative
- SHEQ Safety Officer
- SHEQ Supervisor
- The impact of materials on the environment
- Use and care for tools and equipment

Security Training

- Grade E
 - Duties of Patrolmen or Security Officers.
- Grade D
 - Duties of Access or Gate controllers.
- Grade C
 - Duties of a Senior Security Officer.
- Grade B
 - Duties of a Junior Supervisor.
- Grade A
 - Duties of a Senior Security Officer with a managerial function over a number of people.
- Response Officer (RO)
 - Duties of a Security Officer employed to respond to various types of alarm situations.
- Cash In Transit (CIT)
 - Duties of Security Officer conveying cash or valuable assets.

PECB

- Levels
 - Introduction
 - Introduction to the concepts of management and implementation of a management system.
 - Foundation
 - Overview of best practices to implement and maintain a management system.
 - Lead Implementer
 - Manage the implementation and management of a management system.
 - Lead Auditor
 - Manage the audit of a management system.
 - Manager
 - Master the fundamental concepts and principles of a management system.
 - Lead Manager
 - Manage the implementation and management of a management system.

▪ Systems

QUALITY MANAGEMENT SYSTEMS:

- ISO 9001 Quality Management
- ISO 13053 Six Sigma
- ISO 13485 Medical Devices Quality Management System
- ISO/IEC 17025 Laboratory Management System
- ISO 30301 Management System for Records
- ISO 21500 Project Management

HEALTH, SAFETY, AND ENVIRONMENT:

- ISO 14001 Environmental Management
- ISO 20121 Event Sustainability Management System
- ISO 22000 Food Safety Management System
- ISO 26000 Social Responsibility
- ISO 45001 Occupational Health and Safety Management
- OHSAS 18001 Occupational Health and Safety Management System

CONTINUITY, RESILIENCE, AND SERVICE MANAGEMENT:

- ISO 22301 Business Continuity Management System
- ISO 28000 Supply Chain Security Management System
- Disaster Recovery

INFORMATION SECURITY MANAGEMENT:

- ISO/IEC 27001 Information Security
- ISO/IEC 27002 Code of Practice for Information Security Controls
- ISO/IEC 27005 Information Security Risk Management
- Risk Assessment Methods

IT SECURITY:

- ISO/IEC 27032 Cyber Security
- ISO/IEC 27034 Application Security
- ISO/IEC 27035 Incident Management
- SCADA Security Manager
- Penetration Testing Professional
- Computer Forensics

SERVICE MANAGEMENT

- ISO/IEC 20000 IT Service Management
- Outsourcing
- ISO 55001 Asset Management

TRANSPORTATION, TELECOM AND ENERGY

- ISO/TS 29001 Oil and Gas - Quality Management
- ISO 50001 Energy Management System
- ISO 39001 Road Traffic Safety Management

My Notes

[illegible]