

Short Courses (2024)

The following programs will be offered as add-on or short courses at the Gateway VTC.

Short courses	Description	Duration	Assessment and Certification
Health and safety	General Health and safety Firefighting Basic First aid Working on heights Risk management	1-2-weeks	Internal Assessment GVTC Certificate of competence (Unit specific) Can also be offered as stand-alone courses
Business concepts and operations	Business Concepts Business profits Business Overheads Sustainability	3 days	Internal Assessment GVTC Certificate of competence
Basic Welding	Basic Health and safety Welding equipment Welding concepts Various welding methods Practical Component	3-5 days	Internal Assessment GVTC Certificate of competence (Unit specific)
Basic Hand skills (Employability skills)	Basic Health and safety Use and care of various hand tools Use and care of basic power tools Various fixtures and uses Practical Component/ Bench work	3 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)
Essential Skills	Communication Document use Numeracy Working in teams Reading skills Critical thinking Business Understanding Health and safety	4-6 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)
Steel fixing	Health and safety Working from heights Purpose of steel in concrete/ reinforce steel characteristics Reading and interpreted steel schedules and drawings Steel fixing tips Practical component	1 – 2 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)
Tender Documentation / MPW Standard Bidding Documents	Introduction to tendering Tender requirements Tender documentation Company profiles	4-5 days	Internal Assessment GVTC Certificate of competence
Office Administration	Basic receptionist tasks Filing and Record keeping Answering of phone calls Minute taking Basis IT skills	1-2 months	Internal Assessment GVTC Certificate of competence (Unit specific)

Computer IT training	Basics components of computers Uses of a computer Basic operations of computer Create documents, file and print	1-2 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)
Electrical Maintenance and repairs	Basic knowledge of electrical Electrical concepts Use and care of electrical tools House fixtures, appliances and systems Basic maintenance and repairs Practical component	3 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)
Plumbing Maintenance and repairs	Basic knowledge of plumbing systems Use and care of plumbing tools Maintain system components Repair or replace components Practical component	3 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)
Solar Installation	Knowledge of solar systems Installation procedures and processes Testing of systems	1-2 months	Internal Assessment GVTC Certificate of competence (Unit specific)
Solar Plant Maintenance	Routine maintenance Preventative maintenance Fault detection and Repairs	1-2 weeks	Internal Assessment GVTC Certificate of competence (Unit specific)