



HVAC
TRAINING ACADEMY

APPRENTICESHIP PROGRAM

We assist learners in development of skills and knowledge necessary for employment and professional growth in the HVAC/R industry.

Mission Statement

We strive to go above and beyond all limitations to guarantee our clients receive remarkable service. It is our promise to clients to leave no stone unturned when it comes to maintaining the highest quality and standards of training and development.

Goals and Objectives

- HVAC Training Academy will institute the following key procedures to reach its goals:
- The creation of a unique, upscale, innovative environment that will differentiate HVAC Training Academy from the other training and development centres.
- A learning environment that will bring people with diverse interests and backgrounds together in a common forum to overcome challenges both professionally and personally.
- Affordable access to the Academy to promote trade development in our province by giving small businesses the opportunity to make use of our training facility.
- We will provide professional services in the most effective manner and with on-going comprehensive quality control programs.
- We aim to provide 100% client satisfaction.

The Opportunity

- There is very few companies offering training and development in the country, creating a downward spiral in numbers of qualified artisans.
- **The lack of opportunities to qualify, has created a “norm” for artisans** to never obtain a trade qualification.
- Companies hiring unqualified artisans suffer financial losses due to artisans not having the proper required skills and knowledge to ensure customer satisfaction.
- These issues can only be addressed through proper training and development. HVAC Training Academy has the resources to train all aspects of the air-conditioning and refrigeration fields up to **technician’s level. The emphasis is on adult training, the training of apprentices, learnerships, artisans** and technicians.
- The training would be competency based. This means any student attending the course is given an in-depth theoretical knowledge and the practical skills in order to achieve efficiency in the workplace.
- The aim of the training is such that once any of the courses have been completed, the student will be capable to do the job as required.
- The Industries Professional Institute and governing bodies have been consulted in order to achieve consistently high standards.
- This in turn creates better response from customers towards artisan and businesses in terms of service and satisfaction.

What is an apprenticeship?

- Apprenticeships combine theory, practical work and workplace practice in a chosen trade field and in the case of a listed trade ends in a trade test and an artisan certificate of competence.
- In South Africa, apprenticeships are monitored by the QCTO. The National Artisan Moderation Body (NAMB) oversees the quality assurance of apprenticeships on behalf of the QCTO.
- NAMB is responsible for moderating trade tests, developing and managing a national database of registered artisan trade assessors and moderators, recording artisan achievements and recommending the certification of artisans to the QCTO.

Why are apprenticeships important?

- Apprenticeships are aimed at developing trade-specific skills. In South Africa there are several industries that desperately need skilled artisans. By establishing a formal skills development structure, such shortage of skills can be addressed by training people in the necessary fields.
- If you are interested in becoming an artisan, speak to qualified artisans and, where possible, visit their workplaces to see if this is the type of work you would like to do. Also contact your local FET college's advisory centre for guidance.

How does apprenticeship work?

- A formal contract is signed between the apprentice and the pre-approved employer for the duration of the apprenticeship.
- The apprentice is viewed as an employee of the company and works for the company for the agreed time in order to gain the skills and experience necessary to work in the industry. This is done in conjunction with an education and training component often facilitated by a FET college.
- An apprentice's work-based experience is restricted to a single employer which is the contracted employer of the apprentice.

What is the benefit for the apprentice?

- The apprenticeship program consolidates the apprentice's ability in the trade through practical skills and experience; it also encourages further education and training opportunities.

What is the benefit to the employer?

- The employer develops and provides training in the skills required for the sustainability of his/her business. Participating in apprenticeship programs can also increase productivity, efficiency and ultimately profitability of a business enterprise.

Who is eligible?

- Anybody wishing to enter a listed trade is eligible for an apprenticeship. Once you sign the apprenticeship contract, you become employed as an apprentice.

How long does an apprenticeship typically take?

- It usually takes three to four years to achieve artisan status, after which employment is generally guaranteed should the parties agree to a continued employment relationship.

What qualification will they leave with?

- The certificate issued is trade-specific and is known as an Artisan Certificate of Competence. You will complete a Nated or "N" courses recognized on the NQF. Also, to qualify as an artisan in a listed trade, you will need to pass a trade test.

Comparison between a Learnership and Apprenticeship		
	LEARNESHIPS	APPRENTICESHIPS
Target group	<ul style="list-style-type: none"> Can be employed, unemployed or pre-employed at the time of entering the Learnership. Can be employed per level basis achieved. 	<ul style="list-style-type: none"> Apprentices are employed for the duration of the apprenticeship
NQF Level	<ul style="list-style-type: none"> The qualification that L.S lead to, can span across all eight NQF levels. Need to complete level 2 – 4 minimum. 	<ul style="list-style-type: none"> The qualification is not higher than the trade i.e. equivalent of NQF level 4
Age of Learners	<ul style="list-style-type: none"> Restriction on learners entering a learnership is from the age of 16 years to 35 years of age. 	<ul style="list-style-type: none"> Usually entry level employees not younger than 16 years of age.
Duration	<ul style="list-style-type: none"> Duration is determined by the minimum of 120 credits, so learnerships are usually 12 or 18 months per NQF Level 	<ul style="list-style-type: none"> Three to four years practical in the field knowledge and assessment. RPL can make a learner complete apprenticeship in 18 – 36 Months.
Contract with Learner	<ul style="list-style-type: none"> Formal Learnership Agreement is signed by the learner, employer and training provider 	<ul style="list-style-type: none"> Contract is signed between the apprentice and a single employer for the duration of the apprenticeship
Approval / Registration	<ul style="list-style-type: none"> Must be approved by the relevant SETA, which submits it for registration to the DoL R150 000.00 allocated per registered student over the training period to Employer for help with stipend, studies, etc. 	<ul style="list-style-type: none"> Must be approved by the relevant SETA , which submits it for registration to the DoL R150 000.00 allocated per registered student over the training period to Employer for help with studies, wages, etc.
Tax Rebate	<ul style="list-style-type: none"> A yearly tax rebate of up to 30% over the period of the contract can be applied for from SARS. 	<ul style="list-style-type: none"> A yearly tax rebate of up to 30% over the period of the contract can be applied for from SARS.

DoL – Department of Labour

NQF – National Qualifications Framework

RPL – Recognition of Prior Learning

3 – 4 Year Course Content: (Based on log book completion)

- Trade induction
- Safety
- Hand tools
- Workshop tools
- Materials
- Drawings and sketches
- Marking off
- Hand skills
- Arc welding
- Gas welding
- Gas cutting and heating
- Basic lifting techniques
- Electrical testing instruments
- cables
- Ac machines
- Fault finding
- Keys and locking devices
- Couplings
- Bearings
- Thermal applications
- Installations of machinery
- Drives
- Assemblies
- Condensers and cooling towers
- Evaporator
- Accessories
- Pumps
- Pipe fittings
- Refrigeration
- Fans
- Compressors
- Lubrication
- Insulation (lagging)
- Refrigeration system
- Code of practice



TERMS AND CONDITIONS

Cancellation Policy

HVAC Training Academy reserves the right to make changes/cancellations to the course schedule if there are less than 4 students. Cancellation must be in writing or via email, no show or late cancellation will result in the full amount being charged (no refunds). Cancellations must be made no less than seven calendar days prior to the course date. R250 will be deducted off your refund due to administrative fees.

Assessment and Certification

After the course, and at the discretion of the mentor the students will be reviewed, discussed, assessed and tested on their learning outcome. A score of 80% will be required for successful completion of the course and to be awarded a certificate.

Payment

A 50% deposit of the course value is required to secure your registration. The remainder is to be paid 1 week prior to the start date. Full payment is required before the course commences.

Purchase orders are accepted on enrolment, but payment is due prior to the start of the course.

The total tuition fee includes refreshments and all training material.

Learner Enrolment Document

Please read the following carefully before completing the form below:

Payment and registration policy:

- Enrolments for all courses close two days prior to the training start date, subject to availability.
- HVAC Training Academy will confirm your booking upon receipt of a completed learner enrolment form, as well as a 50% deposit of the course value. Proof of payment and the enrolment form must be emailed to: info@hvactraining.co.za to secure your registration.
- The remainder 50% must be paid 1 week prior to the start date of the workshop. Certification will not be issued to the student/employer if the remainder of the payment is not received.

Cancellation and refund policy:

- To be eligible for a refund of your deposit, we require seven calendar days' notice before the course commences. **Please Note:** R250 registration admin fee will be deducted from your refund.
- Should no notice of cancellation be received, you will be charged the balance of the course (we will notify the employer after the attendance register has been completed).

Learning Program Details

Please tick the relevant box: Western Cape Gauteng Kwa-Zulu Natal

Name of Course:

Course Date:

Learner Information

First Name:

Surname:

ID Number:

Cell No:

Email Address:

Postal Address:

Code:

Job Title:

Job Field:

Highest Qualification:

Invoice Information

Company Name:

VAT Registration Number:

Postal Address:

For Attention:

Telephone Number:

Fax:

Email Address:

Authorisation Information

Authorized By:

Designation:

Signature:

Date:

Payment Details

Fee: R _____ Vat: R _____ Total Payment Due: R _____

Direct Deposit:
Nedbank Current
Account

Branch:
Business Southern
Peninsula

Account Number:
1133 984 649

Branch Code:
12 32 09

Payment Due:
Final payment due 1 week
prior to workshop start date

Conditions: 50% deposit of course value to be paid to register for course. Full payment is due 1 week prior to the start date of the workshop. Please email proof of payment to info@hvactraining.co.za.

I confirm that the information I have provided is correct and accept responsibility for payment of this account.

Name: _____

Date: _____ Signature: _____

Where did you hear about us?

Would you like to be informed of other upcoming courses?

Please tick: yes no

Please contact us for more information about our courses, training dates and costs.