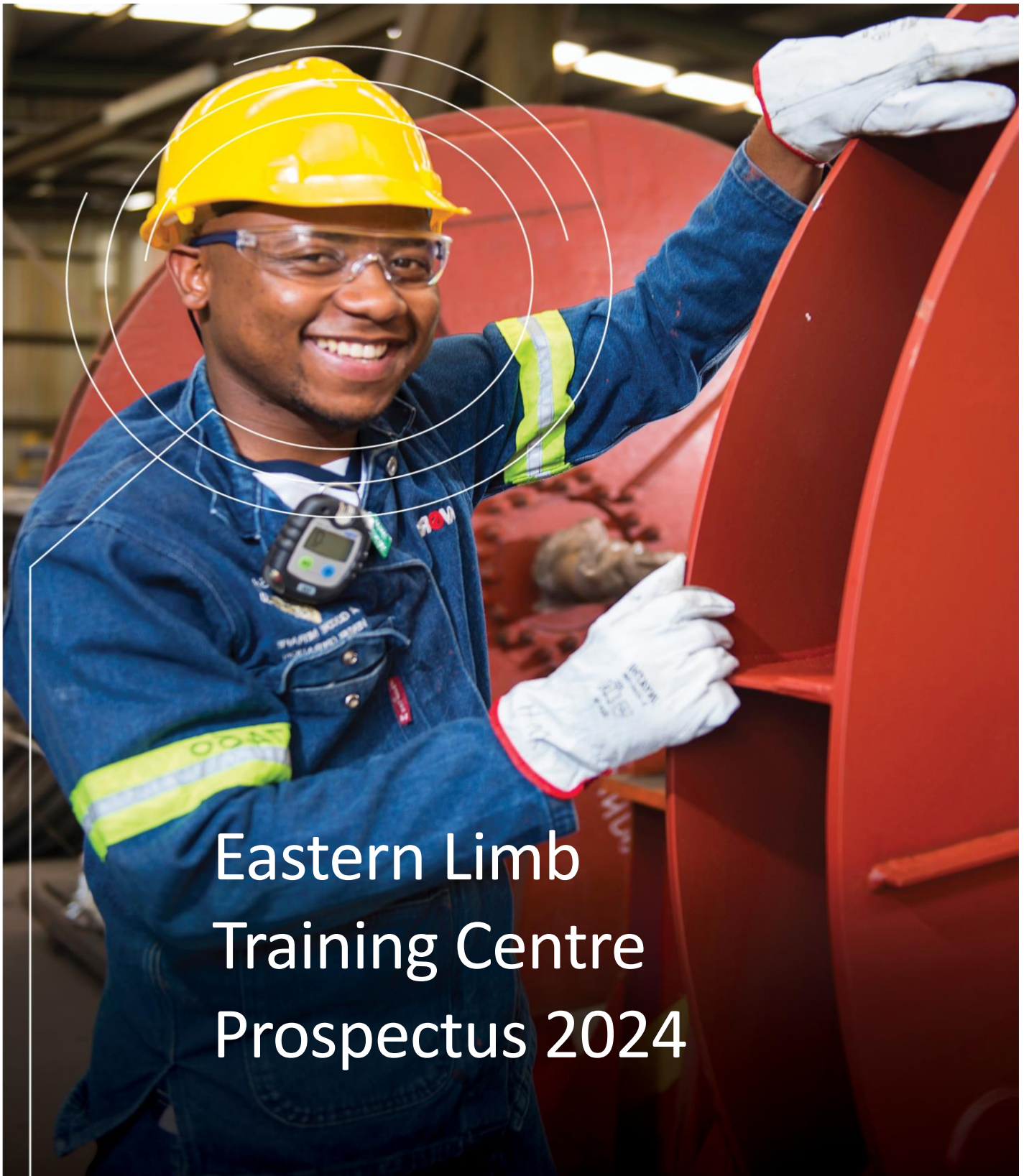


GLENCORE



Eastern Limb
Training Centre
Prospectus 2024

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1 Introduction

Eastern Limb Training Centre is an Accredited Engineering Service Provider which provides a variety of skills training tailored to meet any companies engineering needs.

Eastern Limb Training Centre is owned and managed by Glencore Alloys South Africa (Pty) Ltd and fulfils the engineering training requirements for the Glencore South Africa (Pty) Ltd Assets, however, we also cater for external companies and private individuals.

We accept that people are a valuable resource and therefore we are committed to creating a safe and healthy working environment where safety is fundamental to training in all trades and forms the core theme of all training programmes.

Eastern Limb Training Centre promotes mutual respect and trust with all our clients and learners by having an open-door policy and in this way, we are able to address any problems that might occur, allowing us to provide the best possible service.

2 Accreditation Status

- MQA - Mining Qualifications Authority – **16/MQA/0533/AC4/11214**
- MERSETA - Manufacturing, Engineering and Related Services – **17-QA/ACC/0618/11**
- QCTO – Skills Development Provider – **09-QCTO/SDP260522-5826**
- QCTO/NAMB - Trade Test Centre – **09-QCTO/AC-TTC211022163612**
- ISO 9001: 2015 Certification – **ACS QMS 0010/07**
- DHET - Satellite FET College

3 Operating Hours

ELTC Operating Hours

Monday to Thursday - 07H00 to 16H00
Friday - 07H00 to 14H00

Training Hours

Monday to Thursday - 07H00 to 15H00
Friday - 07H00 to 14H00

4 Quotations, Invoicing and Payment Process

- Quotations must be requested **at least 3 weeks in advance** from the Accounts department by emailing abel.mhlongo@glencore.co.za
- Private individuals and smaller companies (contractors) pay in full before commencement of training.
- Purchase orders must be sent to the Accounts department before commencement of training.
- Invoices will be raised against the clients purchase order indicating the total amount payable for the duration of the programme as per clients' nominations document.
- Monthly invoices will only be raised for clients if prior arrangement is made with the accounts department.
- Late payments will be followed up immediately and interest might be charged on overdue accounts.
- Training will cease until account is up to date.

5 Nomination Process

- Nomination's document listing the nominated learners per trade, per programme must be sent to the Administration department **at least 3 weeks in advance** for proper planning & scheduling.
- Confirmation of nominations will be sent, confirming the date of when training will commence from the administration department.
- Alternative dates will be communicated to client, if requested dates for training cannot be accommodated by ELTC.

6 Certification

All certificates are issued to clients when they are received by the respective governing bodies.

It is the responsibility of the client to issue the certificates to the learners who completed their training at Eastern Limb Training Centre.

Types of certificates:

- In-house Glencore certificates for Engineering Assistant Programmes
- MQA certificates for Generic Engineering Level 1 (Engineering Assistant) and Artisan Level 2 Aide Programmes
- QCTO/NAMB trade certificates

7 Trimester Dates - 2024

- 8 January – 3 May
- 6 May – 23 August
- 26 August - 13 December

8 HRD Visits to ELTC

All HRD visits with learners completing training by Eastern Limb Training Centre must be **pre-arranged** with either the Senior HRD Business Partner or the HRD Coordinator.

9 Learner PPE

Before the commencement of training, all learners must have the following personal protective equipment (PPE):

- Overall
- Steel tipped safety shoes
- 1 x Pair ear plugs
- 1 x Pair clear safety glasses
- 1 x Pair safety gloves

10 Contact Details

Accounts Department (Quotation & Invoicing):

Abel Mhlongo



abel.mhlongo@glencore.co.za



(013) 230 5260

Reception:

Grace Malapane



grace.malapane@glencore.co.za



(013) 230 5261

Administration Department:

Anna Coetzee

anna.coetzee@glencore.co.za**(013) 230 5189**

Lourens Botes

lourens.botes@glencore.co.za**(013) 230 5189****HRD Coordinator:**

Aaron Mokoena

aaron.mokoena@glencore.co.za**(013) 230 5298****Senior HRD Business Partner:**

Siphamandla Mkhathshwa

siphamandla.mkhathshwa@glencore.co.za**(013) 230 5258**

11 Learnerships



NATIONAL CERTIFICATE - ELECTRICIAN	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Artisan Electrician.	
Course Duration	2.5 – 3 years
Target Audience	Interest in Artisan Qualification
Pre-requisites	Minimum Requirement N2: Mathematics, Engineering Science, Electrical Trade Theory, Industrial Electronics or Engineering Drawing.
NQF Level	4
Facilitator	S Libambo, M Mathebula, E Malatji, K Phetla
Delivery format	Theory and Practical
Determination of Competency	Trade Tests
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE • Toolbox
Dates	<ul style="list-style-type: none"> • 8 January – 3 May • 6 May – 23 August • 26 August - 13 December

NATIONAL CERTIFICATE - FITTING INCL. MACHINING	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Artisan Fitter.	
Course Duration	2.5 – 3 years
Target Audience	Interest in Artisan Qualification
Pre-requisites	Minimum Requirement N2: Mathematics, Engineering Science, Fitting & Machining Trade Theory, Engineering Drawing.
NQF Level	3
Facilitator	E Malatji, K Phetla, J Smith
Delivery format	Theory and Practical
Determination of Competency	Trade Tests
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE • Toolbox
Dates	<ul style="list-style-type: none"> • 8 January – 3 May • 6 May – 23 August • 26 August - 13 December

NATIONAL CERTIFICATE - BOILERMAKER/PLATER	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Artisan Boilermaker.	
Course Duration	2.5 – 3 years
Target Audience	Interest in Artisan Qualification
Pre-requisites	Minimum Requirement N2: Mathematics, Engineering Science, Platers Theory, Plating & Structural Steel Drawing.
NQF Level	3
Facilitator	M Motaung, D Mabushe
Delivery format	Theory and Practical
Determination of Competency	Trade Tests
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE • Toolbox
Dates	<ul style="list-style-type: none"> • 8 January – 3 May • 6 May – 23 August • 26 August - 13 December

NATIONAL CERTIFICATE – DIESEL MECHANIC	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Artisan Diesel Mechanic.	
Course Duration	2.5 – 3 years
Target Audience	Interest in Artisan Qualification
Pre-requisites	Minimum Requirement N2: Mathematics, Engineering Science, Diesel Mechanic Trade Theory, Engineering Drawing.
NQF Level	3
Facilitator	M Phalanndwa
Delivery format	Theory and Practical
Determination of Competency	Trade Tests
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE • Toolbox
Dates	<ul style="list-style-type: none"> • 8 January – 3 May • 6 May – 23 August • 26 August - 13 December

NATIONAL CERTIFICATE - MILLWRIGHT	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Artisan Millwright.	
Course Duration	3 – 4 years
Target Audience	Interest in Artisan Qualification
Pre-requisites	Minimum Requirement N2: Mathematics, Engineering Science, Electrical Trade Theory, Fitting & Machining Trade Theory, Industrial Electronics or Engineering Drawing.
NQF Level	4
Facilitator	S Libambo, M Mathebula, E Malatji, K Phetla, J Smith
Delivery format	Theory and Practical
Determination of Competency	Trade Tests
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE • Toolbox
Dates	<ul style="list-style-type: none"> • 8 January – 3 May • 6 May – 23 August • 26 August - 13 December

12 Artisan Aide Level 2



MQA LEVEL 2 - ELECTRO MECHANIC	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as a Level 2 Electro Mechanic Aider to Artisans.	
Course Duration	1 year
Target Audience	Candidates with work experience in specific trade
Pre-requisites	English literate (Read and Write)
NQF Level	2
Facilitator	S Libambo, M Mathebula, D Mabushe, M Motaung, E Malatji, K Phetla, J Smith
Delivery format	Theory and Practical
Determination of Competency	Trade Tests
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	<ul style="list-style-type: none"> • 8 January – 28 June • 1 July – 13 December

MQA LEVEL 2 AIDE PROGRAM - ELECTRICAL	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Aider to Artisan Electricians.	
Course Duration	1 year
Target Audience	Candidates with work experience in specific trade
Pre-requisites	English literate (Read and Write)
NQF Level	2
Facilitator	S Libambo, M Mathebula, E Malatji, K Phetla
Delivery format	Theory and Practical
Determination of Competency	Assessments
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	<ul style="list-style-type: none"> • 8 January – 28 June • 1 July – 13 December

MQA LEVEL 2 AIDE PROGRAM – FITTING INCLUDING MACHINING	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Aider to Artisan Fitters.	
Course Duration	1 year
Target Audience	Candidates with work experience in specific trade
Pre-requisites	English literate (Read and Write)
NQF Level	2
Facilitator	S Libambo, M Mathebula, E Malatji, K Phetla
Delivery format	Theory and Practical
Determination of Competency	Assessments
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	<ul style="list-style-type: none"> • 8 January – 28 June • 1 July – 13 December

MQA LEVEL 2 AIDE PROGRAM – BOILERMAKER	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Aid to Artisan Boilermakers.	
Course Duration	1 yr.
Target Audience	Candidates with work experience in specific trade
Pre-requisites	English literate (Read and Write)
NQF Level	2
Facilitator	D Mabushe, M Motaung
Delivery format	Theory and Practical
Determination of Competency	Assessments
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	<ul style="list-style-type: none"> • 8 January – 28 June • 1 July – 13 December

MQA LEVEL 2 AIDE PROGRAM – DIESEL MECHANIC	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as an Aid to Artisan Diesel Mechanics.	
Course Duration	1 yr.
Target Audience	Candidates with work experience in specific trade
Pre-requisites	English literate (Read and Write)
NQF Level	2
Facilitator	M Phalanndwa
Delivery format	Theory and Practical
Determination of Competency	Assessments
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	<ul style="list-style-type: none"> • 8 January – 28 June • 1 July – 13 December

13 Engineering Assistant Level 1



MQA LEVEL 1 SKILLS PROGRAMME - GENERIC ENGINEERING ASSISTANT	
OBJECTIVE	
This qualification focuses on providing delegates with the necessary skills to perform as a Generic Engineering assistant.	
Course Duration	6 Weeks
Target Audience	Candidates with work experience in specific trade
Pre-requisites	English literate (Read and Write)
NQF Level	1
Facilitator	S Libambo, M Mathebula, D Mabushe, M Motaung, E Malatji, M Phalanndwa, K Phetla, J Smith
Delivery format	Theory and Practical
Determination of Competency	Assessments
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	<ul style="list-style-type: none"> • 8 January – 16 February • 26 February – 12 April • 22 April – 31 May • 10 June – 19 July • 29 July – 6 September • 16 September – 25 October • 4 November – 13 December

14 Short Courses



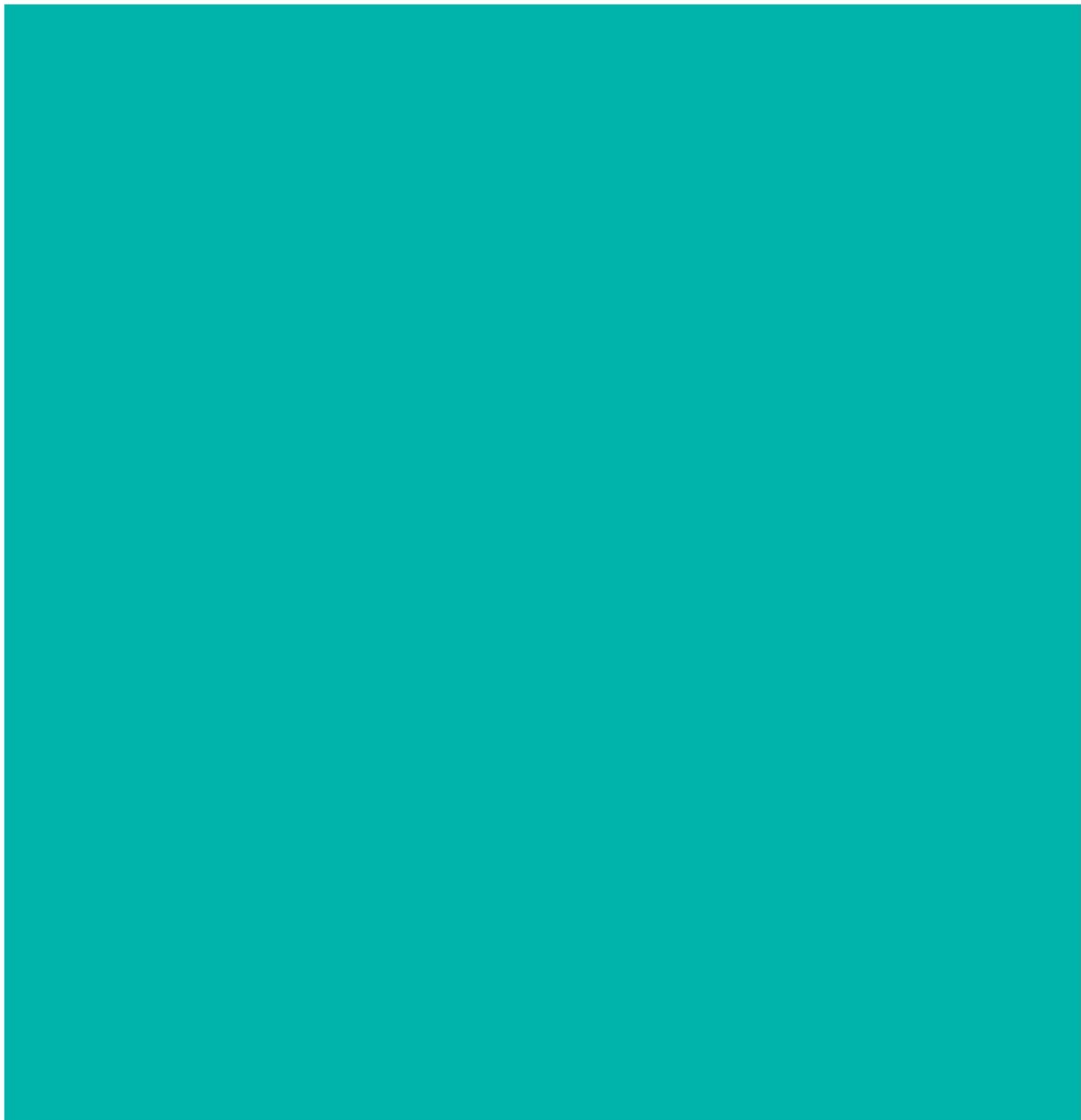
GENERAL HYDRAULICS	
OBJECTIVE	
This course focuses on providing delegates with the necessary skills to understand hydraulic principles and construct hydraulic circuits.	
Course Duration	10 Working Days
Target Audience	Fitter Artisans – Electro Mechanics
Pre-requisites	English literate (Read and Write) Medically Fit
NQF Level	2
Facilitator	E Malatji, K Phetla, J Smith, M Phalanndwa
Delivery format	Theory and Practical
Determination of Competency	Theory and Practical Assessment
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	Available on Request

GENERAL PNEUMATICS	
OBJECTIVE	
This course focuses on providing delegates with the necessary skills to understand pneumatic principles and construct pneumatic circuits.	
Course Duration	5 Working Days
Target Audience	Fitter Artisans – Electro Mechanics
Pre-requisites	English literate (Read and Write) Medically Fit
NQF Level	2
Facilitator	E Malatji, K Phetla, J Smith, M Phalanndwa
Delivery format	Theory and Practical
Determination of Competency	Theory and Practical Assessment
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	Available on Request

BASIC ARC WELDING	
OBJECTIVE	
This course focuses on providing delegates with the necessary skills to perform general ARC welding techniques.	
Course Duration	5 Working Days
Target Audience	People who want to attain ARC welding skills
Pre-requisites	English literate (Read and Write) Medically Fit
NQF Level	2
Facilitator	D Mabushe, M Motaung
Delivery format	Theory and Practical
Determination of Competency	Theory and Practical Assessment
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	Available on Request

OXY-ACETYLENE TORCH CUTTING	
OBJECTIVE	
This course focuses on providing delegates with the necessary skills to perform the operation of OXY – Acetylene Torch Cutting Equipment.	
Course Duration	5 Working Days
Target Audience	People who want to attain OXY – Acetylene Operation Skills
Pre-requisites	English literate (Read and Write) Medically Fit
NQF Level	2
Facilitator	D Mabushe, M Motaung
Delivery format	Theory and Practical
Determination of Competency	Theory and Practical Assessment
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	Available on Request

ANGLE GRINDER	
OBJECTIVE	
This course focuses on providing delegates with the necessary skills to perform the safe operation of an angle grinder.	
Course Duration	2 Working Days
Target Audience	Open
Pre-requisites	English literate (Read and Write) Medically Fit
NQF Level	2
Facilitator	D Mabushe, M Motaung
Delivery format	Theory and Practical
Determination of Competency	Theory and Practical Assessment
Bookings	Standard nomination process Tel: (013) 230 5261 / 5189 Email: anna.coetzee@glencore.co.za / lourens.botes@glencore.co.za
Special Instructions	Learner is issued with the following: <ul style="list-style-type: none"> • PPE
Dates	Available on Request




Compiled by
Eastern Limb Training Centre

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