TVET FIRST

2026–2027

Occupational Courses Catalogue

Updated September 2026

TRUSTED by lecturers

TROUPANT PUBLISHERS

macmillan education

MINUTES TO MASTERY VIDEOS

Scan these QR codes to access our **"Minutes to Mastery"** videos – you can hover a phone over a code and immediately link to the video.

Bricklayer	Renewable Energy Workshop Assistant (NQF L4)
Electrician	Workplace Essential Skills (NQF L4)
Marketing Co-ordinator (NQF L5)	Introduction to the QCTO's Occupational Programmes
Occupational Health and Safety Officer (NQF L4)	Your Guide to QCTO Accreditation for Occupational Programmes
Occupational Health and Safety Assistant (NQF L4)	

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

CONTENTS

ONLINE RESOURCES
Minutes to Mastery Videos

Introduction to occupational courses in TVET colleges 2

COURSES
Automotive Motor Mechanic 4
Beauty Therapist 6
Bricklayer 8
Cloud Administrator 10
Conference and Events Organiser 12
Cybersecurity Defender 14
Electrician 16
Fitter and Turner 18
Grain Grader 20
Hairdresser 22
Individual Fitness Instructor 24
Marketing Co-ordinator 26
Occupational Health and Safety Assistant 28
Occupational Health and Saftey Officer 30
Plumber 32
Renewable Energy Workshop Assistant 34
Sales Assistant (General) (Retail Sales Advisor) 36
Workplace Essential Skills 38
Workshop Tool Assistant 40

OCCUPATIONAL COURSES PRICE LIST
Print Books Price List 42
eBooks Price List 44

COMING SOON 45

Introduction to occupational courses in TVET colleges

Occupational qualifications focus on **workplace competence** – what a learner must actually be able to **do** in the job, not just what they know in theory.

Why occupational courses were introduced

The occupational courses emphasise **work-integrated learning** and **closer alignment between training institutions and workplaces** as a pathway to employment. President Cyril Ramaphosa reinforced this policy direction in his 2026 State of the Nation Address (SONA), where he announced a **fundamental overhaul of the skills development system**. This overhaul includes a **dual training model** that integrates curriculum-based education with workplace experience. The occupational courses deliver this model of technical and vocational training.

The dual system is intended to make sure that technical and vocational training qualifies people to perform jobs which are critical to the **economy** so that they can be **meaningfully employed or self-employed**.

The role of the Quality Council for Trades and Occupations (QCTO)

The **QCTO** is responsible for developing and quality assuring occupational qualifications. Its qualifications prepare learners to be **competent in the workplace** by teaching them skills and knowledge that equip them for jobs that are needed in South Africa's economy.

The QCTO is one of three Quality Councils:

- **Umalusi** (schools and some college programmes),
- **Council for Higher Education, or CHE** (higher education), and
- **Quality Council for Trades and Occupations** (occupations and trades).

Occupational qualifications are:

- explicitly linked to **specific occupations or trades**, and
- developed in partnership with **industry and workplaces**.

Features of occupational qualifications

1. Three integrated components

Occupational qualifications have **three integrated, compulsory components**:

- **Knowledge** – the theory, concepts and technical understanding that underpin the occupation,
- **Practical** – structured practice of skills in a college environment, and
- **Workplace experience** – meaningful exposure to work processes in an actual workplace.

Together, the three components ensure that learners do not just learn 'about' work but **learn for work** and **through work**.

2. Different types of qualifications

Occupational qualifications are offered at different NQF levels and have different durations:

- **Full qualifications** (120+ credits, at least one year in duration),
- **Part qualifications** (60–120 credits), and
- **Skills programmes** (less than 60 credits, focused on specific job functions, six months or less in duration).

Part qualifications are generally 'chunks' of full qualifications. A learner can build up part qualifications to achieve a full qualification.

3. You have to be accredited to deliver

Unlike NATED and NCV programmes, colleges **must be accredited per campus and per qualification** to offer occupational courses. To be accredited, a campus must submit evidence of:

- appropriate venues and equipment,
- qualified subject matter experts as facilitators,
- learning materials aligned to the curriculum, and
- formal agreements (MOUs) with suitable workplaces for the workplace component.

The accreditation process gives colleges new responsibilities. It also strengthens programme credibility and labour market relevance.

What this means for lecturers (now called facilitators)

The move to occupational courses reshapes the role of the lecturer or facilitator:

- They teach not only towards exam success, but towards **demonstrable competence**.
- They support learners across **theory, practice and workplace learning**.
- They work with **structured curricula and assessment requirements** that are nationally standardised and externally quality assured.

Learning materials for occupational programmes

Professionally published, high-quality learning material provides **essential, trusted support** to learners and facilitators. Most facilitators **do not have the time or experience** to design, develop, illustrate, peer-review and quality-assure all **training materials themselves**. Colleges can continue to source effective training materials from professional publishers who have the necessary skills, experience and resources.

Why occupational courses matter

For learners, occupational qualifications offer:

- clearer pathways to employment,
- recognised proof of workplace competence, and
- skills that are directly aligned to real jobs.

For facilitators and colleges, occupational qualifications offer:

- stronger links with industry,
- clearer expectations about outcomes, and
- an opportunity to reposition TVET colleges as **centres of excellence for occupational training**.

Occupational courses represent a **different way of thinking about teaching, learning and assessment** in the TVET sector – one that places the **workplace** at the centre.

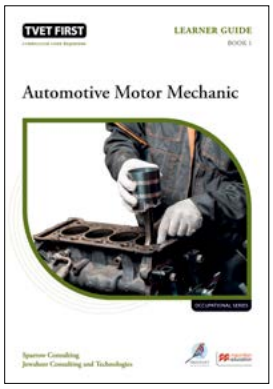
AUTOMOTIVE MOTOR MECHANIC

About the course:

SAQA ID: 118733
Curriculum code: 653101000
Minimum credits: 540

The purpose of this qualification is to prepare a learner to operate as an automotive motor mechanic.

LEARNER GUIDES

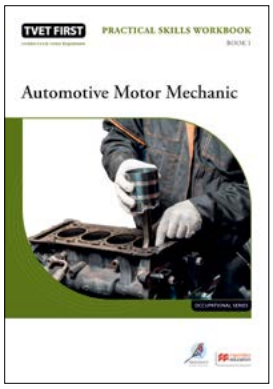


- ✔ All knowledge modules are covered thoroughly in easy-to-understand language to aid learners' understanding of the curriculum theory.
- ✔ Realistic scenarios encourage problem-solving and show learners how to apply the knowledge and practical skills in the workplace.
- ✔ Clear explanations make technical concepts simpler for learners to understand.
- ✔ Detailed diagrams and clear photographs teach learners how to identify key components.
- ✔ Varied activities test learners' knowledge and make sure they can apply the theory.

ISBNs
Learner Guide – Book 1 of 3: 9781991450586
Learner Guide – Book 2 of 3: 9781991450739
Learner Guide – Book 3 of 3: 9781991450746

Learner Guide eBook – Book 1 of 3: 9781834900117
Learner Guide eBook – Book 2 of 3: 9781834901770
Learner Guide eBook – Book 3 of 3: 9781834901787

PRACTICAL SKILLS WORKBOOK

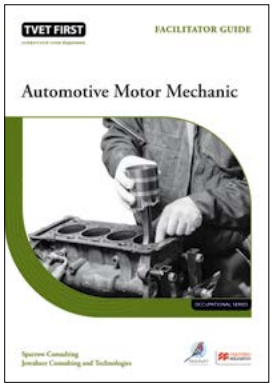


- ✔ Comprehensive guidance for the practical modules and tasks enables learners to acquire and practise core skills.
- ✔ Scenario-based tasks based on realistic situations prompt critical problem-solving ability.
- ✔ Practical activities and assessments are geared towards developing learners' competency in trade-related skills.
- ✔ Procedures are clearly described so that learners can practise new skills with confidence.

ISBN
Practical Skills Workbook: 9781991450579

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

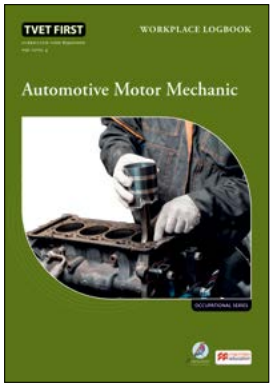
FACILITATOR GUIDE



- ✔ Includes the answers to all activities in the Learner Guides and Practical Skills Guide.
- ✔ Contains a learning material matrix which links the knowledge modules in the Learner Guides with the practical modules in the Practical Skills Guide. This is an excellent resource for lesson planning.
- ✔ Provides assessment guidance for the tasks in the Practical Skills Guide.
- ✔ Templates dramatically reduce facilitators' admin burden, allowing more time to focus on teaching.

ISBN
Facilitator Guide: 9781991450562

WORKPLACE LOGBOOK



- ✔ Organises and records evidence of learners' work experience as required by the curriculum, building up a verified record of what the learner can do.
- ✔ Easy for learners and supervisors to complete.
- ✔ Easy for facilitators/colleges to evaluate.
- ✔ Includes all the templates, checklists and journal pages for each work activity, reducing the admin burden for learners and workplace supervisors.
- ✔ Ensures that learners and supervisors are compliant.

ISBN
Workplace Logbook: 9781991450722

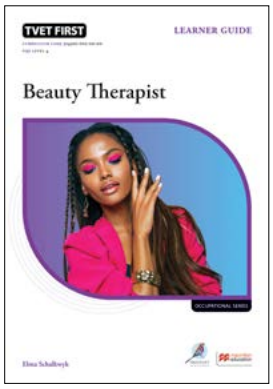
BEAUTY THERAPIST

About the course:

SAQA ID: 121607
Curriculum code: 514201-001-00-00
Minimum credits: 158

The purpose of this qualification is to prepare a learner to operate as a beauty therapist.

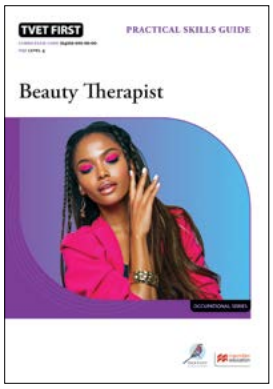
LEARNER GUIDE



- ✔ Fully covers the knowledge modules in the **curriculum** in **full colour**, making it easy for facilitators and learners to navigate.
- ✔ The **language** used is clear and at a comfortable reading level and includes **definitions** of key terms related to Beauty Therapy.
- ✔ Useful **tables** allow learners to quickly compare ingredients, products and benefits.
- ✔ Lots of **photos and labelled diagrams** to make components very clear, such as the layers of the skin.
- ✔ Practical module theory relating to cosmetic chemistry and anatomy has been placed in the Learner Guide to keep related information all in one place. This also makes the Practical Skills Guide easier to handle during practical sessions.
- ✔ **Professional tips**, helpful **examples** and **scenarios** anchor the content in real life.
- ✔ Each topic ends with a summative assessment-oriented **knowledge test** to ensure learners have covered the material for the EISA.

ISBN
Learner Guide: 9781770309012
Learner Guide eBook: 9781834901879

PRACTICAL SKILLS GUIDE

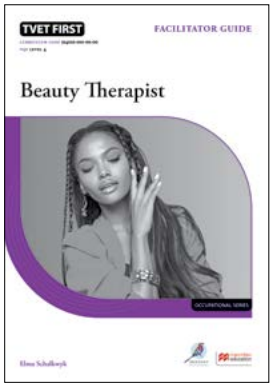


- ✔ Practical **content** is informative and to the point, and easy to look up.
- ✔ Contains **step-by-step** instructions for how to complete each task.
- ✔ Helpful **cross-references** relate to content in the knowledge modules.
- ✔ Contains all the **forms** learners will need to complete practical sessions.

ISBN
Practical Skills Guide: 9781770309036
Practical Skills Guide eBook: 9781834901886

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

FACILITATOR GUIDE



This guide is indispensable to the facilitator. It contains:

- ✔ A detailed **introduction** covering the course structure, teaching strategies and guidance on how to use the books.
- ✔ A comprehensive learning material/**curriculum mapping matrix**, linking learning outcomes with page numbers in the printed books for accreditation.
- ✔ A **lesson plan template** that may be photocopied.
- ✔ A **proposed year planner** for planning the delivery of the course.
- ✔ Templates for the **Record of Assessment** and **Statement of Results**.
- ✔ Sample answers for **classroom discussions** at the start of each topic that orient learners.
- ✔ Model **answers to all activities and tests** in the Learner Guide, with clear mark allocations and easy-to-use rubrics.
- ✔ A **mock EISA** plus a full memorandum.

ISBN
Facilitator Guide: 9781770309005

WORKPLACE LOGBOOK

- ✔ The logbook, which forms part of the Portfolio of Evidence (PoE), is **stand-alone** so it can be taken to the workplace and signed.
- ✔ Based on the **requirements of the curriculum** and links workplace tasks to learning outcomes and qualification standards.
- ✔ Provides templates for entering **details** of the learner, host company and college.
- ✔ **Weekly journal templates** allow learners to document tasks completed, training dates, mentor names and reflections.
- ✔ Contains **statements of work experience** with checklists, space for mentor or facilitator feedback, and signatures.
- ✔ Includes space for learner **self-evaluation** and **progress tracking**.

ISBN
Workplace Logbook: 9781770309043

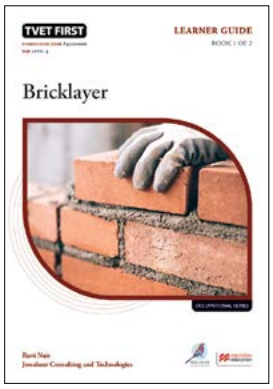
BRICKLAYER

About the course:

SAQA ID: 93627
Curriculum code: 641201000
Minimum credits: 361

The purpose of this qualification is to prepare a learner to operate as a bricklayer.

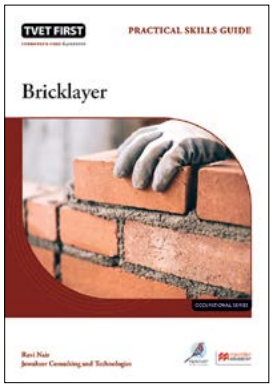
LEARNER GUIDES



- ✔ In **full colour to enhance learning**.
- ✔ All knowledge modules are fully covered in the order of the curriculum and help prepare learners to successfully tackle the practical and workplace modules.
- ✔ **Learner Guide Book 1 covers knowledge modules KM01 to KM03; Learner Guide Book 2 covers knowledge modules KM04 to KM09.**
- ✔ A wide range of activities and assessments encourages learners to apply their learning.
- ✔ Packed full of features such as key definitions, notes, new words and concepts, examples, scenarios and trade tips.
- ✔ QR codes link to online videos and other resources to support learning.

ISBNs
Learner Guide – Book 1 of 2: 9781991450487
Learner Guide – Book 2 of 2: 9781991450517
Learner Guide eBook – Book 1 of 2: 9781991450999
Learner Guide eBook – Book 2 of 2: 9781431019038

PRACTICAL SKILLS GUIDE

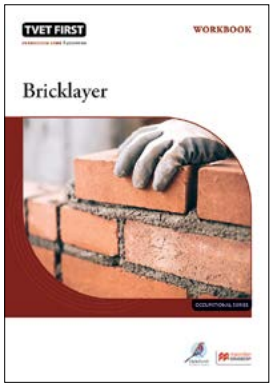


- ✔ Contains activities for all the practical modules in the curriculum, so learners practise bricklaying skills and apply their knowledge by doing real practical tasks.
- ✔ Step-by-step tables illustrate the methods and procedures that learners must follow.
- ✔ Detailed instructions show learners exactly how to perform each practical task.

ISBNs
Practical Skills Guide: 9781991450494
Practical Skills Guide eBook: 97818349900124

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

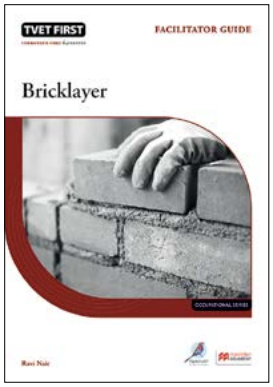
WORKBOOK



- ✔ Provides structured space, under clear headings, for learners to record their answers to all the activities and assessments in the Learner Guides and the Practical Skills Guide.
- ✔ This organised record is an excellent revision tool and enables facilitators to track learners' progress at a glance.

ISBN
Workbook: 9781991450524

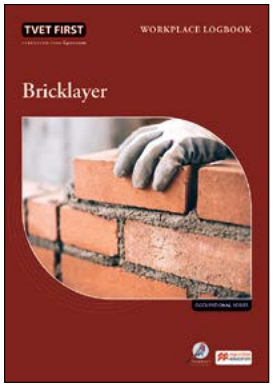
FACILITATOR GUIDE



- ✔ Contains comprehensive solutions to all Learner Guide activities and assessments, saving facilitators valuable marking and preparation time.
- ✔ Includes templates for the Record of Assessment and the Statement of Results.
- ✔ A learning material matrix links the knowledge modules in the Learner Guides with the practical modules. This is an excellent resource for lesson planning.

ISBN
Facilitator Guide: 9781991450470

WORKPLACE LOGBOOK



- ✔ The digital Workplace Logbook contains templates for learner, host company and TVET college information.
- ✔ Weekly journal templates let learners record their work experience, including the work done, training dates, mentor names and self-reflection.
- ✔ Statements of work experience include checklists of the supporting evidence required, with space for signatures and feedback for each workplace module.
- ✔ Builds up a verified record of what the learner can do and keeps learners and supervisors compliant.

ISBN
Workplace Logbook: 9781991450500

CLOUD ADMINISTRATOR

EYAKHO

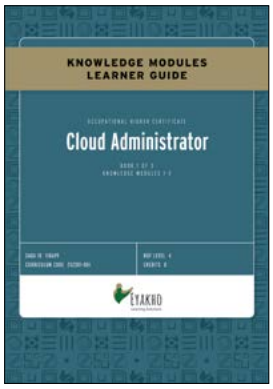
Available from Macmillan Education

About the course:

SAQA ID: 118699
Curriculum code: 252301001
Minimum credits: 149

The purpose of this qualification is to prepare a learner to operate as a cloud administrator.

LEARNER GUIDES

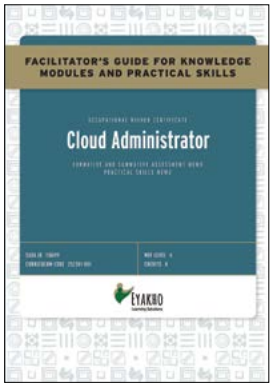


Three Learner Guides cover all nine knowledge modules of this NQF Level 4 qualification and take learners from cloud fundamentals to the technologies of the Fourth Industrial Revolution (4IR).

- ✔ Book 1 (KM01–KM03) provides learners with the foundational knowledge required to understand, configure and support cloud computing environments within modern organisations. It equips learners with the core concepts, technologies, infrastructure components and cloud-native tools necessary for a career in cloud administration
- ✔ Book 2 (KM04–KM06) builds on the foundational cloud computing knowledge introduced in Book 1 and develops the technical, security, governance and support skills required to manage modern cloud environments.
- ✔ Book 3 (KM07–KM09) focuses on the professional, business, governance, communication and innovation skills required within modern cloud computing and digital business environments. The Guide equips learners with the workplace competencies, business knowledge, communication skills and innovation capabilities required to operate effectively within technology-driven organisations.

ISBNs
Learner Guide – Book 1 of 3: 9781834901350
Learner Guide – Book 2 of 3: 9781834901367
Learner Guide – Book 3 of 3: 9781834901374

FACILITATOR GUIDE

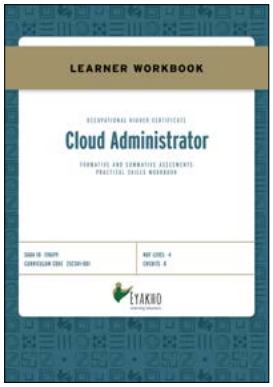


- ✔ Consists of an Assessment Memo and a Practical Skills Memo.
- ✔ The Assessment Memo provides full answers and marking guidance for all the formative and summative assessments in the qualification.
- ✔ The Practical Skills Memo provides assessment guidance and model answers for the practical skills component of the programme.
- ✔ Together, these guides support consistent learner assessment, moderation and practical skills evaluation.

ISBN
Facilitator Guide: 9781834901343

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

LEARNER WORKBOOK



- ✔ Contains all the formative assessment activities, summative assessments and practical skills activities required for the qualification.
- ✔ Supports learner practice, knowledge application, skills development and assessment preparation across all the knowledge modules, with space for learners to record their answers.

ISBN
Learner Workbook: 9781834901381

CONFERENCE AND EVENTS ORGANISER

About the course:

SAQA ID: 102944
Curriculum code: 333201000
Minimum credits: 277

The purpose of this qualification is to prepare a learner to operate as a conference and events organiser.

LEARNER GUIDES

- ✔ Cover all the knowledge modules (KM-01 to KM-15) as stipulated in the curriculum, ensuring alignment with curriculum requirements and assessment criteria.
- ✔ Link theory to the relevant practical and workplace modules to support authentic application in events contexts.
- ✔ Provide clear, accessible explanations appropriate for NQF Level 5 learners.
- ✔ Develop understanding through definitions, real-world scenarios, examples, professional tips, tables and visual support.
- ✔ Include a variety of activities and revision opportunities to support internal assessment, Portfolio of Evidence (PoE) development and EISA preparation.

ISBNs
Learner Guide – Book 1 of 2: 9781770308831
Learner Guide – Book 2 of 2: 9781770308848
Learner Guide eBook – Book 1 of 2: 9781834901794
Learner Guide eBook – Book 2 of 2: 9781834901800

LEARNER GUIDE WORKBOOK

- ✔ Encourages learners to engage actively with the content, both in the classroom and through structured self-study.
- ✔ Provides dedicated space for learner responses to Knowledge Module activities, supporting revision and preparation for projects and assessments.
- ✔ Helps organise classwork, learner responses and assessment evidence in one place.
- ✔ Supports evidence collection, progress tracking and Portfolio of Evidence (PoE) development.

ISBN
Learner Guide Workbook: 9781770308855

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

PRACTICAL SKILLS WORKBOOK

- ✔ Covers all the practical modules (PM-01 to PM-09), ensuring alignment with curriculum requirements and assessment criteria.
- ✔ Uses occupationally directed, scenario-based projects and practical tasks aligned to real event-industry contexts.
- ✔ Enables learners to create, plan, co-ordinate and implement realistic event projects, developing practical competence and workplace readiness.
- ✔ Includes space for answers, checklists, rubrics, templates, feedback and sign-off to support assessment and evidence tracking.
- ✔ Clearly outlines project purposes, task requirements, assessment structures and required evidence, helping facilitators and learners work systematically through projects.

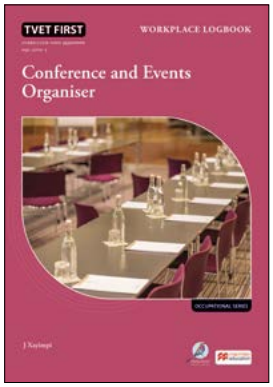
ISBN
Practical Skills Workbook: 9781770308862

FACILITATOR GUIDE

- ✔ Contains a detailed implementation plan and curriculum mapping matrix showing how the knowledge, practical and workplace modules are sequenced and integrated across the two-year programme.
- ✔ Includes model answers, facilitation guidance and assessment support to promote confident and consistent delivery.
- ✔ Assists facilitators with planning theory, practical activities and workplace preparation in a structured and manageable way.
- ✔ Reduces preparation time and administrative workload, allowing facilitators to focus more on teaching and learner support.
- ✔ Suitable for both experienced facilitators and those who are new to QCTO delivery.

ISBN
Facilitator Guide: 9781770308879

WORKPLACE LOGBOOK



- ✔ Aligned to the curriculum requirements for the work experience modules (WM-01 to WM-03).
- ✔ Provides a structured format for recording workplace tasks, progress, mentor feedback and sign-off.
- ✔ Helps learners build a credible record of real-world workplace experience and practical competence.
- ✔ Assists colleges and workplace supervisors with monitoring progress, evidence collection, sign-off and compliance.
- ✔ Supports Portfolio of Evidence (PoE) development and reinforces the work-based nature of the qualification.

ISBN
Workplace Logbook: 9781770308886

CYBERSECURITY DEFENDER

EYAKHO

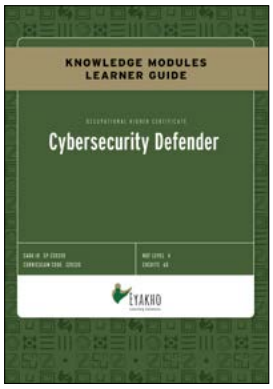
Available from Macmillan Education

About the course:

SAQA ID: 220330
Curriculum code: 900103000
Minimum credits: 60

The purpose of this qualification is to prepare a learner to operate as a cybersecurity defender.

LEARNER GUIDE

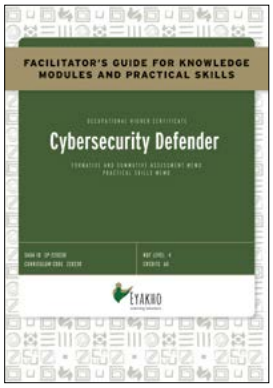


The Learner Guide gives learners the knowledge and practical understanding needed to identify, prevent, mitigate and respond to cyber threats in modern digital environments.

- ✔ Knowledge Module 1: Cyber Defence Introduction covers cybersecurity fundamentals: concepts, cyber-attacks, cyber resilience, governance, secure organisations and threat intelligence.
- ✔ Knowledge Module 2: Cyber Defence Risks examines common threats: social engineering, malware, ransomware, physical vulnerabilities and the risks organisations and individuals face.
- ✔ Knowledge Module 3: Cyber Defence Mitigation explores the tools and practices that reduce cyber risk, including encryption, network, mobile and cloud security, and password protection.
- ✔ Knowledge Module 4: Cyber Defence Resilience covers cyber hygiene, protecting files and networks, incident response, and recovering effectively from cyberattacks and data breaches.
- ✔ Practical examples, diagrams, workplace scenarios and formative activities are integrated throughout, written for the South African context.

ISBN
Learner Guide: 9781834901404

FACILITATOR GUIDE

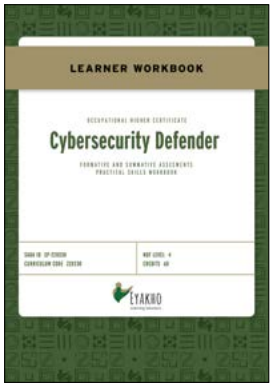


- ✔ Provides facilitators, trainers and assessors with the resources, guidance and marking tools required to deliver and assess the qualification.
- ✔ The Assessment Memo contains detailed memoranda, suggested answers and marking guidelines for 17 formative and four summative assessments across the four knowledge modules, all aligned to the Internal Assessment Criteria (IACs).
- ✔ The Practical Skills Memo provides assessment guidance, observation checklists and model answers for 15 practical skills assessments across the three practical modules.
- ✔ Supports consistent assessment, meaningful feedback, moderation and quality assurance.

ISBN
Facilitator Guide: 9781834901398

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

LEARNER WORKBOOK



- ✔ A structured collection of assessment activities that reinforces knowledge, develops practical competence and prepares learners for formal assessment.
- ✔ The Workbook contains all the formative and summative assessments for the knowledge modules, with space for learners to record their answers.
- ✔ The practical activities are aligned to the practical Internal Assessment Criteria (IACs), supporting workplace readiness and evidence collection.

ISBN
Learner Workbook: 9781834901411

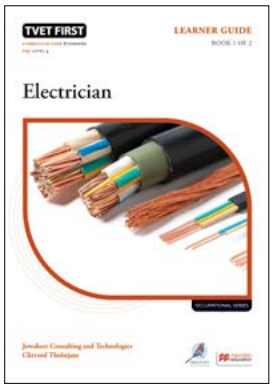
ELECTRICIAN

About the course:

SAQA ID: 91761
Curriculum code: 671101000
Minimum credits: 360

The purpose of this qualification is to prepare a learner to operate as an electrician.

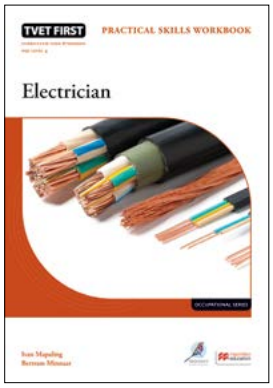
LEARNER GUIDES



- ✔ All knowledge modules are fully covered in the order of the curriculum and help prepare learners to successfully tackle the practical and workplace modules.
- ✔ Learner Guide Book 1 covers knowledge modules KM01 to KM04; Learner Guide Book 2 covers knowledge modules KM05 to KM09.
- ✔ Interesting scenarios get learners thinking and link the curriculum to the world of work.
- ✔ Clear, simple explanations help learners to master information and concepts.
- ✔ Lots of photos and diagrams illustrate the text and aid understanding.
- ✔ Varied activities encourage learners to apply their learning.
- ✔ QR codes link to videos that demonstrate tricky principles and methods and other useful resources.

ISBNs
Learner Guide – Book 1 of 2: 9781991450616
Learner Guide – Book 2 of 2: 9781991450890
Learner Guide eBook – Book 1 of 2: 9781431056897
Learner Guide eBook – Book 2 of 2: 9781776337392

PRACTICAL SKILLS WORKBOOK

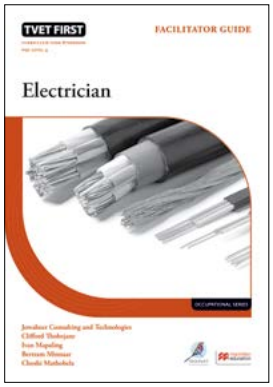


- ✔ Guidance and activities for all the practical modules in the curriculum enable learners to successfully tackle the practical and workplace modules.
- ✔ Clear descriptions of the procedures guide learners as they develop new practical skills.
- ✔ Scenario-based practical activities and assessments allow learners to practise and demonstrate the skills they need for the trade.
- ✔ Clear diagrams and photos illustrate the text.

ISBN
Practical Skills Workbook: 9781991450609

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

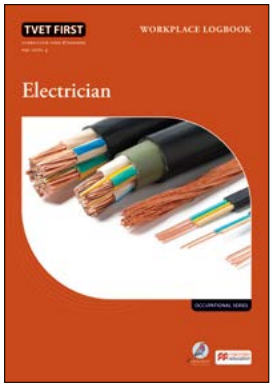
FACILITATOR GUIDE



- ✔ Contains a learning matrix that links the knowledge modules in the Learner Guides with the practical modules in the Practical Skills Workbook.
- ✔ Contains answers to all activities in the Learner Guides and assessment guidance for the practical skills activities in the Practical Skills Workbook.
- ✔ Includes lesson plans to save the facilitator valuable preparation time.

ISBN
Facilitator Guide: 9781991450593

WORKPLACE LOGBOOK



- ✔ Contains templates for learner, host company and TVET college information, as well as templates for learner rotation schemes.
- ✔ Statements of work experience provide space for signatures and feedback for each workplace module.
- ✔ Weekly journal templates let learners fill in their work experience, self-reflection and total hours worked.

ISBN
Workplace Logbook: 9781991450883

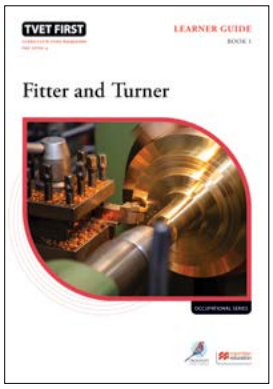
FITTER AND TURNER

About the course:

SAQA ID: 94020
Curriculum code: 652302000
Minimum credits: 548

The purpose of this qualification is to prepare a learner to operate as a fitter and turner.

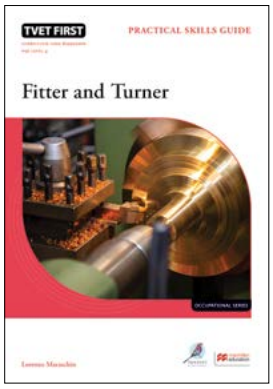
LEARNER GUIDES



- ✔ Realistic scenarios get learners to problem-solve and show how to apply the curriculum in the workplace.
- ✔ Learner Guide Book 1 covers knowledge module KM01; Learner Guide Book 2 covers knowledge modules KM02 and KM03.
- ✔ Clear explanations make technical concepts simpler for learners to understand.
- ✔ Relatable examples and scenarios bring practical and theoretical concepts to life in a way that makes learning easy.
- ✔ Detailed diagrams and clear photographs teach learners how to identify key components.
- ✔ Varied activities test learners' knowledge and make sure they are able to apply the theory.

ISBNs
Learner Guide – Book 1 of 2: 9781770308916
Learner Guide – Book 2 of 2: 9781770308923
Learner Guide eBook – Book 1 of 2: 9781834901831
Learner Guide eBook – Book 2 of 2: 9781834901848

PRACTICAL SKILLS GUIDE

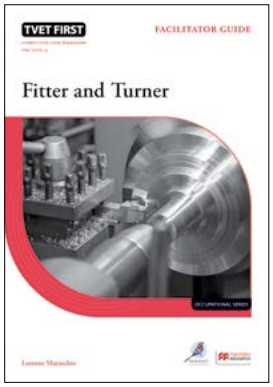


- ✔ Scenario-based tasks are based on realistic situations and prompt critical problem-solving ability.
- ✔ Practical activities and assessments are geared towards developing learners' competency in trade-related skills.
- ✔ Procedures are clearly described so that learners can practise core skills with confidence.

ISBN
Practical Skills Guide: 9781770308947
Practical Skills Guide eBook: 9781834901855

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

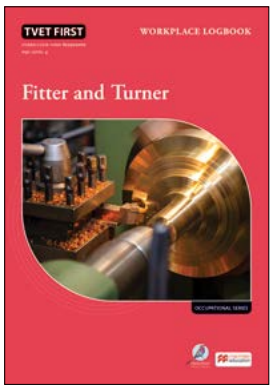
FACILITATOR GUIDE



- ✔ Includes the answers to all activities in the Learner Guides and Practical Skills Guides, as well as facilitator guidance for the practical skills in PM-01 to PM-11.
- ✔ Contains a learning material matrix which links the knowledge modules in the Learner Guides with the practical modules in the Practical Skills Guides – an excellent resource for lesson planning.
- ✔ Provides assessment guidance for the tasks in the Practical Skills Guides.
- ✔ Sample lesson plans and templates dramatically reduce facilitators' admin burden and help them to stay organised.
- ✔ With much of the preparation done and all the answers provided, facilitators have more time to focus on supporting learners.

ISBN
Facilitator Guide: 9781770308893

WORKPLACE LOGBOOK



- ✔ Organises and records evidence of learners' work experience as required by the curriculum, building up a verified record of what the learner can do.
- ✔ Easy for learners and workplace supervisors to complete, and easy for facilitators and colleges to evaluate.
- ✔ Includes all the templates, checklists and journal pages for each work activity, reducing the admin burden for learners and supervisors.
- ✔ Ensures learner and workplace compliance at each step of the course.

ISBN
Workplace Logbook: 9781770308909

GRAIN GRADER

EYAKHO

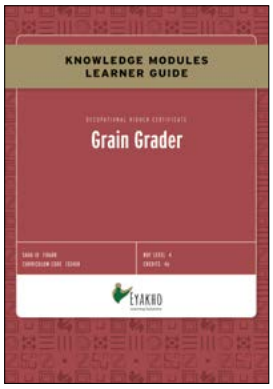
Available from Macmillan Education

About the course:

SAQA ID: 118688
Curriculum code: 684301001
Minimum credits: 46

The purpose of this qualification is to prepare a learner to operate as a grain grader.

LEARNER GUIDE

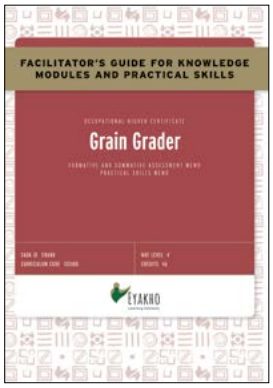


The Learner Guide gives learners the knowledge and practical understanding required to sample, inspect and grade grains and oilseeds according to industry standards, workplace procedures and regulatory requirements.

- ✔ Knowledge Module 6: Sampling and Grading of Grains and Oilseeds covers grading standards, quality factors, food safety requirements, regulatory frameworks, representative sampling methods, sampling equipment, record keeping and workplace safety.
- ✔ Knowledge Module 7: Employee of Choice develops workplace accountability, ethical decision-making and professional conduct in quality assurance work.
- ✔ Practical examples, diagrams, workplace scenarios and formative activities are integrated throughout, written for the South African context.
- ✔ Prepares learners for assessment and employment in grain handling, storage, quality assurance and the wider agricultural sector.

ISBN
Learner Guide: 9781834901466

FACILITATOR GUIDE

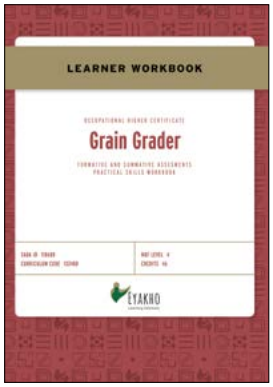


- ✔ Provides facilitators, trainers and assessors with the resources, guidance and marking tools required to deliver and assess the qualification.
- ✔ The Assessment Memo contains detailed memoranda, suggested answers and marking guidelines for five formative and two summative assessments across the two knowledge modules, aligned to the Internal Assessment Criteria (IACs).
- ✔ The Practical Skills Memo provides observation checklists, model answers and workplace-based assessment support for the three practical modules, from collecting and preparing samples to analysing and grading working samples.
- ✔ Supports consistent assessment, moderation and quality assurance.

ISBN
Facilitator Guide: 9781834901459

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

LEARNER WORKBOOK



- ✔ The Knowledge Workbook contains all the formative and summative assessments for the knowledge component (multiple-choice, short-answer and structured questions, scenario-based activities and longer written responses), with dedicated answer spaces throughout.
- ✔ The Practical Skills Workbook contains practical activities in which learners demonstrate competence in collecting and preparing grain and oilseed samples, planning grading activities, and analysing and grading working samples.
- ✔ Supports classroom learning, workplace training, blended learning and self-study.

ISBN
Learner Workbook: 9781834901473

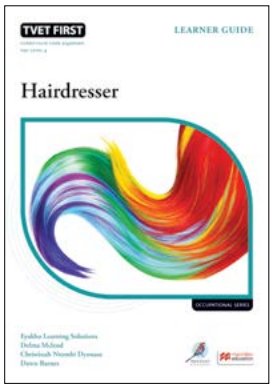
HAIRDRESSER

About the course:

SAQA ID: 102497
Curriculum code: 514101000
Minimum credits: 540

The purpose of this qualification is to prepare a learner to operate as a hairdresser.

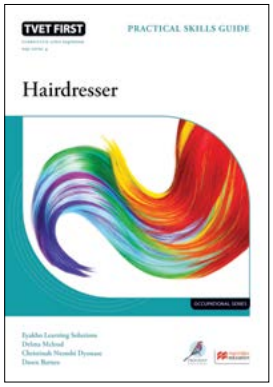
LEARNER GUIDE



- ✔ In full colour, covering all seven knowledge modules (KM-01 to KM-07) and preparing learners to successfully tackle the practical and workplace modules.
- ✔ All knowledge modules are aligned to the curriculum, making the course easy to follow.
- ✔ Clear, simple explanations help learners to master information and concepts.
- ✔ Lots of photos and diagrams illustrate the text and aid understanding.
- ✔ Step-by-step tables with full-colour photographs illustrate methods and processes to assist with practical application.
- ✔ QR codes link to online content such as practical demonstrations and explanatory videos.
- ✔ Formative activities test learners' knowledge and ensure they can apply the theory.
- ✔ Summaries at the end of each knowledge module organise and consolidate knowledge for easy revision.

ISBN
Learner Guide: 9781991450555
Learner Guide eBook: 9781834900100

PRACTICAL SKILLS GUIDE

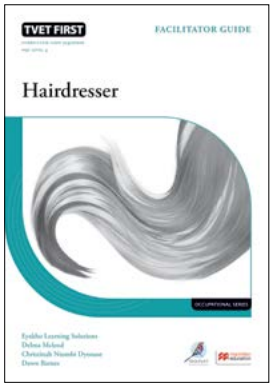


- ✔ Contains guidance for all the practical modules (PM-01 to PM-06) in the curriculum.
- ✔ Practical activities and assessments allow learners to practise and demonstrate their skills in a controlled environment.
- ✔ Clear descriptions of the procedures guide learners as they tackle new practical skills.
- ✔ Contains all the forms learners will need to complete practical sessions.

ISBN
Practical Skills Guide: 9781991450548
Practical Skills Guide eBook: 9781834901824

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

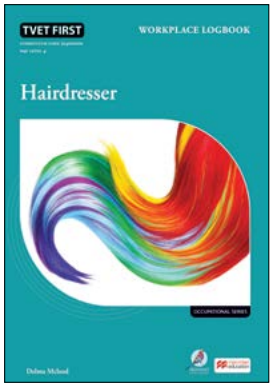
FACILITATOR GUIDE



- ✔ Contains model answers for all activities as well as guidelines for facilitators.
- ✔ A Scheme of Work links the Learner Guide modules with the practical modules in the Practical Skills Guide and the Workplace Logbook.
- ✔ Includes templates for the Statement of Results and the Record of Assessment Results.

ISBN
Facilitator Guide: 9781991450531

WORKPLACE LOGBOOK



- ✔ Contains templates to record the learner's progress and competence in the five workplace modules (WM-01 to WM-05), as specified in the curriculum.
- ✔ Links workplace tasks to learning outcomes and qualification standards.
- ✔ Provides templates for entering the details of the learner, host company and college.
- ✔ Space to record each learner's tasks and progress, including dates and supervisor sign-offs.
- ✔ Records feedback from mentors and facilitators.

ISBN
Workplace Logbook: 9781834901336

INDIVIDUAL FITNESS INSTRUCTOR

EYAKHO

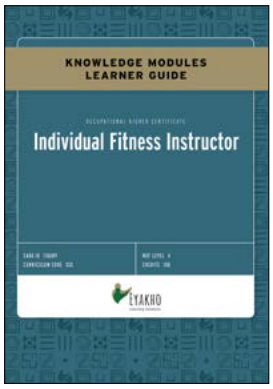
Available from Macmillan Education

About the course:

SAQA ID: 118690
Curriculum code: 342301-000-00-01
Minimum credits: 108

The purpose of this qualification is to prepare a learner to operate as an individual fitness instructor.

LEARNER GUIDE

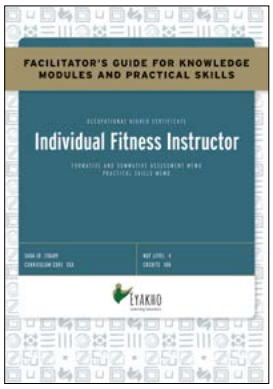


The Learner Guide equips learners with the knowledge required to build a successful career in the fitness industry: assessing clients, designing fitness programmes and delivering safe, effective exercise instruction. The knowledge modules cover:

- ✔ Workplace fundamentals – employment legislation, workplace ethics, leadership, teamwork, conflict management, communication, and occupational health and safety.
- ✔ Information technology for fitness instructors – the digital tools used for client administration, record keeping and communication in a modern fitness facility.
- ✔ Anatomy, physiology and biomechanics – the exercise science that underpins safe and effective instruction, including movement analysis, cardiovascular fitness and nutrition.
- ✔ Fitness assessments and programme design – conducting assessments, evaluating health risks, interpreting data and designing progressive programmes for individuals and groups.
- ✔ Instruction delivery for groups and individuals – session planning, equipment use, participant motivation, performance monitoring and emergency management.
- ✔ Practical examples, workplace scenarios, illustrations and formative activities are integrated throughout, written for the South African context.

ISBN
Learner Guide: 9781834901435

FACILITATOR GUIDE

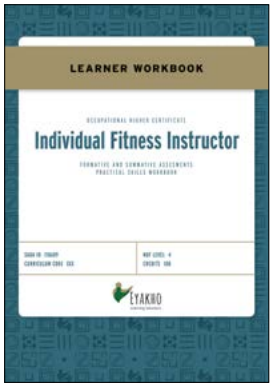


- ✔ Supports facilitators in delivering, assessing and evaluating learner performance across all five knowledge modules.
- ✔ The Assessment Memo provides model answers and detailed marking guidelines for every formative and summative assessment, fully aligned to the Internal Assessment Criteria (IACs).
- ✔ The Practical Skills Memo provides model answers, observation checklists and assessment guidance for evaluating practical competence in real or simulated fitness environments.
- ✔ Promotes fair, valid and reliable assessment, quality assurance and effective evidence collection.

ISBN
Facilitator Guide: 9781834901428

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

LEARNER WORKBOOK



- ✔ The Knowledge Workbook contains all the formative and summative assessments for the five knowledge modules (multiple-choice, short-answer and structured questions, case studies and scenario-based activities), with ample space for learners to record their responses.
- ✔ The Practical Skills Workbook enables learners to demonstrate their ability to apply theory in practical fitness environments, from conducting fitness assessments to delivering safe instruction.
- ✔ Supports continuous assessment, active learning and Portfolio of Evidence development.

ISBN
Learner Workbook: 9781834901442

MARKETING CO-ORDINATOR

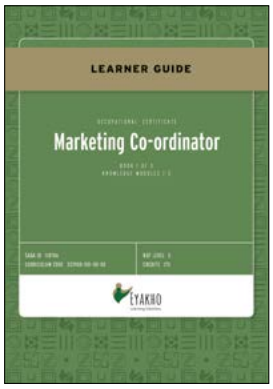
Available from Macmillan Education

About the course:

SAQA ID: 118706
Curriculum code: 333908-001-00-00
Minimum credits: 175

The purpose of this qualification is to prepare a learner to operate as a marketing co-ordinator.

LEARNER GUIDES

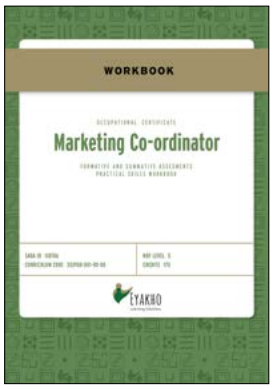


Three Learner Guides give learners a strong foundation in core marketing knowledge and workplace readiness for a marketing co-ordinator role.

- ✔ Book 1 (KM01–KM03) introduces essential marketing skills and professional conduct: contributing to marketing strategies, legal and regulatory requirements, ethical standards, communication, teamwork, time management, and supporting campaigns and projects.
- ✔ Book 2 (KM04–KM05) develops practical understanding of marketing research and business tools (research methodology, data collection and analysis), plus essential numerical skills such as budgeting, break-even analysis and return on marketing investment.
- ✔ Book 3 (KM06–KM08) completes the knowledge component with customer relationship management, the business environment (legislation, compliance, consumer protection) and the digital tools used to manage data, content and communication.

ISBNs
Learner Guide – Book 1 of 3: 9781779974044
Learner Guide – Book 2 of 3: 9781779974068
Learner Guide – Book 3 of 3: 9781770308718

WORKBOOK

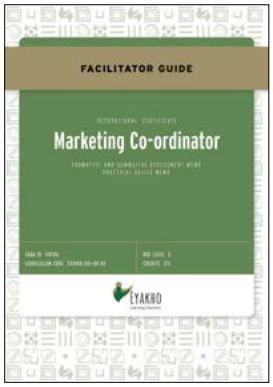


- ✔ Helps learners apply what they have learned in a practical, structured way.
- ✔ Part 1 contains the formative and summative assessments from all the knowledge modules, with guidance and space for learners to record their answers, track progress and demonstrate competence.
- ✔ Part 2 guides learners through hands-on tasks that reflect real marketing co-ordination activities in the workplace, as required by the practical modules.

ISBN
Workook: 9781770308770

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

FACILITATOR GUIDE



- ✔ Part 1 contains the formative and summative assessment memoranda for all knowledge modules, supporting accurate marking and consistent assessment decisions.
- ✔ Part 2 includes the practical skills memo, providing guidance for assessing workplace tasks, evidence and learner competence during practical and integrated assessments.

ISBN
Facilitator Guide: 9781770308800

OCCUPATIONAL HEALTH AND SAFETY ASSISTANT

EYAKHO

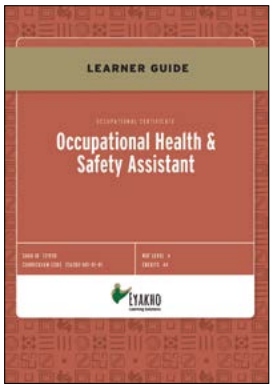
Available from Macmillan Education

About the course:

SAQA ID: 121930
Curriculum code: 226302-001-01-01
Minimum credits: 44

The purpose of this qualification is to prepare a learner to operate as an occupational health and safety assistant.

LEARNER GUIDE

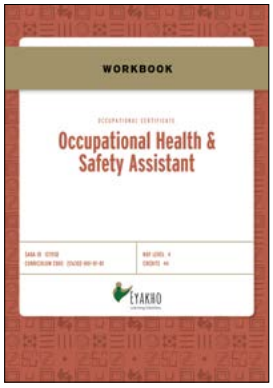


The OHS Assistant is a Part Qualification and an entry-level position in the discipline, and an ideal platform for further learning.

- ✔ Covers knowledge modules KM03 and KM04, providing a practical introduction to the knowledge and skills required to support occupational health and safety activities in the workplace.
- ✔ Equips learners with foundational knowledge for communication, administration, record keeping and basic safety processes in an OHS environment.
- ✔ Covers key areas such as effective communication in the OHS discipline, coaching and influencing people assertively, managing and preventing conflict, ethical behaviour and the principles of auditing.
- ✔ Introduces OHS administration, document control, hazard identification, risk assessment, reporting, and internal and external communication within the OHS function.

ISBN
Learner Guide: 9781770309432

WORKBOOK

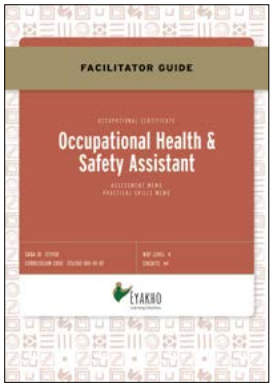


- ✔ Provides structured activities that allow learners to apply knowledge, practise workplace skills and demonstrate competence.
- ✔ Part 1 contains the formative and summative assessment activities, covering communication, ethics and auditing, administration, document control, hazard identification, risk assessment and record management.
- ✔ Part 2 guides learners through hands-on tasks including filing and document control, computer-based administration, meeting administration, report writing, presentations, and preparing for internal and external OHS audits.

ISBN
Workook: 9781770309449

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

FACILITATOR GUIDE



- ✔ Part 1 contains the formative and summative assessment memoranda for the knowledge modules, supporting accurate marking and consistent assessment decisions.
- ✔ Part 2 includes the practical skills memo, which guides the assessment of workplace tasks, evidence collection and learner competence during practical and integrated assessments.
- ✔ An essential resource for accredited training providers, facilitators and assessors delivering this Part Qualification.

ISBN
Facilitator Guide: 9781770309456

OCCUPATIONAL HEALTH AND SAFETY OFFICER

EYAKHO

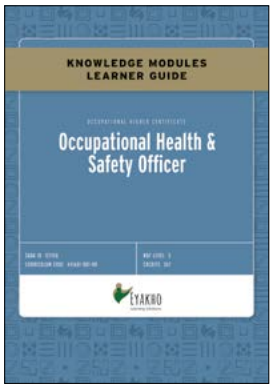
Available from Macmillan Education

About the course:

SAQA ID: 121929
Curriculum code: 226302-001-01-00
Minimum credits: 120

The purpose of this qualification is to prepare a learner to operate as an occupational health and safety officer.

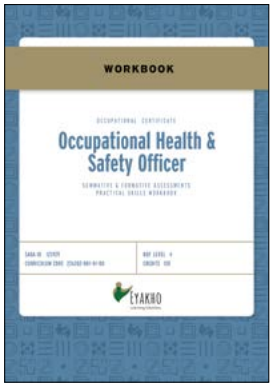
LEARNER GUIDES



- ✔ Learner Guide Book 1 comprehensively covers knowledge modules KM01–KM03: the fundamentals of occupational health and safety, South African health and safety legislation, legal compliance, workplace roles and responsibilities, behavioural safety management and building a positive safety culture.
- ✔ Learner Guide Book 2 covers knowledge modules KM04–KM05, focusing on the operational and technical aspects of managing OHS: health and safety administration, effective record-keeping systems, hazard identification, risk assessment and control measures.
- ✔ Content is structured to link theory to real workplace situations through practical examples, explanations and learning activities, so learners can apply health and safety principles across different industries.

ISBNs
Learner Guide – Book 1 of 2: 9781779973627
Learner Guide – Book 2 of 2: 9781779973665

WORKBOOK

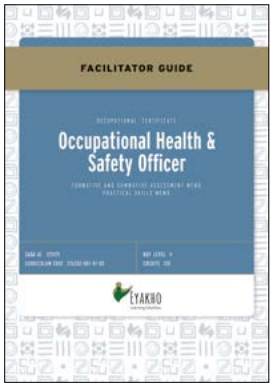


- ✔ A practical learning resource that supports learners as they work through the qualification.
- ✔ Part 1 includes the formative and summative assessment activities, enabling learners to test their knowledge, track progress and gather evidence of competence across the knowledge modules.
- ✔ Part 2 focuses on practical skills activities: hands-on tasks in hazard identification, risk assessment, inspections, incident reporting, record keeping, communication and workplace safety practices.
- ✔ Activities are clearly set out with space for learners to record their answers as they progress through the course.

ISBN
Workook: 9781779973726

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

FACILITATOR GUIDE



- ✔ An essential resource for accredited training providers, facilitators and assessors delivering the qualification.
- ✔ Part 1 contains the formative and summative assessment memoranda for all knowledge modules, supporting accurate marking and consistent assessment decisions.
- ✔ Part 2 includes the practical skills memo, which guides the assessment of workplace tasks, evidence collection and learner competence during practical and integrated assessments.

ISBN
Facilitator Guide: 9781779973801

PLUMBER

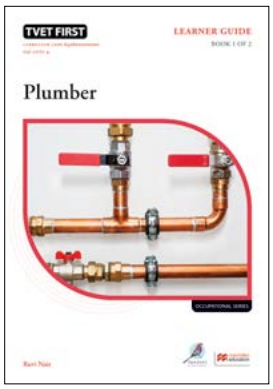
About the course:

SAQA ID: 124445
Curriculum code: 6426010000200
Minimum credits: 395

The purpose of this qualification is to prepare a learner to operate as a plumber.

Aligned with the NEW and REVISED curriculum registered by the QCTO in 2025 which now has 395 credits.

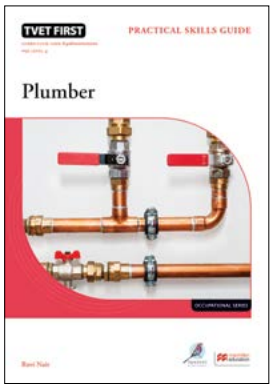
LEARNER GUIDES



- ✔ All knowledge modules are fully covered in the order of the curriculum and help prepare learners to successfully tackle the practical and workplace modules.
- ✔ Learner Guide Book 1 covers knowledge modules KM01 to KM08; Learner Guide Book 2 covers knowledge modules KM09 to KM13.
- ✔ Real-life plumbing scenarios get learners thinking and link the curriculum to the world of work.
- ✔ Clear, simple explanations help learners to understand and apply plumbing concepts, and step-by-step tables illustrate methods and processes.
- ✔ Detailed diagrams and clear photographs teach learners how to identify key components.
- ✔ A wide range of case studies, activities and assessments test learners' knowledge and makes sure they can apply the theory.
- ✔ QR codes link to online videos and other resources to support learning.

ISBNs
Learner Guide – Book 1 of 2: 9781770309067
Learner Guide – Book 2 of 2: 9781770309074
Learner Guide eBook – Book 1 of 2: 9781834901893
Learner Guide eBook – Book 2 of 2: 9781834901909

PRACTICAL SKILLS GUIDE

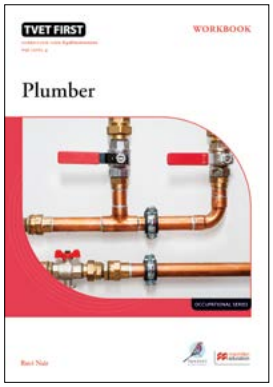


- ✔ Covers all the practical modules (PM01 to PM10) in one book, making it easy for learners to apply the knowledge from KM01–KM13 as covered in the Learner Guides.
- ✔ Practical assessments allow learners to practise and demonstrate their skills in a controlled environment.
- ✔ Clear instructions and step-by-step procedures guide learners as they tackle new practical skills.
- ✔ Assessment criteria and self-evaluation tools guide learners to meet all requirements.
- ✔ Clear diagrams and photos enhance learners' understanding.

ISBN
Practical Skills Guide: 9781770309081
Practical Skills Guide eBook: 9781834901916

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

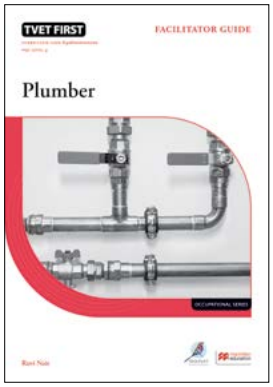
WORKBOOK



- ✔ Lists all the activities found in the Learner Guides, with the questions repeated and suitable space provided for learners to fill in their answers.
- ✔ Each practical assessment has worksheets with space for learners to record the safety precautions and PPE used, as well as site diary notes and concluding remarks.

ISBN
Workbook: 9781770309098

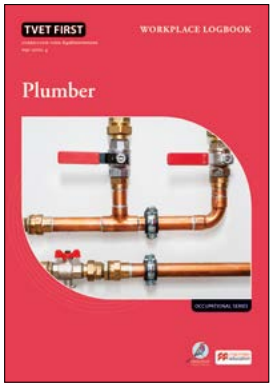
FACILITATOR GUIDE



- ✔ Includes the answers to all activities in the Learner Guides and assessment guidance for the practical skills activities in the Practical Skills Guide, saving valuable preparation and marking time.
- ✔ A learning material matrix links the knowledge topics, practical tasks and workplace experience required by the curriculum with the Learner Guides and Practical Skills Guide.
- ✔ Provides guidance for facilitating the content and the practical skills sessions.
- ✔ Includes digitally compatible versions of the Statement of Results and the Record of Assessment Results, as well as a lesson plan template.

ISBN
Facilitator Guide: 9781770309050

WORKPLACE LOGBOOK



- ✔ Organises and records evidence of learners' work experience as required by the curriculum, building a verified record of what the learner can do.
- ✔ Easy for learners and supervisors to complete, and easy for facilitators and colleges to evaluate.
- ✔ Includes all the templates, checklists and journal pages for each work activity, reducing the admin burden for learners and workplace supervisors.
- ✔ Ensures that learners and supervisors are compliant.

ISBN
Workplace Logbook: 9781770309104

RENEWABLE ENERGY WORKSHOP ASSISTANT

EYAKHO

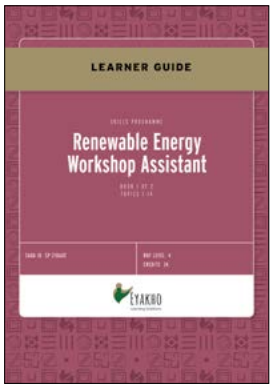
Available from Macmillan Education

About the course:

Skills Programme ID: SP-210602
Curriculum code: 653101000
Minimum credits: 24

The purpose of this qualification is to prepare a learner to operate as a renewable energy workshop assistant.

LEARNER GUIDES



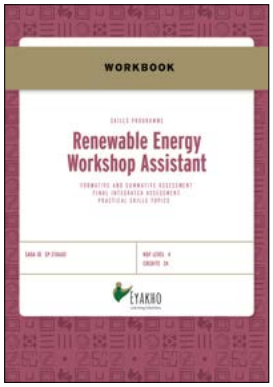
Learners entering this Skills Programme can feed into all renewable energy occupations in the industry, such as Solar Photovoltaic Service Technician, Solar Water Heater Installer, Wind Turbine Service Technician and Electrician.

- ✔ Learner Guide Book 1 (Topics 1–14) introduces the fundamentals of renewable energy systems (solar, wind, hydro, geothermal, biomass and emerging technologies) together with South Africa's energy challenges, policy frameworks and the legislation governing renewable energy installations.
- ✔ Book 1 places a strong emphasis on occupational health and safety: hazard identification, risk assessment, emergency response, PPE standards, fire prevention, lock-out procedures and safety signage for industrial and photovoltaic (PV) sites.
- ✔ Learner Guide Book 2 (Topics 15–25) deepens safety competence (incident reporting, evacuation procedures, radiation hazards) and strengthens technical understanding of electricity fundamentals, circuits, power generation and electronic concepts.
- ✔ Book 2 also equips learners with the correct use, safety and maintenance of hand tools, power tools, marking-off equipment, lifting equipment, soldering tools, wiring methods and riveting equipment.

ISBNs
Learner Guide – Book 1 of 2: 9781770308824
Learner Guide – Book 2 of 2: 9781770309111

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

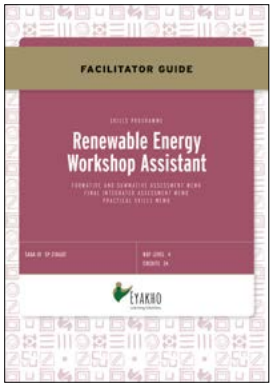
WORKBOOK



- ✔ Provides structured activities and assessment tasks with space for learners to record their answers.
- ✔ Part 1 includes the formative and summative assessment activities for Topics 1–25, supporting continuous learning.
- ✔ Part 2 contains the Final Integrated Supervised Assessment (FISA), allowing learners to demonstrate overall competence against the programme outcomes.
- ✔ Part 3 covers the practical skills modules: hands-on tasks, safe work practices and the correct use of tools and equipment in renewable energy environments.

ISBN
Workook: 9781770309128

FACILITATOR GUIDE



- ✔ Part 1 contains the memoranda for the formative and summative assessments covering Topics 1–25, supporting ongoing learner evaluation.
- ✔ Part 2 includes the Final Integrated Summative Assessment memo, guiding assessors in evaluating learner competence against the exit-level outcomes.
- ✔ Part 3 provides the memoranda for the practical skills assessments, supporting the assessment of hands-on tasks, tool use, safety practices and workplace readiness.

ISBN
Facilitator Guide: 9781770309135

SALES ASSISTANT (GENERAL) (RETAIL SALES ADVISOR)

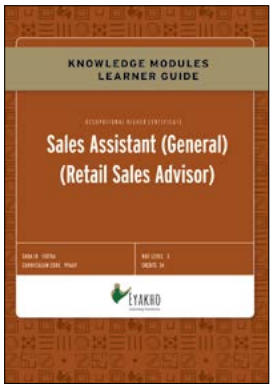
Available from Macmillan Education

About the course:

SAQA ID: 522301
Curriculum code: 522301001
Minimum credits: 54

The purpose of this qualification is to prepare a learner to operate as a sales assistant.

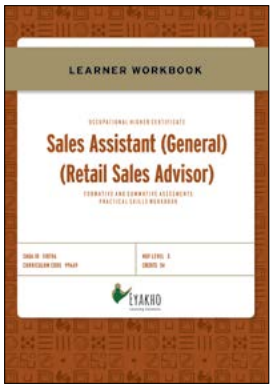
LEARNER GUIDE



- ✔ Practical examples and workplace scenarios are integrated throughout the Learner Guide to help learners to apply their knowledge and skills in real workplaces.
- ✔ All examples and activities are developed specifically for the South African context.
- ✔ The Learner Guide provides thorough coverage of Knowledge Modules 01–03.
- ✔ Module 1 prepares learners to deal professionally with customers.
- ✔ Module 2 covers exceptional service and draws the links between customer service and long-term business sustainability.
- ✔ Module 3 focuses on identifying sales opportunities within a customer-centred approach.

ISBN
Learner Guide: 9781834901497

LEARNER WORKBOOK

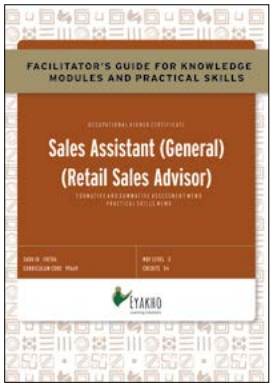


- ✔ Includes structured assessments to support learning, develop practical competence and prepare learners for formal assessment.
- ✔ Includes workplace-based activities that assess the learner's ability to perform practical retail sales tasks in real-world environments.
- ✔ Contains extensive formative and summative assessments to cover all knowledge elements.
- ✔ Supports classroom learning, workplace training as well as self-study.

ISBN
Learner Workook: 9781834901503

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

FACILITATOR GUIDE



- ✔ The assessment section covers all three knowledge modules and includes all formative and summative assessments aligned to the **Internal Assessment Criteria (IACs)** of the qualification.
- ✔ The practical section guides facilitators to assess learners against the **practical IACs** and **qualification outcomes**.
- ✔ The **Assessment Memo** contains detailed memoranda, suggested answers and marking guidelines for all formative and summative assessments of the qualification.
- ✔ The **Practical Skills Memo** provides assessment guidance, observation checklists, model answers and workplace-based assessment support for the practical component of the qualification.
- ✔ Ensures alignment with the assessment requirements and outcomes of the Retail Sales Advisor qualification.

ISBN
Facilitator Guide: 9781834901480

WORKPLACE ESSENTIAL SKILLS

EYAKHO

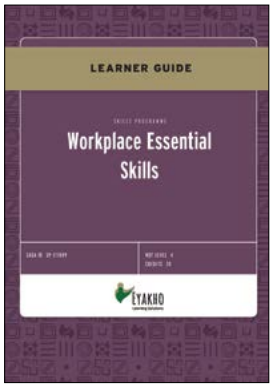
Available from Macmillan Education

About the course:

Skills Programme ID: SP-211009
Curriculum code: 653101000
Minimum credits: 20

This Skills Programme prepares learners to operate confidently as employees and to complete routine workplace tasks responsibly and professionally.

LEARNER GUIDE

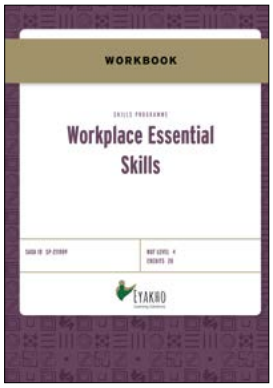


This Skills Programme prepares learners to operate confidently as employees and to complete routine workplace tasks responsibly and professionally.

- ✔ All 12 topics in the knowledge component are comprehensively covered in accessible language.
- ✔ The content focuses on building the foundational skills required for work, learning and everyday life.
- ✔ Key topics include employer and employee responsibilities, employment and labour relations, planning and organising work, teamwork, communication, ethics, workplace health and safety, and current trends influencing work.
- ✔ Learners also develop job-seeking skills such as preparing for interviews and applying for employment opportunities.

ISBN
Learner Guide: 9781770309159

WORKBOOK

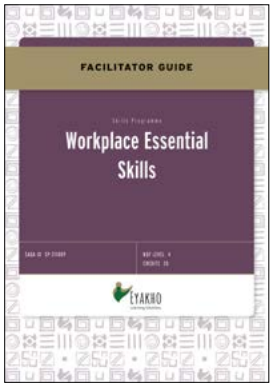


- ✔ Includes essential structured activities for both the knowledge and application parts of the course, with spaces for learners to write their answers.
- ✔ Part 1 covers formative and summative assessments. It includes case studies, written activities, role plays and group discussions.
- ✔ Part 2 covers hands-on workplace tasks. These include applying for jobs, preparing for job interviews, analysing employment contracts, participating in meetings, working in teams and creating safe, productive work environments.

ISBN
Workook: 9781770309166

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

FACILITATOR GUIDE



- ✔ The first part covers the formative and summative assessment memos, including guidance on continuous assessment, written tests, practical tests and the final integrated supervised assessment, with clear marking guidelines and sample answers for fair, consistent assessment.
- ✔ The second part contains the practical skills memoranda, with suggested facilitation agendas, lesson plans, learner support strategies and practical workplace activities that help learners apply essential skills in real work contexts.

ISBN
Facilitator Guide: 9781770309173

WORKSHOP TOOL ASSISTANT

EYAKHO

Available from Macmillan Education

About the course:

Skills Programme: SP-191207
Curriculum code: SP-191207
Minimum credits: 24

The purpose of this qualification is to prepare a learner to operate as a workshop tool assistant.

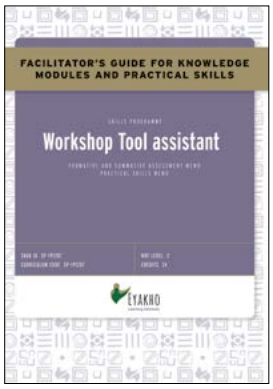
LEARNER GUIDE

The Learner Guide gives learners the foundational knowledge required to work safely and effectively in mechanical and panel-beating environments, supporting workshop operations.

- ✔ Knowledge Topic 1 covers the properties, safe handling, storage and disposal of the fluids, lubricants, metals and materials used in engines, vehicles, equipment and workshops.
- ✔ Knowledge Topic 2 covers the physics behind mechanical systems: gears, levers, pulleys, pneumatics, hydraulics, friction, corrosion, units of measurement, tolerances and fits.
- ✔ Knowledge Topic 3 introduces the fundamentals of electricity (current, voltage, resistance, circuits, fault finding, motors, generators and alternators) as applied to vehicles and equipment.
- ✔ Practical examples, diagrams, workplace scenarios and formative activities are integrated throughout, written for the South African context.

ISBN
Learner Guide: 9781834901527

FACILITATOR GUIDE

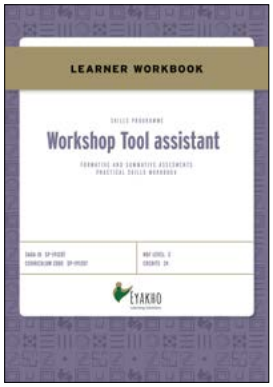


- ✔ Provides facilitators, trainers and assessors with the resources, guidance and marking tools required to deliver and assess the qualification.
- ✔ The Assessment Memo contains memoranda, suggested answers and marking guidelines for three formative and three summative assessments across the three knowledge topics, aligned to the Internal Assessment Criteria (IACs).
- ✔ The Practical Skills Memo covers five practical skills activities, from reading safety signage and using hand tools to operating workshop equipment, using measuring instruments and fabricating simple components.
- ✔ Supports fair, reliable and consistent assessment of workplace competence.

ISBN
Facilitator Guide: 9781834901510

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

LEARNER WORKBOOK



- ✔ The Knowledge Workbook contains all the formative and summative assessments for the knowledge component – multiple-choice, short-answer and structured questions, calculations and scenario-based activities – with dedicated answer spaces throughout.
- ✔ The Practical Skills Workbook contains practical activities in which learners demonstrate their ability to apply knowledge and perform workplace tasks safely and competently.
- ✔ Supports classroom learning, workplace training, blended learning and self-study.

ISBN
Learner Workook: 9781834901534

OCCUPATIONAL COURSES PRICE LIST

Prices are valid from 1 July 2026 to 30 June 2027 and are subject to change without notice.

Please contact Customer Services for an electronic price list in Excel format.
This spreadsheet can also be used to request quotations.

PRINT BOOKS

ISBN	COMPONENT	RETAIL PRICE (VAT incl.)
AUTOMOTIVE MOTOR MECHANIC		
9781991450586	Learner Guide Book 1 of 3	R795.95
9781991450739	Learner Guide Book 2 of 3	R795.95
9781991450746	Learner Guide Book 3 of 3	R795.95
9781991450579	Practical Skills Workbook	R995.95
9781991450722	Workplace Logbook	R299.95
9781991450562	Facilitator Guide	R599.95
BEAUTY THERAPIST		
9781770309012	Learner Guide	R995.95
9781770309036	Practical Skills Guide	R699.95
9781770309043	Workplace Logbook	R199.95
9781770309005	Facilitator Guide	R599.95
BRICKLAYER		
9781991450487	Learner Guide Book 1 of 2	R795.95
9781991450517	Learner Guide Book 2 of 2	R795.95
9781991450494	Practical Skills Guide	R699.95
9781991450524	Workbook	R299.95
9781991450500	Workplace Logbook	R199.95
9781991450470	Facilitator Guide	R599.95
CLOUD ADMINISTRATOR		
9781834901350	Learner Guide Book 1 of 3	R795.95
9781834901367	Learner Guide Book 2 of 3	R795.95
9781834901374	Learner Guide Book 3 of 3	R795.95
9781834901381	Learner Workbook	R795.95
9781834901343	Facilitator Guide	R649.95

ISBN	COMPONENT	RETAIL PRICE (VAT incl.)
CONFERENCE AND EVENTS ORGANISER		
9781770308831	Learner Guide Book 1 of 2	R795.95
9781770308848	Learner Guide Book 2 of 2	R795.95
9781770308855	Learner Guide Workbook	R699.95
9781770308862	Practical Skills Workbook	R699.95
9781770308886	Workplace Logbook	R249.95
9781770308879	Facilitator Guide	R795.95
CYBERSECURITY DEFENDER		
9781834901404	Learner Guide	R795.95
9781834901411	Learner Workbook	R795.95
9781834901398	Facilitator Guide	R649.95
ELECTRICIAN		
9781991450616	Learner Guide Book 1 of 2	R795.95
9781991450890	Learner Guide Book 2 of 2	R795.95
9781991450609	Practical Skills Workbook	R999.95
9781991450883	Workplace Logbook	R249.95
9781991450593	Facilitator Guide	R599.95
FITTER AND TURNER		
9781770308916	Learner Guide Book 1 of 2	R795.95
9781770308923	Learner Guide Book 2 of 2	R795.95
9781770308947	Practical Skills Guide	R795.95
9781770308909	Workplace Logbook	R199.95
9781770308893	Facilitator Guide	R599.95
GRAIN GRADER		
9781834901466	Learner Guide	R495.95
9781834901473	Learner Workbook	R199.95
9781834901459	Facilitator Guide	R199.95

Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

ISBN	COMPONENT	RETAIL PRICE (VAT incl.)
HAIRDRESSER		
9781991450555	Learner Guide	R995.95
9781991450548	Practical Skills Guide	R699.95
9781834901336	Workplace Logbook	R199.95
9781991450531	Facilitator Guide	R599.95
INDIVIDUAL FITNESS INSTRUCTOR		
9781834901435	Learner Guide	R895.95
9781834901442	Learner Workbook	R795.95
9781834901428	Facilitator Guide	R649.95
MARKETING CO-ORDINATOR		
9781779974044	Learner Guide Book 1 of 3	R549.95
9781779974068	Learner Guide Book 2 of 3	R549.95
9781770308718	Learner Guide Book 3 of 3	R549.95
9781770308770	Workbook	R795.95
9781770308800	Facilitator Guide	R795.95
OCCUPATIONAL HEALTH & SAFETY ASSISTANT		
9781770309432	Learner Guide	R395.95
9781770309449	Workbook	R149.95
9781770309456	Facilitator Guide	R149.95
OCCUPATIONAL HEALTH & SAFETY OFFICER		
9781779973627	Learner Guide Book 1 of 2	R795.95
9781779973665	Learner Guide Book 2 of 2	R795.95
9781779973726	Workbook	R795.95
9781779973801	Facilitator Guide	R795.95

ISBN	COMPONENT	RETAIL PRICE (VAT incl.)
PLUMBER		
9781770309067	Learner Guide Book 1 of 2	R895.95
9781770309074	Learner Guide Book 2 of 2	R895.95
9781770309081	Practical Skills Guide	R599.95
9781770309098	Workbook	R299.95
9781770309104	Workplace Logbook	R199.95
9781770309050	Facilitator Guide	R599.95
RENEWABLE ENERGY WORKSHOP ASSISTANT		
9781770308824	Learner Guide Book 1 of 2	R795.95
9781770309111	Learner Guide Book 2 of 2	R795.95
9781770309128	Workbook	R395.95
9781770309135	Facilitator Guide	R395.95
SALES ASSISTANT (GENERAL) (RETAIL SALES ADVISOR)		
9781834901497	Learner Guide	R495.95
9781834901503	Learner Workbook	R199.95
9781834901480	Facilitator Guide	R299.95
WORKPLACE ESSENTIAL SKILLS		
9781770309159	Learner Guide	R549.95
9781770309166	Workbook	R249.95
9781770309173	Facilitator Guide	R199.95
WORKSHOP TOOL ASSISTANT		
9781834901527	Learner Guide	R495.95
9781834901534	Learner Workbook	R199.95
9781834901510	Facilitator Guide	R299.95

OCCUPATIONAL COURSES PRICE LIST

Prices are valid from 1 July 2026 to 30 June 2027 and are subject to change without notice.

Please contact Customer Services for an electronic price list in Excel format.
This spreadsheet can also be used to request quotations.

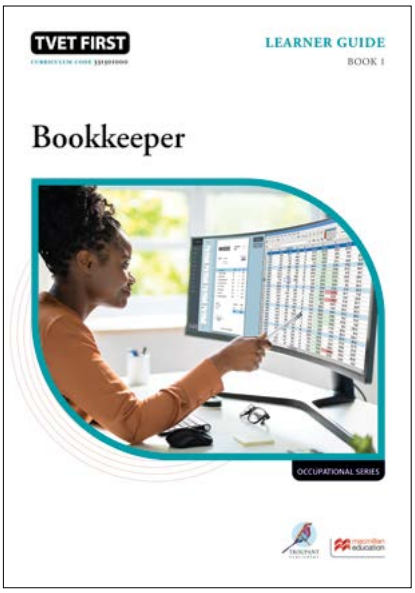
EBOOKS

WPDF ISBN	COMPONENT	RETAIL PRICE (VAT incl.)
AUTOMOTIVE MOTOR MECHANIC		
9781834900117	Learner Guide Book 1 of 3	R636.76
9781834901770	Learner Guide Book 2 of 3	R636.76
9781834901787	Learner Guide Book 3 of 3	R636.76
9781834901763	Practical Skills Workbook	R796.76
BEAUTY THERAPIST		
9781834901879	Learner Guide	R796.76
9781834901886	Practical Skills Guide	R796.76
BRICKLAYER		
9781991450999	Learner Guide Book 1 of 2	R636.76
9781431019038	Learner Guide Book 2 of 2	R636.76
9781834900124	Practical Skills Guide	R559.96
CONFERENCE AND EVENTS ORGANISER		
9781834901794	Learner Guide Book 1 of 2	R636.76
9781834901800	Learner Guide Book 2 of 2	R636.76

WPDF ISBN	COMPONENT	RETAIL PRICE (VAT incl.)
ELECTRICIAN		
9781431056897	Learner Guide Book 1 of 2	R636.76
9781776337392	Learner Guide Book 2 of 2	R636.76
FITTER AND TURNER		
9781834901831	Learner Guide Book 1 of 2	R636.76
9781834901848	Learner Guide Book 2 of 2	R636.76
9781834901855	Practical Skills Guide	R636.76
HAIRDRESSER		
9781834900100	Learner Guide	R796.76
9781834901824	Practical Skills Guide	R559.96
PLUMBER		
9781834901893	Learner Guide Book 1 of 2	R716.76
9781834901909	Learner Guide Book 2 of 2	R716.76
9781834901916	Practical Skills Guide	R479.96

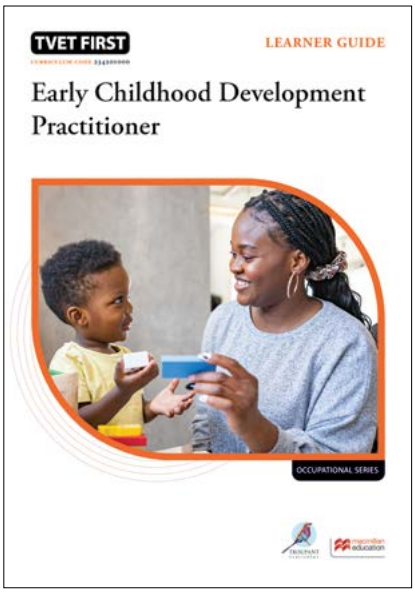
Senior Sales Representative: TVET Colleges – Jayshil Bhula | Cell: 078 803 9903 | Email: Jayshil.Bhula@macmillaneducation.co.za
Customer Services – Tel: 011 731 3300 | Email: customerservices@macmillaneducation.co.za

COMING SOON

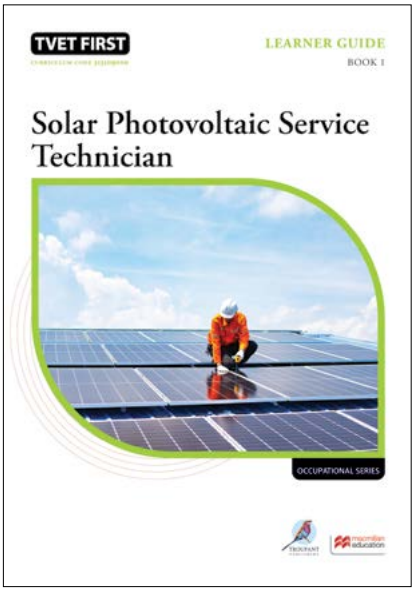


Complies with new curriculum for Bookkeeper
SAQA code: 125145
Curriculum code: 331301-000-00-00
Number of credits: 166

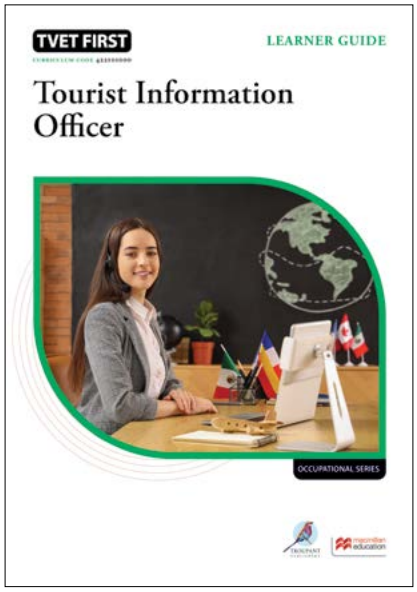
SAQA code: 125108
Curriculum code: 35120100101
Number of credits: 175



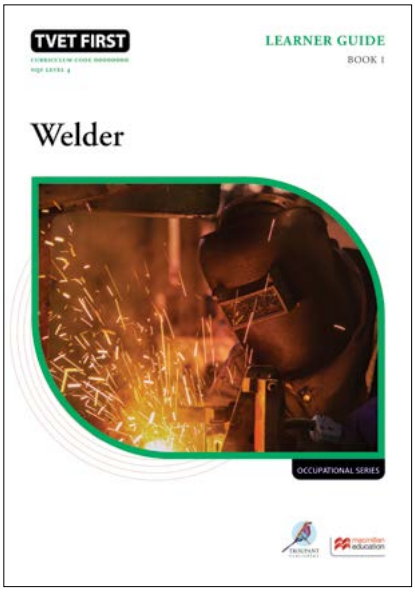
SAQA code: 97542
Curriculum code: 234201000
Number of credits: 131



SAQA code: 99447
Curriculum code: 313109000
Number of credits: 344



SAQA code: 101865
Curriculum code: 422101000
Number of credits: 280



SAQA code: 94100
Curriculum code: 651202000
Number of credits: 373

TVET FIRST

For best results use TVET FIRST

To order any of our books contact:

MACMILLAN CUSTOMER SERVICES
Email: customerservices@macmillaneducation.co.za | Tel: 011 731 3300
www.macmillaneducation.co.za
TVETFirst | @TVETFirst

SALES AND MARKETING REPRESENTATIVES

NATIONAL
Jayshil Bhula
Cell: 078 803 9903
Email: Jayshil.Bhula@macmillaneducation.co.za

EASTERN CAPE
Thantaswa Botile
Cell: 071 671 1228
Email: Thantaswa.Botile@macmillaneducation.co.za
Ayanda Nkunzi
Cell: 082 949 9664
Email: Ayanda.Nkunzi@macmillaneducation.co.za

FREE STATE
Peter Ledwaba
Cell: 076 994 0986
Email: Peter.Ledwaba@macmillaneducation.co.za

GAUTENG
Nicole Smith
Cell: 082 944 6968
Email: Nicole.Smith@macmillaneducation.co.za
Phathi Kona
Cell: 060 908 8209
Email: Phathi.Kona@macmillaneducation.co.za

KWAZULU-NATAL
Muzi Mshengu
Cell: 082 528 3712
Email: Ernest.Mshengu@macmillaneducation.co.za
Qhawe Gumede
Cell: 079 877 4995
Email: Qhawe.Gumede@macmillaneducation.co.za

LIMPOPO
Mmatapa Moabelo
Cell: 078 804 0612
Email: Mmatapa.Moabelo@macmillaneducation.co.za

MPUMALANGA
Lillian Vuma
Cell: 078 803 9918
Email: Lillian.Vuma@macmillaneducation.co.za

NORTH WEST
Mmaabo Modisane
Cell: 071 399 1337
Email: Mmaabo.Modisane@macmillaneducation.co.za

NORTHERN CAPE
Jayshil Bhula
Cell: 078 803 9903
Email: Jayshil.Bhula@macmillaneducation.co.za

WESTERN CAPE
Tania Zeederberg
Cell: 066 211 4352
Email: Tania.Zeederberg@macmillaneducation.co.za
Liezl Abrahams
Cell: 071 441 9144
Email: Liezl.Abrahams@macmillaneducation.co.za

TROUPANT PUBLISHERS
macmillan education