






# TRAINING SCHEDULE

SCHOOL AND PUBLIC HOLIDAYS					TERM 1		TERM 2		TERM 3		TERM 4		2016 - TERM 1		2016 - TERM 1	
SCHOOL HOLIDAYS					Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
PUBLIC HOLIDAYS					14-Jan	25-Mar	13 April	26 Jun	20 July	02 Oct	12 Oct	9 Dec	13 Jan	18 March	5 April	24 June
PUBLIC HOLIDAYS					1 Jan, 21 March, 3, 6, 27 April, 1 May, 16 June, 9, 10 Aug, 24 Sept, 16 Dec.											
<b>LEGEND:</b> E=Enrollment, OR= On Request, LD = Limited Delegates, WS= Workshops, AC= Accredited Course, NA=Not Accredited, SP=Skills Programme, OL=On-Line																
<b>PRIME LINK - TRAINING SCHEDULE 2015</b>																
Course Number	Course Title	Type	Duration	Price	DATES: All courses are presented as per client required dates. Training must be booked ONE month in advanced and is payable on acceptance of quotation.											
BMS-005	National SHEQ Integrated Management System Certificate (CLASSROOM)	AC	40 Days	R 39,200	Enroll your employees for the SHEQ IMS online course while we assist with your SHEQ System Implementation for 50% less. This On-line course enable the student (Employee), the opportunity to learn how to implement and maintain the SHEQ integrated System. We implement a Software System (At additional cost), to evaluate the progress of the student and ensure that your system is aligned with the required standard(s) requirements. This course enable the organization to Reduce consultancy costs, maintain an integrated system on a reputable software system and improve sustainability of the company. A demonstration of the process we follow plus a full project plan is available on request. Note the Modules below (SLP 1 - 7)											
SLP1	The Fundamentals of Communication, Time, Change and Culture Management during the Implementation of a SHEQ Integrated Management System	OL	4 weeks Online	R 4,300	 <p>These modules can also be done individually. Excellent student support is provided through Skype/E-mail/Telephone. On-site assistance provided at hourly rates.</p> 											
SLP2	Planning of a SHEQ Integrated Management System	OL	4 weeks Online	R 4,300												
SLP3	HIRA (Hazard Identification and Risk assessment) and Incident Investigation	OL	4 weeks Online	R 4,300												
SLP4	Enterprise Risk Management AND Project Coordination	OL	4 weeks Online	R 4,300												
SLP5	Monitor and control the Integrated SHEQ Management System	OL	4 weeks Online	R 6,000												
SLP6	Evaluation of the effectiveness of the SHEQ IMS based on the requirements of OHSAS 18001, ISO 14001 and ISO 9001	OL	4 weeks Online	R 8,000												
SLP7	Act and improve the SHEQ IMS utilizing a sustainable business strategy	OL	4 weeks Online	R 8,000												
<b>SOFT SKILLS COURSES (SS)</b>																
SS-001	The Fundamentals of Communication, Time, Change and Culture Management during the Implementation of a SHEQ Integrated Management System	AC	3 Days	R 3,800	If you don't understand the basics of life, it will always be a burden. Without the proper understanding and practicing of soft skills, employee's often struggle to enhance their performance. In most companies Cultural differences and Change management is the most important aspect of taking the business forward. Let us assist in training your staff to accomplish these skills. Presented by Industrial Psychologists and Soft Skills Specialists.											
<b>ENVIRONMENTAL COURSES (EMS)</b>																

New! Online Courses

Do you want to become an Environmental Specialist ?	EMS-001	Introduction to Environmental Mngt	SP	2 Days	R	3,800	If your company is going GREEN, these courses will benefit you. Training on conservation of the environment, Reducing electricity usage, water, waste,etc. is some of the topics discussed during this training. Presented by Environmental auditors and Environmental Legal Consultants.
	EMS-002	Legal Liability for Environmental Mngt	SP	3 Days	R	5,500	
	EMS-003	Advanced Environmental Management	SP	5 Days	R	8,500	
	EMS-004	Create and Aspect and Impacts register with links to legal requirements	SP	3 Days	R	5,500	
Do you want to become an auditor?	<b>BUSINESS MANAGEMENT COURSES (BMS)</b>						
	BMS-001(A)	ISO 9001 Awareness Course	SP	1	R	1,800	On / Off-site training available on request. Company specific training provided. Include analysis of business processes.
	BMS-001(B)	ISO 9001 Implementation Course	SP	2	R	4,800	
	BMS-001(C)	ISO 9001 Internal Auditing Course	SP	3	R	4,800	
	BMS-002(A)	ISO 14001 Awareness Course	SP	1	R	1,800	On / Off-site training available on request. Company specific training provided. Include conducting SHE Integrated Risk assessments
	BMS-002(B)	ISO 14001 Implementation Course	SP	2	R	4,800	
	BMS-002(C)	ISO 14001 Internal Auditing Course	SP	3	R	4,800	
	BMS-003(A)	OHSAS 18001 Awareness Course	SP	1	R	1,800	On / Off-site training available on request. Company specific training provided. Include conducting an Environmental Impact and Aspects assessments
	BMS-003(B)	OHSAS 18001 Implementation Course	SP	2	R	4,800	
	BMS-003(C)	OHSAS 18001 Internal Auditing	SP	3	R	4,800	
<b>TOTAL FOR ALL ABOVE</b>				<b>18</b>	<b>R</b>	<b>34,200</b>	<b>SEE BELOW (BMS-004) - OUR INTEGRATED COURSE THAT REDUCE COSTS AND TIME OFF-SITE</b>
Do you want to be a Implementation Specialist and Consult on your own?	BMS-004	SHEQ Integrated Internal Auditing Course (OHSAS 18001, ISO 14001, ISO 9001, ISO 22 000, ISO 19011)	AC	5 Days + 1 Day Exams (2 Hrs Theory and 4 Hrs Practical)	R	9,500	Send your Internal auditing team for this combined course over 5 days and we will conduct an Internal GAP audit on all 3 standards with the students for FREE. This audit will be formally noted and students competency will be evaluated. On-going student off-site support is provided during future audits. (Min. 4 students required). Travelling and accomodation excluded.
	BMS-006	National Project Management Certificate	ACT	5 Days	R	8,000	To implement any system have it's challenges. Manage it like a project based on the PMBOK Principles, and you will achieve your goals. This course is not based ONLY for the implementation of SHEQ Systems and can be utilized for any project.
	BMS-007	TQM - Process Analysis and control short course	ACT	2 Days	R	3,800	To understand your business processes before you conduct risk assessments, plan Objectives and Targets ensure that you do not miss any step. This also ensure that employee's understand business integration and reduce the "Silo" approach of managing businesses. An excellent practical course to attend !
	BMS-008	Gather Information, Procedure and Report Writing	ACT	2 Days	R	3,800	Are you struggling to write procedures or amend current templates to suite your organization? This course will teach you how to gather the correct information, business writing principles and what procedures is mandatory for an Integrated System. Reduce consultancy costs and send your employee's.
Do you want to become a Risk Manager?	<b>NEBOSH INTERNATIONAL COURSES</b>						
	NEBOSH International General Certificate						Ensure that you make the right choice for your career. Our FREE Career Guidance Counsellors assist you to make the right choice. Easy registration can be arranged through Prime Link for the following International NEBOSH Courses. Pricing and schedule available on request.
	International Construction Certificate						
	International Fire Safety & Risk Management Certificate						
	International Diploma						
NEBOSH Award in Health & Safety (International)							
Do you want to enhance your knowledge about Human Resource management or protect yourself as employee or Employer from Legal action?	<b>HUMAN RESOURCE MANAGEMENT COURSES</b>						
	HRM-001	HR Legal compliance Workshop	SP	1 Day	R	2,800	On request. Presented by HR practitioners
	HRM-002	Prepare for the CCMA	SP	1 Day	R	2,500	On request. Presented by HR practitioners
	HRM-003	How to conduct a Disciplinary meeting (WS)	SP	1 Day	R	2,500	On request. Presented by HR practitioners
	HRM-004	Compliance to COID Act (WS)	SP	1 Day	R	2,500	On request. Presented by HR practitioners
HRM-005	Employee relations for supervisors/managers	SP	1 Day	R	2,500	On request. Presented by HR practitioners	
Do you want to become a Compliance Manager or understand the	<b>LEGAL COURSES</b>						
	LL-001	SHE Legal Liability and corporate governance for Executives	AC	1 Day	R	6,500	No company an afford to be without a person that understands the risk of not complying to legislation. We offer legal compliance training customized for your organization based on your legal register on ALL levels of the organization. Courses are customizable and Legal register software is available at reduced costs if more than 10 students attend. Presented by Legal Practitioners.
	LL-002	SHE Legal Liability for Operational staff	AC	4 Days	R	8,500	

application of Law better?	LL-003	How to protect yourself from legal action	SP	1 Day	R	1,800			
Do you want to be a First Aider, Enhance your skills in Healthcare Management or be a Peer Educator in your organization?	<b>HEALTH CARE MANAGEMENT COURSES</b>								<b>DEC</b>
	HCM-001	First Aid level 1 (AC)	AC	2 Days	R	850	> 20 Student Groups = Request a reduced price	Closed for December	
	HCM-002	First Aid level 2 (AC)	AC	2 Days	R	900	> 20 Student Groups = Request a reduced price		
	HCM-003	First Aid level 3 (AC)	AC	3 Days	R	1,200	> 20 Student Groups = Request a reduced price		
	HCM-004	Chronic Disease Training	SP	1 Day	R	1,500	> 20 Student Groups = Request a reduced price. Presented by a Registered Nursing practitioner		
	HCM-005	Medical Surveillance Planning	SP	1 Day	R	1,500	On request.Presented by a Registered Nursing practitioner		
HCM-006	Peer Educator and HIV Programme Planning	SP	5 Days	R	5,500	On request.Presented by a Registered Nursing practitioner			
<b>SAFETY MANAGEMENT COURSES</b>								<b>DEC</b>	
Do you want to be a SHE(Q) Rep, Supervisor, Fire Fighther or become the next SHE(Q) Manager?	SMS-001	SHEQ Representative (HW-SETA)	AC	2 Days	R	2,800	On request	Closed for December	
	SMS-002	Accident and Incident Investigation (HW-SETA)	AC	2 Days	R	2,800	On request		
	SMS-003	HIRA (Hazard Identification and Risk assessment)	AC	3 Days	R	3,800	On request - On-site - (Baseline Risk assessment as POE to be completed)		
	SMS-004	Emergency Evacuation Procedure and Drills (On-site)	AC	1 Day	R	1,500	Training on company procedure and 1 drill is arranged as per procedure. Presented by Emergency Evacuation Specialists. Min=5,Max=20. > 10 students = discounted prices available.		
	SMS-005	SHE(Q) Supervisors	AC	3 Days	R	4,900	On request. This course include Quality aspects as well to ensure understanding of the requirements pertaining to Quality control.		
	SMS-006	Basic Fire Fighting	AC	1 Day	R	850	Min=5,Max=15 students / > 10 students = discounted prices available.		
	SMS-007	Combined SHE Rep Course	AC	5 Days	R	8,500	On request. HWSETA Accredited. Incident Investigation, Risk assessment, SHE rep and Supervisor Course in one. SHE File Completion required as Portolio. Student support provided.		
	SMS-008	How to develop and implement a SHE File (Incl. Example File)	SP	1 Day	R	850	Presented on-site to the SHE Team and committee. The purpose of this course is to ensure understanding of what evidence records is required during an audit. This will enable the students to have access to example documents, toolbox talk video's and student support during the compilation of their SHE Files. Customised to fit the clients needs. Min. 10 Students required. Min=5,Max=15 students / > 10		
Do you want educate your peers?	<b>EDUCATION AND TRAINING COURSES</b>								<b>DEC</b>
	ETDP-001	Assessor Course (AC)	AC	3 Days	R	4,800	Ensure that your internal training is done by a competent person. The Train-the-Trainer assist the organization in reducing external training costs and ensure retaining of knowledge in the organization. Expertise in the organization often coach, therefore, you would like to ensure that the transfer of knowledge is done correctly. ENROLL TODAY !	Closed for December	
	ETDP-002	Moderator Course (AC)	AC	3 Days	R	4,800			
	ETDP-003	Train-the-Trainer Course (AC)	AC	3 Days	R	4,800			

SOFTWARE SYSTEMS WORKSHOPS					
Do you want to become a Systems Administrator?	SS-001	User Training	SP	1 Day	Purchase our SHEQ Integrated Software System today with unlimited users. We administer your system for 8 months, train all users, upload and manage all your documentation, conduct your risk assessments with your team at NO additional costs and ensure that your SHEQ System is managed and controlled properly. Your team will love to see how they are included in all communication, incident reports are easily communicated and the SHEQ / Risk manager can provide comprehensive reports to EXCO. Call us today for a demonstration and quote.
	SS-002	Administrative Training	SP	5 Days	

**T's and C's APPLY** Minimum entrance requirements and course outcomes available on Course List. Minimum and maximum students applicable. Course outcomes, unit standard alignment, Credits and formal quotation are available on request for all courses. Discounts on course prices is offered for enrolling more than 5 students. Customized courses available to suite your needs. **Please note: ON-SITE training will ONLY be provided if the training venue is conducive for training purposes. See terms and conditions for ON-SITE training.**

**STUDENT SUPPORT: VARIOUS INDUSTRY SITE VISITS ARE AVAILABLE FOR ENROLLED STUDENTS. ENROLL NOW AND GET THE BENEFITS OF BEING A PRIME LINK STUDENT ! WE THANK YOU FOR UTILIZING OUR SERVICE AND THEREBY ENHANCE OUR GLOBAL MISSION TO IMPROVE THE QUALITY OF ALL BUSINESS PRACTICES IN SA !**

**Accredited and Sponsored by:**



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