

Domain	ROAD CONSTRUCTION AND MAINTENANCE - SME CONTRACTOR	Unit ID: 731
Unit Title:	Comply with legal requirements as a SME contractor	
Level: 4		Credits: 12

Purpose

This unit standard is intended for those who work as a Small and Medium Enterprise (SME) contractor in road construction and maintenance. People holding credit for this unit standard are able to: Identify legal requirements and compulsory and non-compulsory registrations, complete required registrations and comply with legal procedures.

Special Notes

1. Entry information:
 - Prerequisite
 - None.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace in which SME road construction and maintenance operations are carried out.
3. Incidents include accidents related to the Occupational Health and Safety Act.
4. Performance of all elements in this unit standard must comply with all relevant workplace requirements, contractual agreements and manufacturers' specifications.
5. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11 of 2007
 - Occupational Health and Safety Regulations No. 18, 1997
 - Companies Act 61 of 1973
 - Close Corporations Act No. 26 of 1988
 - Affirmative Action (Employment) Act No. 29 of 1998
 - Social Security Act No. 34 of 1994
 - VAT Act 2000, Act No. 10 of 2000
 - Income Tax Act No. 24 of 1981

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Identify legal requirements and compulsory and non-compulsory registrations.

Performance Criteria

- 1.1 Legal requirements of being a business are identified in terms of responsibilities and obligations.
- 1.2 Compulsory and non-compulsory registrations are identified in terms of responsibilities, obligations and protections.

Element 2: Complete required registrations.

Performance Criteria

- 2.1 Applications for compulsory registrations are obtained and completed.
- 2.2 Certificates of registrations are displayed as required by regulations.

Element 3: Comply with legal procedures.

Performance Criteria

- 3.1 Levies and payments are made in accordance with regulations.
- 3.2 Required forms are completed and submitted in accordance with regulations.
- 3.3 Incidents are reported to relevant authority in line with regulations and workplace requirements and procedures.
- 3.4 Notifications for inspections are submitted in line with regulations and workplace requirements.
- 3.5 Reports and/or returns are submitted according to regulations.

Registration Data

Subfield:	Road Construction and Maintenance
Date first registered:	12 November 2009
Date this version registered:	12 November 2009
Anticipated review:	2013
Body responsible for review:	Namibia Training Authority