



Date: 24 October 2017

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 2030
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Dear **David Sadie**

Services SETA Accreditation No: 2147

RE - Accreditation of Provider – Imsimbi Training (Pty) Ltd - 2012/011910/07

This serves as confirmation that **Imsimbi Training (Pty) Ltd** accreditation status has been extended until **31 March 2020**. **Imsimbi Training (Pty) Ltd** has been awarded **Programme Approval** as a Provider of Education and Training for the delivery of the following learning programme/s:

Name of Learning / Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. US ID	Title	
National Certificate: Generic Management	5	162	2018-06-30	59201:LP 60269	National Certificate: Generic Management	Qualification ID: 59201:LP 60269 Qualification Title: National Certificate: National Certificate: Generic Management NQF Level:5 Credits: 162 Registration start date:2015-07-01 Registration end date: 2018-06-30 Last date of enrolment:2019-06-30 Last date of achievement:2022-06-30
Further Education and Training	4	140	2018-06-30	61595:LP 35928	Further Education and Training	Qualification ID: 61595:LP 35928 Qualification Title: Further Education and Training Certificate:



Certificate: Business Administration Services					Certificate: Business Administration Services	Business Administration Services NQF Level: 4 Credits: 140 Registration start date:2015-07-01 Registration end date: 2018-06-30 Last date of enrolment:2019-06-30 Last date of achievement:2022-06-30
National Certificate: Project Management	5	120	2018-06-30	58395	National Certificate: Project Management	Qualification ID: 58395 Qualification Title: National Certificate: Project Management NQF Level: 5 Credits: 120 Registration start date:2015-07-01 Registration end date: 2018-06-30 Last date of enrolment:2019-06-30 Last date of achievement:2022-06-30
Assertiveness	5	4	2018-06-30	252031	Assertiveness	NQF Level: 5 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last date of achievement:30/06/2022
Change Management	5	8	2018-06-30	252021	Change Management	NQF Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last date of achievement:30/06/2022
Conflict Management	5	8	2018-06-30	114226	Conflict Management	NQF Level:5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019



						Last date of achievement:30/06/2022
Effective Disciplinary Hearings for Prosecutors	5	8	2018-06-30	11286	Effective Disciplinary Hearings for Prosecutors	NQF Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Manage a diverse work force to add value	5	6	2018-06-30	252045	Manage a diverse work force to add value	NQF Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Emotional Intelligence & Personal Mastery	5	4	2018-06-30	252031	Emotional Intelligence & Personal Mastery	NQF Level: 5 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Finance for Non-financial Managers (Level 2)	5	8	2018-06-30	252040	Finance for Non-financial Managers (Level 2)	NQF Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Frontline Customer Service	5	6	2018-06-30	10052	Frontline Customer Service	NQF Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019



						<p>Last, date, of achievement: 30/06/2022</p>
Labour Relations & Effective Discipline	5 6	8 5	2018-06-30	114274 10985	Labour Relations & Effective Discipline	<p>NQF Level: 11 Credits: 13 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022</p>
Meeting & Minute Management	4	5	2018-06-30	242816	Meeting & Minute Management	<p>NQF Level: 4 Credits: 5 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022</p>
Office Administration	4	4	2018-06-30	110009	Office Administration	<p>NQF Level: 4 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022</p>
Personal Assistant	3 4	3 5	2018-06-30	13929 12153	Personal Assistant	<p>NQF Level: 7 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022</p>
Recruitment and Selection	5 5	9 8	2018-06-30	12140 114274	Recruitment and Selection	<p>NQF Level: 10 Credits: 19 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019</p>



						Last, date, of achievement: 30/06/2022
Supervisory Management	4	10	2018-06-30	14667	Supervisory Management	NQF Level: 4 Credits: 10 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022
Process income and outgoing telephone calls	3	3	2018-06-30	7790	Process income and outgoing telephone calls	NQF Level: 3 Credits: 3 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022
Project Management Fundamentals	4 4	5 8	2018-06-30	120372 120379	Project Management Fundamentals	NQF Level: 8 Credits: 13 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022
Effective Time Management	5	4	2018-06-30	15234	Effective Time Management	NQF Level: 5 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022
Advanced Monitoring & Evaluation	5	7	2018-06-30	243811	Determine the work required to accomplish	Qualification ID: 58309 NQF Level: 5 Credits: 7 Registration start date: 2015-07-01 Registration end date: 2018-06-30 Last date of enrolment: 2019-06-30



					Sh the objective and organize the scope of a simple to moderately complex project.	Last date of achievement:2022-06-30
Advanced Monitoring & Evaluation	5	4	2018-06-30	252024 252034 252032	Advanced Monitoring & Evaluation	NQF Level: 5 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Advanced Project Management Inc. Ms Projects	5	8	2018-06-30	252022	Advanced Project Management Inc. Ms Projects	NQF Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Advanced Report Writing	4	6	2018-06-30	110023	Advanced Report Writing	Level: 4 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Business Etiquette & Professional Conduct in the Workplace	3 4	3 6	2018-06-30	7790 110021	Business Etiquette & Professional Conduct	Level: 7 Credits: 9 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022



					In the Workplace	
Change Management	5	8	2018-06-30	252021	Change Management	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Conflict Management	5	8	2018-06-30	114226	Conflict Management	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Corporate Governance	5	5	2018-06-30	252042	Corporate Governance	Level: 7 Credits: 9 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Data & Records Management	4	4	2018-06-30	110009	Data & Records Management	Level: 4 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Diversity Management	5	6	2018-06-30	252043	Diversity Management	Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022



Effective Business Writing Skills	4	5	2018-06-30	12155	Effective Business Writing Skills	Level: 4 Credits: 5 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Effective Disciplinary Hearings for initiators & chairpersons	5	8	2018-06-30	11286	Effective Disciplinary Hearings for initiators & chairpersons	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Effective Sales	5	5	2018-06-30	10047	Effective Sales	Level: 5 Credits: 5 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Finance For Non Financial Managers	4 4	6 6	2018-06-30	242810 114738	Finance For Non Financial Managers	Level: 8 Credits: 12 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Frontline Customer Service	5	6	2018-06-30	10052	Frontline Customer Service	Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022



HIV/AIDS Peer Educator	4	4	2018-06-30	8555	HIV/AIDS Peer Educator	Level: 4 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
HIV/AIDS Workplace Management	5	8	2018-06-30	252033	HIV/AIDS Workplace Management	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Interpersonal Skills	5	6	2018-06-30	252027	Interpersonal Skills	Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Innovation & Creative Thinking	5	6	2018-06-30	252020	Innovation & Creative Thinking	Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Management and Leadership Level 2	5 5	8 4	2018-06-30	120300 15224	Management and Leadership Level 2	Level: 10 Credits: 12 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Meeting & Minute Management	4	5	2018-06-30	242816	Meeting & Minute Management	Level: 4 Credits: 5 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019



						Last, date, of achievement:30/06/2022
Mentoring and Coaching	5	8	2018-06-30	252035	Mentoring and Coaching	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last, date, of achievement:30/06/2022
Personal Assistant	3	3	2018-06-30	13929	Personal Assistant	Level: 3 Credits: 3 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last, date, of achievement:30/06/2022
Problem Solving & Decision Making	4	8	2018-06-30	242817	Problem Solving & Decision Making	Level: 4 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last, date, of achievement:30/06/2022
Reception & Telephone Etiquette	3	4	2018-06-30	13928	Reception & Telephone Etiquette	Level: 3 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last, date, of achievement:30/06/2022
Risk Management	5	8	2018-06-30	252025	Risk Management	Level: 5 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last, date, of achievement:30/06/2022



Emotional Intelligence L2	5	4	2018-06-30	252031	Emotional Intelligence L2	Level: 5 Credits: 4 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Skills Development & Training Management	5	8	2018-06-30	252029	Skills Development & Training Management	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Stock Management	4	2	2018-06-30	13945	Stock Management	Level: 4 Credits: 2 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Strategic Planning and Change Management	5 5	4 8	2018-06-30	15219 115407	Strategic Planning and Change Management	Level: 10 Credits: 12 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Stress Management	5	5	2018-06-30	15096	Stress Management	Level: 5 Credits: 5 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019 Last,date,of achievement:30/06/2022
Supervisory Management	4	10	2018-06-30	14667	Supervisory Management	Level: 4 Credits: 10 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment:30/06/2019



						Last, date, of achievement: 30/06/2022
Team Building	5	6	2018-06-30	252037	Team Building	Level: 5 Credits: 6 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022
Negotiation Skills	5	8		117853	Negotiation Skills	Level: 5 Credits: 8 Registration start date: 01/07/2015 Registration end date: 30/06/2018 Last date of enrolment: 30/06/2019 Last, date, of achievement: 30/06/2022

Your accreditation number must be utilised by **Imsimbi Training (Pty) Ltd** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to Services SETA within 7 working days of receipt of this accreditation letter.
2. Submit learner enrolments to Services SETA as soon as learners have been enrolled onto the learning intervention within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation on the approved learning intervention.
4. Upload learner achievements to Services SETA in order to complete Services SETA's quality assurance learner achievements process for external moderation to be conducted by the Services SETA.

It should be noted that **Imsimbi Training (Pty) Ltd** must ensure that at all times, the requirements for accreditation are adhered to, as a condition for accreditation with Services SETA.

Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

Finally the Services SETA wishes to congratulate on this achievement and is looking forward to a long association.

The Services SETA (Sector Education & Training Authority)
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Website: www.serviceseta.org.za
Tel: 011 276 9600, Fax: 011 276 9623



Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely

Manager: Nozipho Zondo
Qualifications and Accreditation
011 276 9754
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NEXT REVIEW DATE

31 Marc 2018