



Date: 24 October 2017

**David Sadie** 114 Third Avenue  
 Fairland  
 2030  
 Tel: 011 6782443  
 E-mail: david@imsibi.co.za

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	
<b>National Certificate: Generic Management</b>	5	162	2018-06-30	<b>59201:LP 60269</b>	National Certificate: Generic Management	<b>Qualification ID: 59201:LP 60269</b> <b>Qualification Title: National Certificate: National Certificate: Generic Management</b> <b>NQF Level:5</b> <b>Credits: 162</b> <b>Registration start date:2015-07-01</b> <b>Registration end date: 2018-06-30</b> <b>Last date of enrolment:2019-06-30</b> <b>Last date of achievement:2022-06-30</b>
<b>Further Education and Training</b>	4	140	2018-06-30	<b>61595:LP 35928</b>	Further Education and Training	<b>Qualification ID: 61595:LP 35928</b> <b>Qualification Title: Further Education and Training Certificate:</b>



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



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



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



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



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





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



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





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
<b>Mentoring and Coaching</b>	5	8	2018-06-30	<b>252035</b>	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
<b>Personal Assistant</b>	3	3	2018-06-30	<b>13929</b>	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
<b>Problem Solving &amp; Decision Making</b>	4	8	2018-06-30	<b>242817</b>	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
<b>Reception &amp; Telephone Etiquette</b>	3	4	2018-06-30	<b>13928</b>	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
<b>Risk Management</b>	5	8	2018-06-30	<b>252025</b>	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



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



						Last, date, of achievement:30/06/2022
<b>Team Building</b>	5	6	2018-06-30	<b>252037</b>	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
<b>Negotiation Skills</b>	5	8		<b>117853</b>	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)**  
15 Sherborne Road, Parktown, Gauteng, 2193,  
P O Box 3322, Houghton, 2041  
Email: [customercare@serviceseta.org.za](mailto:customercare@serviceseta.org.za),  
Website: [www.serviceseta.org.za](http://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  
[noziz@serviceseta.org.za](mailto:noziz@serviceseta.org.za)

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NEXT REVIEW DATE

31 Marc 2018