



UNLEASHING YOUR POTENTIAL



Schedule of Training Courses July – December 2021

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 BBBEE company. All Courses in this schedule where unit standards are identified are accredited with the Services Seta, W&R Seta, ETDP Seta, Cathseta or Transport Seta

Classroom and online training options available

Group discounts available on request
We need a minimum of 5 delegates for a public course to proceed



For your online bookings, visit our website www.imsimbi.co.za

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Course	Unit Standards	Location	July	August	September	October	November	December
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8	Online	26-30		27-1		29-3	
		Jhb	26-30		27-1		29-3	
		CT	26-30		27-1		29-3	
		Dbn Online	26-30		27-1		29-3	
Advanced Project Management Incl. MS Projects	252024 L5 credits 4 252022 L5 credits 8	Online	12-16		13-17		29-3	
		Jhb	12-16		13-17		29-3	
		CT	12-16		13-17		29-3	
		Dbn Online	12-16		13-17		29-3	
Advanced Report Writing	110023 L4 credits 5	Online		10-13		4-7	29-2	
		Jhb		10-13		4-7	29-2	
		CT		10-13		4-7	29-2	
		Dbn Online		10-13		4-7	29-2	
Anger Management	252031 L5 credits 4	Online		26-27		7-8		2-3
		Jhb		26-27		7-8		2-3
		CT		26-27		7-8		2-3
		Dbn Online		26-27		7-8		2-3
Assertiveness	252027 L5 credits 6	Online		26-27		7-8		13-14
		Jhb		26-27		7-8		13-14
		CT		26-27		7-8		13-14
		Dbn Online		26-27		7-8		13-14
Assessor Training	115753 L5 credits 15	Online	20-23		20-23		23-26	
		Jhb	20-23		20-23		23-26	
		CT	20-23		20-23		23-26	
		Dbn Online	20-23		20-23		23-26	
Best Practice in Quality Management	252024 L5 credits 4	Inhouse only – Available on request						

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Course	Unit Standards	Location	July	August	September	October	November	December
Business Administration Services FETC 12 Month Programme Modules 1-6 Learnership	61595 (L.P. 35928) L4 credits 140	Online		Module 1 24-27			Module 1 23-26	
		Jhb		Module 1 24-27			Module 1 23-26	
		CT		Module 1 24-27			Module 1 23-26	
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online	5-7		1-3		29-1	
		Jhb	5-7		1-3		29-1	
		CT	5-7		1-3		29-1	
		Dbn Online	5-7		1-3		29-1	
Call Centre & Customer Service	7790 L3 credits 3	Online		10		15		9
		Jhb		10		15		9
		CT		10		15		9
		Dbn Online		10		15		9
Change Management	252021 L5 credits 8	Inhouse only – Available on request						
Conflict Management	114226 L5 credits 8	Online		11-12		13-14		7-8
		Jhb		11-12		13-14		7-8
		CT		11-12		13-14		7-8
		Dbn Online		11-12		13-14		7-8
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		11-13		13-15		7-9
		Jhb		11-13		13-15		7-9
		CT		11-13		13-15		7-9
		Dbn Online		11-13		13-15		7-9
Corporate Governance	252042 L5 credits 5	Inhouse only – Available on request						
Customer Service Excellence for Managers ISO aligned	10052 L5 credits 6	Inhouse only – Available on request						

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Course	Unit Standards	Location	July	August	September	October	November	December
Data & Records Management	110009 L4 credits 4	Online	1-2		16-17	28-29	29-30	
		Jhb	1-2		16-17	28-29	29-30	
		CT	1-2		16-17	28-29	29-30	
		Dbn Online	1-2		16-17	28-29	29-30	
Diversity Management	252043 L5 credits 6	Online	1-2		30-1			6-7
		Jhb	1-2		30-1			6-7
		CT	1-2		30-1			6-7
		Dbn Online	1-2		30-1			6-7
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	21-23		29-1			13-15
		Jhb	21-23		29-1			13-15
		CT	21-23		29-1			13-15
		Dbn Online	21-23		29-1			13-15
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	Online	14-16	11-13		13-15	10-12	13-15
		Jhb	14-16	11-13		13-15	10-12	13-15
		CT	14-16	11-13		13-15	10-12	13-15
		Dbn Online	14-16	11-13		13-15	10-12	13-15
Effective Disciplinary Hearings for Chairpersons	10985 L6 credits 5	Inhouse only - Available on request						
Effective Disciplinary Hearings for Initiators	11286 L5 credits 8	Inhouse only – Available on request						
Effective Disciplinary Hearings for Shop Stewards	11286 L5 credits 8	Inhouse only - Available on request						
Effective Sales	10047 L5 credits 5	Online	1-2		2-3		29-30	
		Jhb	1-2		2-3		29-30	
		CT	1-2		2-3		29-30	
		Dbn Online	1-2		2-3		29-30	

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Course	Unit Standards	Location	July	August	September	October	November	December
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online	21-23	18-20	21-23	20-22	17-19	7-9
		Jhb	21-23	18-20	21-23	20-22	17-19	7-9
		CT	21-23	18-20	21-23	20-22	17-19	7-9
		Dbn Online	21-23	18-20	21-23	20-22	17-19	7-9
Emotional Intelligence for Leaders	252031 L5 credits 4	Online		12-13		11-12		8-9
		Jhb		12-13		11-12		8-9
		CT		12-13		11-12		8-9
		Dbn Online		12-13		11-12		8-9
Emotional Intelligence & Team Building	252031 L5 credits 4	Inhouse only – Available on request						
Employment Equity Committee Training	116927 L5 credits 10	Online	19-20		2-3		8-9	
		Jhb	19-20		2-3		8-9	
		CT	19-20		2-3		8-9	
		Dbn Online	19-20		2-3		8-9	
Facilitation Skills	117871 L5 Credits10	Online	7-9	23-25		4-6	3-5	13-15
		Jhb	7-9	23-25		4-6	3-5	13-15
		CT	7-9	23-25		4-6	3-5	13-15
		Dbn Online	7-9	23-25		4-6	3-5	13-15
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online	12-14	16-18	15-17	20-22	15-17	6-8
		Jhb	12-14	16-18	15-17	20-22	15-17	6-8
		CT	12-14	16-18	15-17	20-22	15-17	6-8
		Dbn Online	12-14	16-18	15-17	20-22	15-17	6-8
Frontline Customer Service	242829 L4 credits 5	Online	5		20		19	
		Jhb	5		20		19	
		CT	5		20		19	
		Dbn Online	5		20		19	

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Course	Unit Standards	Location	July	August	September	October	November	December
HIV AIDS Awareness (Half Day)		Inhouse only - Available on request						
HIV AIDS Peer Educator & Workplace Management	8555 L4 credits 4	Online	27-30		7-10		2-5	
		Jhb	27-30		7-10		2-5	
		CT	27-30		7-10		2-5	
		Dbn Online	27-30		7-10		2-5	
HIV/AIDS Peer Educator	8555 L4 credits 4	Inhouse only - Available on request						
HIV/AIDS Workplace Management	252033 L5 credits 8	Inhouse only - Available on request						
Human Resources Management and Labour Relations	12140 L5 credits 9 252034 L5 credits 8 114274 L5 credits 8 10985 L6 credits 5	Online		16-20		18-22		6-10
		Jhb		16-20		18-22		6-10
		CT		16-20		18-22		6-10
		Dbn Online		16-20		18-22		6-10
Implementing Internships, Learnerships and employee tax incentives		Online	19			28		3
		Jhb	19			28		3
		CT	19			28		3
		Dbn Online	19			28		3
Interpersonal Skills	252027 L5 credits 6	Online	23		6		18	
		Jhb	23		6		18	
		CT	23		6		18	
		Dbn Online	23		6		18	
Innovation & Creative Thinking	252020 L5 credits 6	Online	8-9				8-9	
		Jhb	8-9				8-9	
		CT	8-9				8-9	
		Dbn Online	8-9				8-9	
Labour Relations & Effective Discipline	10985 L6 credits 5 114274 L5 credits 8	Online		18-20		20-22	15-17	8-10
		Jhb		18-20		20-22	15-17	8-10
		CT		18-20		20-22	15-17	8-10
		Dbn Online		18-20		20-22	15-17	8-10

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Course	Unit Standards	Location	July	August	September	October	November	December
Management and Leadership	120300 L5 credits 8 15224 L5 credits 4	Online	7-9	4-6	13-15	6-8	8-10	6-8
		Jhb	7-9	4-6	13-15	6-8	8-10	6-8
		CT	7-9	4-6	13-15	6-8	8-0	6-8
		Dbn Online	7-9	4-6	13-15	6-8	8-10	6-8
Managing Poor Performance and Medical Incapacity	252034 L5 credits 8	Inhouse only - Available on request						
Meeting & Minute Management	242816 L4 credits 5	Online		16-17		7-8		
		Jhb		16-17		7-8		
		CT		16-17		7-8		
		Dbn Online		16-17		7-8		
Mentoring and Coaching	252035 L5 credits 8	Online	12-13		20-21		11-12	
		Jhb	12-13		20-21		11-12	
		CT	12-13		20-21		11-12	
		Dbn Online	12-13		20-21		11-12	
Microsoft Office Excel 2016 Basic		Online		11	2	5	1	
		Jhb		11	2	5	1	
Microsoft Office Excel 2016 Intermediate		Online		18	9	13	11	
		Jhb		18	9	13	11	
Microsoft Office Excel 2016 Advanced		Online		26	22	21	18	
		Jhb		26	22	21	18	
Microsoft Office Excel 2016 A-Z		Online		11+18+26	2+9+22	5+13+21	1+11+18	
		Jhb		11+18+26	2+9+22	5+13+21	1+11+18	
Microsoft Office PowerPoint 2016 Basic		Online		6	1	4	5	
		Jhb		6	1	4	5	
Microsoft Office PowerPoint 2016 Advanced		Online		25	8	12	12	
		Jhb		25	8	12	12	

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Microsoft Office PowerPoint A-Z		Online		6+25	1+8	4+12	5+12	
		Jhb		6+25	1+8	4+12	5+12	
Microsoft Office Outlook Basics 2016		Online	5		1		8	
		Jhb	5		1		8	
Microsoft Office Outlook Advanced 2016		Online	22		27		22	
		Jhb	22		27		22	
Microsoft Office Outlook A-Z		Online	5+22		1+27		8+22	
		Jhb	5+22		1+27		8+22	
Microsoft Office Word 2016 Basic		Online		10	3	6	2	
		Jhb		10	3	6	2	
Microsoft Office Word 2016 Intermediate		Online		19	10	14	10	
		Jhb		19	10	14	10	
Microsoft Office Word 2016 Advanced		Online		27	23	22	19	
		Jhb		27	23	22	19	
Microsoft Office Word A-Z		Online		10+19+27	3+10+23	6+14+22	2+10+19	
		Jhb		10+19+27	3+10+23	6+14+22	2+10+19	
Moderator Training	115759 L6 credits 10	Online		3-6		26-29		6-9
		Jhb		3-6		26-29		6-9
		CT		3-6		26-29		6-9
		Dbn Online		3-6		26-29		6-9
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	12-14		6-8		15-17	
		Jhb	12-14		6-8		15-17	
		CT	12-14		6-8		15-17	
		Dbn Online	12-14		6-8		15-17	

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Course	Unit Standards	Location	July	August	September	October	November	December	
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA I.D. 57712 NQF L4 150 credits (23 Days)	Online	Module 1 26-30			Module 1 25-29			
		Jhb	Module 1 26-30			Module 1 25-29			
		CT	Module 1 26-30			Module 1 25-29			
National Certificate in General Management NQF Level 5 Modules 1-6 Learnership (MDP)	NQF L5 Qual. No. 59201 Programme no. 60269 164 credits (26 Days)	Online	Module 1 26-30			Module 1 11-15			
		Jhb	Module 1 26-30			Module 1 11-15			
		CT	Module 1 26-30			Module 1 11-15			
Negotiation Skills	117853 L5 credits 8	Online		2-3		4-5			
		Jhb		2-3		4-5			
		CT		2-3		4-5			
		Dbn Online		2-3		4-5			
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	Inhouse only – Available on request							
Office Management	110009 L4 credits 4	Online	19-20		6-7		18-19		
		Jhb	19-20		6-7		18-19		
		CT	19-20		6-7		18-19		
		Dbn Online	19-20		6-7		18-19		
Operations Management	252032 L5 credits 8	Online	12-13		30-1		25-26		
		Jhb	12-13		30-1		25-26		
		CT	12-13		30-1		25-26		
		Dbn Online	12-13		30-1		25-26		
Performance Management	252034 L5 credits 8	Online	19-20		9-10		25-26		
		Jhb	19-20		9-10		25-26		
		CT	19-20		9-10		25-26		
		Dbn Online	19-20		9-10		25-26		

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Course	Unit Standards	Location	July	August	September	October	November	December
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	21-23		15-17		10-12	
		Jhb	21-23		15-17		10-12	
		CT	21-23		15-17		10-12	
		Dbn Online	21-23		15-17		10-12	
Personal Finance		Inhouse only - Available on request						
Personal Mastery	252031 L5 credits 4	Inhouse only - Available on request						
Presentation and Communication Skills	8647 L5 credits 10	Online	15-16	16-17	13-14	11-12	22-23	13-14
		Jhb	15-16	16-17	13-14	11-12	22-23	13-14
		CT	15-16	16-17	13-14	11-12	22-23	13-14
		Dbn Online	15-16	16-17	13-14	11-12	22-23	13-14
Problem Solving & Decision Making	242817 L4 credits 8	Online		5-6		18-19		13-14
		Jhb		5-6		18-19		13-14
		CT		5-6		18-19		13-14
		Dbn Online		5-6		18-19		13-14
Project Management	120372 L4 credits 5 120379 L4 credits 8	Online	12-14	11-13	13-15	18-20	8-10	6-8
		Jhb	12-14	11-13	13-15	18-20	8-10	6-8
		CT	12-14	11-13	13-15	18-20	8-10	6-8
		Dbn Online	12-14	11-13	13-15	18-20	8-10	6-8
National Certificate in Project Management L5 Learnership	NQF L5 Qual. No. 58395 120 credits (25 Days)	Online		Module 1 23-27			Module 1 1-5	
		Jhb						
		CT						
Public Finance Management	242810 L4 credits 6 114738 L4 credits 6	Online		2-4		4-6	1-3	13-15
		Jhb		2-4		4-6	1-3	13-15
		CT		2-4		4-6	1-3	13-15
		Dbn Online		2-4		4-6	1-3	13-15

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Course	Unit Standards	Location	July	August	September	October	November	December
Quality & Customer Service	10052 L5 credits 6	Online	8-9		16-17		15-16	
		Jhb	8-9		16-17		15-16	
		CT	8-9		16-17		15-16	
		Dbn Online	8-9		16-17		15-16	
Reception & Telephone Etiquette	13928 L3 credits 4	Online		19-20		18-19		
		Jhb		19-20		18-19		
		CT		19-20		18-19		
		Dbn Online		19-20		18-19		
Recruitment and Selection	12140 L5 credits 9	Online	15-16		6-7		11-12	
		Jhb	15-16		6-7		11-12	
		CT	15-16		6-7		11-12	
		Dbn Online	15-16		6-7		11-12	
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	5-7		20-22	25-27	22-24	
		Jhb	5-7		20-22	25-27	22-24	
		CT	5-7		20-22	25-27	22-24	
		Dbn Online	5-7		20-22	25-27	22-24	
Research Methodology & Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online		2-4			24-26	
		Jhb		2-4			24-26	
		CT		2-4			24-26	
Risk Management	252025 L5 credits 8	Online		5-6		11-12		14-15
		Jhb		5-6		11-12		14-15
		CT		5-6		11-12		14-15
		Dbn Online		5-6		11-12		14-15
Sexual Harassment in the workplace		Inhouse only - Available on request						
Skills Development Committee Training		Inhouse only - Available on request						

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Skills Development & Training Management	252029 L5 credits 8	Online		23-24		18-19		6-7
		Jhb		23-24		18-19		6-7
		CT		23-24		18-19		6-7
		Dbn Online		23-24		18-19		6-7
Stock Management	13945 L4 credits 2	Online	9		23		22	
		Jhb	9		23		22	
		CT	9		23		22	
		Dbn Online	9		23		22	
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online	26-28		8-10		22-24	
		Jhb	26-28		8-10		22-24	
		CT	26-28		8-10		22-24	
		Dbn Online	26-28		8-10		22-24	
Stress Management	15096 L5 credits 5	Online		10		25		9
		Jhb		10		25		9
		CT		10		25		9
		Dbn Online		10		25		9
Supervisory Management	14667 L4 credits 10	Online	19-21	16-18	20-22	13-15	15-17	6-8
		Jhb	19-21	16-18	20-22	13-15	15-17	6-8
		CT	19-21	16-18	20-22	13-15	15-17	6-8
		Dbn Online	19-21	16-18	20-22	13-15	15-17	6-8
Supply Chain Management	336712 L6 credits 6 336713 NQF L5 credits 10 336719 NQF L5 credits 10 335800 NQF L5 credits 4	Online	26-30	23-27		25-29		
		Jhb	26-30	23-27		25-29		
		CT	26-30	23-27		25-29		
		Dbn Online	26-30	23-27		25-29		

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Course	Unit Standards	Location	July	August	September	October	November	December
National Certificate in Supply Chain Management: L5 Learnership	SAQA ID 74149 NQF L5 Credits 150 (25 Days)	Online	Module 1 26-30				Module 1 1-5	
		Jhb	Module 1 26-30				Module 1 1-5	
		CT	Module 1 26-30				Module 1 1-5	
Team Building	252037 L5 credits 6	Online	28		23		23	
		Jhb	28		23		23	
		CT	28		23		23	
		Dbn Online	28		23		23	
Team Leader	242811 L4 credits 5	Online	5-7		27-29		24-26	
		Jhb	5-7		27-29		24-26	
		CT	5-7		27-29		24-26	
		Dbn Online	5-7		27-29		24-26	
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Online		23-25		25-27		13-15
		Jhb		23-25		25-27		13-15
		CT		23-25		25-27		13-15
Telephone Etiquette	7790 L3 credits 3	Online		13		11		13
		Jhb		13		11		13
		CT		13		11		13
		Dbn Online		13		11		13
Time Management	15234 L5 credits 4	Online		19-20	27-28	21-22	18-19	13-14
		Jhb		19-20	27-28	21-22	18-19	13-14
		CT		19-20	27-28	21-22	18-19	13-14
		Dbn Online		19-20	27-28	21-22	18-19	13-14
National Certificate: Wholesale and Retail Operations Supervision L4 Learnership	SAQA ID 49397 NQF L4 Credits 120 (22 Days)	Online		Module 1 17-20			Module 1 9-12	
		JHB		Module 1 17-20			Module 1 9-12	
		CT		Module 1 17-20			Module 1 9-12	
Women in Management	15224 L5 credits 4	Inhouse only – Available on request						

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ONLINE LEARNING:

Course Duration: 7 hours on ZOOM or MS TEAMS per day

1. All learning material and assessment material online
2. Complete the workbook assessment online
3. Participate in a live zoom class tutorial with experienced facilitators
4. Enjoy 7 hours of class interaction with the facilitator per day
5. Successfully submit Seta assignment and receive your accredited certificate
6. All e-learning courses are accredited by the Setas!

CLASSROOM COURSE FEES INCLUDE:

- Course facilitation by subject matter experts
- Corporate venue, two morning teas, lunches, and refreshments
- Fully accredited courses, with assessment of POE's, and issuing of Seta certificates
 - Attendance certificates for all delegates
 - Pens/attendance register/evaluation forms
 - 8 gig USB with templates and course resources
 - Contact the coach for assistance with POE's
 - Pre and post assessments on request
- If any of the above dates don't fit your diary, please let us know so that we can give you future dates.
 - Discounted in-house prices and course profiles will be forwarded on request.
 - In-house training can be arranged Nationwide for 6 learners and more.
 - We are happy to advise that we can customise our course content to suit your requirements for any suitable number of days.
 - Discounts will be given for group bookings for in-house and public courses.
 - Prices may be subject to an adjustment during the course of 2021.

National Certificate in General Management NQF Level 5

Can be offered as a 12-month learnership programme with 26 days of in-class attendance.
 Cost: R33, 000 ex vat classroom training; R28,500 online training

This course is accredited by the Services Seta and material covers SAQA ID 59201/60269 – NQF L5 164 Credits
 Employers placing their employees on the learnership programme are eligible to receive a R22,400.00 tax rebate from SARS.

Module	Johannesburg		Cape Town	
Module 1: Professional Team Development	26-30 July 2021 11-15 October 2021	(Group 1) (Group 2)	26-30 July 2021 11-15 October 2021	(Group 1) (Group 2)
Module 2: Professional Management & Leadership	6-10 September 2021 29 Nov – 3 December 2021	(Group 1) (Group 2)	6-10 September 2021 29 Nov – 3 December 2021	(Group 1) (Group 2)
Module 3: Professional Conflict & Change Management	15-19 November 2021 14-18 February 2022	(Group 1) (Group 2)	15-19 November 2021 14-18 February 2022	(Group 1) (Group 2)
Module 4: Professional Human Resource Management	19-21 January 2022 13-15 April 2022	(Group 1) (Group 2)	19-21 January 2022 13-15 April 2022	(Group 1) (Group 2)
Module 5: Financial Management for Professionals	7-11 March 2022 20-24 June 2022	(Group 1) (Group 2)	7-11 March 2022 20-24 June 2022	(Group 1) (Group 2)
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	10-13 May 2022 16-19 August 2022	(Group 1) (Group 2)	10-13 May 2022 16-19 August 2022	(Group 1) (Group 2)

National Certificate in General Management NQF Level 4

Can be offered as a 12-month learnership programme with 20 days of in-class attendance.

Cost: R26, 000 ex vat classroom training; R23,000 online training

This course is accredited by the Services Seta and material covers SAQA ID 57712 at NQF Level 4 worth 150 credits

Learners without matric will additionally do Module 5.

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Team Management	26-30 July 2021 25-29 October 2021	(Group 1) (Group 2)	26-30 July 2021 25-29 October 2021	(Group 1) (Group 2)
Module 2: Communication	6-10 September 2021 24-28 January 2022	(Group 1) (Group 2)	6-10 September 2021 24-28 January 2022	(Group 1) (Group 2)
Module 3: Maths Literacy	29 Nov-2 December 2021 11-15 April 2022	(Group 1) (Group 2)	6-10 December 2021 11-15 April 2022	(Group 1) (Group 2)
Module 4: Managing Time & Performance	14-18 March 2022 11-15 July 2022	(Group 1) (Group 2)	14-18 March 2022 11-15 July 2022	(Group 1) (Group 2)
Module 5: Second Language Communication (Compulsory at an extra fee for learners without matric)				

Business Administration Services NQF Level 4

Can be offered as a 12-month learnership programme with 20 days of in-class attendance.
Cost: R25, 000 ex vat classroom training; R22,000 online training

**Further Education and Training Certificate (FETC) - Learnership
 SAQA ID 61595 (L.P. 35928) NQF L4 worth 140 Credits.**

Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg	Cape Town
Module 1: Work & Career Orientation	24-27 August 2021 (Group 1)	24-27 August 2021 (Group 1)
	23-26 November 2021 (Group 2)	23-26 November 2021 (Group 2)
Module 2: Bus Comm & Bus Writing	5-8 October 2021 (Group 1)	5-8 October 2021 (Group 1)
	18-21 January 2022 (Group 2)	18-21 January 2022 (Group 2)
Module 3: Maths Literacy	6-8 December 2021 (Group 1)	6-8 December 2021 (Group 1)
	9-11 March 2022 (Group 2)	9-11 March 2022 (Group 2)
Module 4: Administration	16-18 February 2022 (Group 1)	16-18 February 2022 (Group 1)
	4-6 May 2022 (Group 2)	4-6 May 2022 (Group 2)
Module 5: Finance for Office Administrators	13-15 April 2022 (Group 1)	13-15 April 2022 (Group 1)
	13-15 July 2022 (Group 2)	13-15 July 2022 (Group 2)
Module 6: Customer Care	22-24 June 2022 (Group 1)	22-24 June 2022 (Group 1)
	14-16 September 2022 (Group 2)	14-16 September 2022 (Group 2)

All prices exclude VAT

National Certificate: Project Management NQF Level 5

Can be offered as a 12-month learnership programme with 23 days of in-class attendance.
 Cost: R28, 500 ex vat classroom training; R27,000 ex vat online training

This course is accredited by the Services Seta and material covers SAQA ID: 58395 – 120 credits
 Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
Module 1: Manage Project Communications	23-27 August 2021	(Group 1)	23-27 August 2021	(Group 1)
	1-5 November 2021	(Group 2)	1-5 November 2021	(Group 2)
Module 2: Manage Project Scope and Time	4-8 October 2021	(Group 1)	4-8 October 2021	(Group 1)
	7-11 February 2022	(Group 2)	7-11 February 2022	(Group 2)
Module 3: Manage Project Finances	29 November -3 December 2021	(Group 1)	29 November -3 December 2021	(Group 1)
	18-22 April 2022	(Group 2)	18-22 April 2022	(Group 2)
Module 4: Manage Application of project Integrative Processes	15-18 February 2022	(Group 1)	15-18 February 2022	(Group 1)
	21-24 June 2022	(Group 2)	21-24 June 2022	(Group 2)
Module 5: Monitor, Control execution and project closure management	5-8 April 2022	(Group 1)	5-8 April 2022	(Group 1)
	23-26 August 2022	(Group 2)	23-26 August 2022	(Group 2)

National Certificate: Wholesale and Retail Operations Supervision NQF L4

Can be offered as a 12-month learnership programme with 20 days of in-class attendance.

Cost: R25, 000 ex vat classroom training; R24,000 ex vat online training.

**This course is accredited by the Wholesale and Retail Seta and material covers SAQA ID 49397 at NQF Level 4 worth 120 credits
Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.**

Module	Johannesburg		Cape Town	
Module 1: Team Building	17-20 August 2021 9-12 November 2021	(Group 1) (Group 2)	17-20 August 2021 9-12 November 2021	(Group 1) (Group 2)
Module 2: Business Communication	26-29 October 2021 25-28 January 2022	(Group 1) (Group 2)	26-29 October 2021 25-28 January 2022	(Group 1) (Group 2)
Module 3: Mathematics in Business	6-9 December 2021 8-11 March 2022	(Group 1) (Group 2)	6-9 December 2021 8-11 March 2022	(Group 1) (Group 2)
Module 4: Customer & Sales Management	15-18 February 2022 3-6 May 2022	(Group 1) (Group 2)	15-18 February 2022 3-6 May 2022	(Group 1) (Group 2)
Module 5: Operational Management	12-15 April 2022 12-15 July 2022	(Group 1) (Group 2)	12-15 April 2022 12-15 July 2022	(Group 1) (Group 2)

National Certificate: Supply Chain Management NQF L5

**Can be offered as a 12-month learnership programme with 25 days of in-class attendance.
Cost: R28, 500 ex vat classroom training; R27,000 online training**

**This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits
Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg		Cape Town	
Module 1: Professional Values & Ethics	26-30 July 2021	(Group 1)	26-30 July 2021	(Group 1)
	1-5 November 2021	(Group 2)	1-5 November 2021	(Group 2)
Module 2: Understanding Supply Chain Management	27 September - 1 October 2021	(Group 1)	27 September - 1 October 2021	(Group 1)
	14-18 February 2022	(Group 2)	14-18 February 2022	(Group 2)
Module 3: Information & Risk Management	1-5 November 2021	(Group 1)	1-5 November 2021	(Group 1)
	4-8 April 2022	(Group 2)	4-8 April 2022	(Group 2)
Module 4: Supply Chain Operations	14-18 February 2022	(Group 1)	14-18 February 2022	(Group 1)
	13-17 June 2022	(Group 2)	13-17 June 2022	(Group 2)
Module 5: Materials/Logistics Management	25-29 April 2022	(Group 1)	25-29 April 2022	(Group 1)
	15-19 August 2022	(Group 2)	15-19 August 2022	(Group 2)

National Certificate in Fast Food Services NQF L3

Can be offered as a 12-month learnership programme with 26 days of in-class attendance.

Cost: R25, 000 ex vat classroom training; R24,000 online training

This course is accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits

Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (4 Days)	Dates to be confirmed	Dates to be confirmed
Module 2: Management of Stock (2 Days)		
Module 3: Food Production (5 Days)		
Module 4: Food Service (2 Days)		
Module 5: Financial Administration (2 Days)		
Module 6: Service Excellence (2 Days)		
Module 7: Communication & Personal Development (3 Days)		
Module 8: Basic Computer Skills (2 Days)		
Module 9: First Aid (2 Days)		
Final Practical Summative Assessments (2 Days)		

National Certificate in Food & Beverage Services NQF L4

Can be offered as a 12-month learnership programme with 24 days of in-class attendance.

Cost: R25, 000 ex vat classroom training; R24,000 online training

This course is accredited by the Cathsseta and material covers SAQA ID 14113 at NQF Level 4 worth 138 credits

Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (3 Days)	dates to be confirmed	dates to be confirmed
Module 2: Communication and Customer Service (3 Days)		
Module 3: Safety in Food & Beverage Service (3 Days)		
Module 4: Food & Beverage Service (5 Days)		
Module 5: Process Payments & Stock Management (3 Days)		
Module 6: Personal Development (3 Days)		
Module 7: Basic First Aid (2 Days)		
Final Practical Summative Assessment (2 Days)		

Terms & Conditions:

1. Fees:

- All fees are current at the time of going to print; however, we reserve the right to change them.

2. Additional Delegate Rates:

- Additional delegate rates apply when bookings are made at the same time on the same course, see special rates, group rates and early bird specials for more information.

3. Confirmation Instructions:

- On our receipt of this returned and completed booking form we will issue a confirmation letter detailing your participation in the training event. This includes a location map with directions and venue details and starting times.
- Thereafter once an invoice and confirmation letter has been sent to you, the booking has been confirmed and the payment is due.

4. Attendance:

- Please note that no learner will be permitted to attend any training course without proof of payment or an order no.

5. Delegate Substitution:

- Substitutes can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

6. Payment:

- Payment can be made by cheque or by electronic transfer, and must be received 7 working days from the date of the invoice.
- Please quote the reference number from your invoice so that payments can be tracked.

7. Cancellation:

- **All cancellations must be done in writing and emailed directly to Imsimbi Training**
- Inform us immediately if you have to re-schedule or cancel the booking so that we can inform the caterers and conference venue. Else this will be for your account.
- The following charges apply if you cancel:
 - 11 - 28+ working days before a course = 15% of the course fee
 - 6 – 10 working days before a course = 20% of the course fee
 - 4 – 6 working days before a course= 30% of the course fee
 - 1-3 working days before a course = 50% of the course fee
 - No show on the day of the course = 100% of the course fee

8. Special Meals: Please note that we do provide halaal friendly meals on request..

9. Public Course Running

All Imsimbi public courses will **ONLY** go ahead if we have **at least 5 (five) delegates confirmed**. Imsimbi reserves the right to postpone courses below five delegates to a future date. Venues given are only tentative hence they depend on availability. As a result, Imsimbi reserves the right to change venues. Please confirm with our consultant before booking your flights and accommodation.

10. Transfers & Postponements:

- The transfer option only applies to delegates who are transferring to a different date for the same course.
 - Transfers can only be made up to 4 working days prior to the course, after which point the registration is considered to be a cancellation or alternatively a replacement/s should be sent.
11. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms & conditions. You must not make any booking unless you understand and agree to all our terms and conditions. Once a booking is made, it is deemed that you have read and understood the terms and conditions for such a booking. If you have any queries, please contact us before making any booking for any course. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking.
12. Refunds should be requested in writing to our sales consultant. All refunds should be accompanied by a signed and stamped bank letter or cancelled cheque from the account the payment was made from. Refunds will only be made back into the same account the payment was made from and any other arrangements should be accompanied by an authorisation letter from the Finance Manager or higher authority on a signed and stamped letterhead. All qualifying refunds will be processed 14 working days from the date the payment reflects in our account.