



Date: 03 September 2024

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Services SETA Accreditation No: 2147

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

As per the Government Gazette dated 3 June 2024, gazette no 50742, this letter serves to confirm that the enrolment end date has been extended to 30 June 2026 in line with the SAQA qualification/s last date of Enrolments end date. Please refer to the table below:

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	2023-06-30	59201 L P 60269		Qualification ID: 59201 LP 60269 Qualification Title: National Certificate: National Certificate: Generic Management NQF Level:5 Credits: 162 Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Further Education and Training	4	140	2023-06-30	61595 L P 35928		Qualification ID: 61595 LP 35928 Qualification Title: Further Education and Training Certificate:

Certificate: Business Administrati on Services						Business Administration Services NQF Level: 4 Credits: 140 Registration start date:2021-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
National Certificate: Business Administrati on Services	2	130	2023-06-30	23833		Qualification ID: 23833 Qualification Title: National Certificate: Business Administration Services NQF Level: 2 Credits: 130 Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Further Education and Training Certificate (FETC): Trade Exhibitions	4	130	2023-06-30	49276		Qualification ID: 49276 Qualification Title: Further Education and Training Certificate (FETC): Trade Exhibitions NQF Level: 2 Credits: 130 Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Further Education and Training Certificate: Generic Management	4	150	2023-06-30	57712 LP 74630		Qualification ID: 57712 LP 74630 Qualification Title: Further Education and Training Certificate: Generic Management NQF Level: 2 Credits: 130 Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30

Apply the principles and concepts of emotional intelligence to the	5	4	2023-06-30	252031		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Formulate recommendations for a change process	5	8	2023-06-30	252021		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Interpret and manage conflicts within the workplace	5	8	2023-06-30	114226		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30

Institute disciplinary action	5	8	2023-06-30	11286		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06- 30
Manage a diverse work force to add value	5	6	2023-06-30	252043	Manage a diverse work force to add value	Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06- 30
Manage the finances of a unit	5	8	2023-06-30	252040		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06- 30
Frontline Customer Service	5	6	2023-06-30	10052		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06- 30

Conduct a disciplinary	6	5	2023-06-30	10985		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Conduct a structured meeting	4	5	2023-06-30	242816		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Manage administration records	4	4	2023-06-30	110009		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Use the writing process to compose texts required in the business environment	4	5	2023-06-30	12153		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Co-ordinate meetings, minor events and travel arrangements	3	3	2023-06-30	13929		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30
Recruit and select candidates to fill defined	5	9	2023-06-30	12140		Registration start date:2018-07-01 Registration end date: 2023-06-30 Last date of enrolment:2026-06-30 Last date of achievement:2029-06-30

Describe and apply the management functions of an organization	4	10	2023-06-30	14667		NQF Level: 4 Credits: 10 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Process incoming and outgoing telephone calls	3	3	2023-06-30	7790		NQF Level: 3 Credits: 3 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Work as a project team member	4	8	2023-06-30	120379		NQF Level: 4 Credits: 8 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Explain fundamentals of project	4	5	2023-06-30	120372		NQF Level: 8 Credits: 13 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Apply efficient time management to the work of a department/	5	4	2013-06-30	15234		NQF Level: 5 Credits: 4 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029

Evaluate current practices against best practice	5	4	2023-06-30	252024		NQF Level: 5 Credits: 4 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Interpret and manage conflicts within the workplace	5	8	2023-06-30	114226		Level: 4 Credits: 6 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029

Apply compreh ension skills to engage written	4	5	2023-06-30	12155	Level: 4 Credits: 5 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Close a deal with a custome r	5	5	2018-06-30	10047	Level: 5 Credits: 5 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029

Manage Expenditure against a budget	4	6	2023-06-30	242810		Level: 4 Credits: 6 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Perform financial planning and control functions for a small	4	6	2023-06-30	114738		Level: 4 Credits: 6 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Contribute to information distribution regarding	4	4	2023-06-30	8555		Level: 4 Credits: 4 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Demonstrate ways of dealing with the effects of dread diseases and in	5	8	2023-06-30	252033		Level: 5 Credits: 8 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029

	5	4	2023-06-30	15224	Empower Emp ower Empow er team Empower team	Level: 5 Credits: 4 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Monitor and control reception area	3	3	2023-06-30	13928		Level: 3 Credits: 3 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Develop and implement a strategy and action plans for a team, department or division	5	4	2023-06-30	15219		Level: 5 Credits: 4 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029

Apply the principles of change management in the	5	10		115407		Level: 5 Credits: 10 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Demonstrate an understanding of stress in order to apply strategies to achieve	5	5	2023-06-30	15096		Level: 5 Credits: 5 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Describe and apply the management functions of an organization	4	10	2023-06-30	14667		Level: 4 Credits: 10 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Conduct negotiations to deal with conflict situations	5	8	2023-06-30	117853		Level: 5 Credits: 8 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029
Apply workplace communication skills	5	10	2023-06-30	8647		Level: 5 Credits: 10 Registration start date: 01/07/2018 Registration end date: 30/06/2023 Last date of enrolment:30/06/2026 Last,date,of achievement:30/06/2029

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

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

Yours sincerely

A handwritten signature in black ink, consisting of several vertical strokes followed by a horizontal line and a small flourish.

Lindelani Masithi
Manager: Accreditation and CAM

Date: 12 September 2024