

**Unleashing Your  
Potential**

## **Schedule of Training Courses July – December 2023**



**Imsimbi Training is a fully accredited training provider with 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 Services Seta, W & R Seta, ETDP Seta, Cathsseta, TETA and MICT Seta.

**Classroom & Online Training options available**

**Group discounts available on request. We need a minimum of 6 delegates for a public course to proceed.**

For your online bookings, visit our website: [www.imsimbi.co.za](http://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	24-28		4-8		20-24	
		JHB	24-28		4-8		20-24	
		CT	24-28		4-8		20-24	
		DBN	24-28		4-8		20-24	
Advanced Project Management	252024 L5 credits 4 252022 L5 credits 8	Online	10-14		11-15		27-1	
		JHB	10-14		11-15		27-1	
		CT	10-14		11-15		27-1	
		DBN	10-14		11-15		27-1	
Advanced Report Writing	110023 L4 credits 5	Online		1-4		2-5		11-14
		JHB		1-4		2-5		11-14
		CT		1-4		2-5		11-14
		DBN		1-4		2-5		11-14
Anger Management	252031 L5 credits 4	Online		24-25		5-6	27-28	
		JHB		24-25		5-6	27-28	
		CT		24-25		5-6	27-28	
		DBN		24-25		5-6	27-28	
Assertiveness	252027 L5 credits 6	Online		24-25		5-6		11-12
		JHB		24-25		5-6		11-12
		CT		24-25		5-6		11-12
		DBN		24-25		5-6		11-12
Assessor Training	115753 L5 credits 15	Online	18-21		5-8		28-1	
		JHB	18-21		5-8		28-1	
		CT	18-21		5-8		28-1	
		DBN	18-21		5-8		28-1	
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 L4 Learnership Programme Modules 1-6	61595 (L.P. 35928) L4 credits 140	Online		Module 1 22-25			Module 1 21-24	
		JHB		Module 1 22-25			Module 1 21-24	
		CT		Module 1 22-25			Module 1 21-24	
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online	17-19		13-15		27-29	4- 6
		JHB	17-19		13-15		27-29	4- 6
		CT	17-19		13-15		27-29	4- 6
		DBN	17-19		13-15		27-29	4- 6
Call Centre & Customer Service	7790 L3 credits 3	Online		21		13		7
		JHB		21		13		7
		CT		21		13		7
		DBN		21		13		7
Change Management	252021 L5 credits 8	Inhouse only – Available on request						
Conflict Management	114226 L5 credits 8	Online		28-29		11-12	29-30	
		JHB		28-29		11-12	29-30	
		CT		28-29		11-12	29-30	
		DBN		28-29		11-12	29-30	
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		28-30		11-13	29-1	
		JHB		28-30		11-13	29-1	
		CT		28-30		11-13	29-1	
		DBN		28-30		11-13	29-1	
Corporate Governance 1 Day	252042 L5 credits 5	Inhouse only – Available on request						

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Course	Unit Standards	Location	July	August	September	October	November	December
Customer Service Excellence	10052 L5 credits 6	Online	6-7		11-12		6-7	
		JHB	6-7		11-12		6-7	
		CT	6-7		11-12		6-7	
		DBN	6-7		11-12		6-7	
Data & Records Management	110009 L4 credits 4	Online	3-4		14-15	26-27		13-14
		JHB	3-4		14-15	26-27		13-14
		CT	3-4		14-15	26-27		13-14
		DBN	3-4		14-15	26-27		13-14
Diversity Management	252043 L5 credits 6	Online	6-7		28-29			13-14
		JHB	6-7		28-29			13-14
		CT	6-7		28-29			13-14
		DBN	6-7		28-29			13-14
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	12-14		4-6	30-1		11-13
		JHB	12-14		4-6	30-1		11-13
		CT	12-14		4-6	30-1		11-13
		DBN	12-14		4-6	30-1		11-13
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	Online	5-7	30-1		11-13	1-3	11-13
		JHB	5-7	30-1		11-13	1-3	11-13
		CT	5-7	30-1		11-13	1-3	11-13
		DBN	5-7	30-1		11-13	1-3	11-13
Effective Disciplinary Hearings for Chairpersons 2 Days	10985 L6 credits 5	Inhouse only - Available on request						
Effective Disciplinary Hearings for Initiators 2 Days	11286 L5 credits 8	Inhouse only – Available on request						
Effective Disciplinary Hearings for Shop Stewards 2 Days	11286 L5 credits 8	Inhouse only - Available on request						

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Course	Unit Standards	Location	July	August	September	October	November	December
Effective Sales	10047 L5 credits 5	Online	6-7	7-8		30-31	27-28	
		JHB	6-7	7-8		30-31	27-28	
		CT	6-7	7-8		30-31	27-28	
		DBN	6-7	7-8		30-31	27-28	
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online	12-14	16-18	20-22	18-20	8-10	5-7
		JHB	12-14	16-18	20-22	18-20	8-10	5-7
		CT	12-14	16-18	20-22	18-20	8-10	5-7
		DBN	12-14	16-18	20-22	18-20	8-10	5-7
Emotional Intelligence for Leaders	252031 L5 credits 4	Online		3-4		2-3	30-1	
		JHB		3-4		2-3	30-1	
		CT		3-4		2-3	30-1	
		DBN		3-4		2-3	30-1	
Emotional Intelligence & Team Building	252031 L5 credits 4	Inhouse only – Available on request						
Employment Equity Committee Training	116927 L5 credits 10	Online	17-18		14-15		27-28	
		JHB	17-18		14-15		27-28	
		CT	17-18		14-15		27-28	
		DBN	17-18		14-15		27-28	
Entrepreneurship 5 days		Inhouse only – Available on request						
Facilitation Skills	117871 L5 Credits10	Online	10-12	21-23		2-4	1-3	4-6
		JHB	10-12	21-23		2-4	1-3	4-6
		CT	10-12	21-23		2-4	1-3	4-6
		DBN	10-12	21-23		2-4	1-3	4-6
Fast Food Services: National Certificate NQF L3 Learnership : 26 in-class days	SAQA ID 14115 at NQF Level 3 worth 133 credits	Online	Inhouse only – Available on request					
Face-face								
Food & Beverage Services: National Certificate NQF L4 Learnership 24 in-class days	SAQA ID 14113 at NQF Level 4 worth 138 credits	Online	Inhouse only – Available on request					
Face-face								

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Course	Unit Standards	Location	July	August	September	October	November	December
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online	12-14	21-23	18-20	23-25	6-8	5-7
		JHB	12-14	21-23	18-20	23-25	6-8	5-7
		CT	12-14	21-23	18-20	23-25	6-8	5-7
		DBN	12-14	21-23	18-20	23-25	6-8	5-7
Frontline Customer Service	242829 L4 credits 5	Online	24		22		3	
		JHB	24		22		3	
		CT	24		22		3	
		DBN	24		22		3	
HIV AIDS Awareness (Half Day)		Inhouse only - Available on request						
HIV AIDS Peer Educator & Workplace Management	8555 L4 credits 4	Online	25-28		26-29		13-16	
		JHB	25-28		26-29		13-16	
		CT	25-28		26-29		13-16	
		DBN	25-28		26-29		13-16	
HIV/AIDS Peer Educator 3 Days	8555 L4 credits 4	Inhouse only - Available on request						
HIV/AIDS Workplace Management 3 Days	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		14-18		16-20	27-1	
		JHB		14-18		16-20	27-1	
		CT		14-18		16-20	27-1	
		DBN		14-18		16-20	27-1	
Implementing Internships, Learnerships and employee tax incentives (1 Day)		Online	17			27		7
		JHB	17			27		7
		CT	17			27		7
		DBN	17			27		7
Interpersonal Skills	252027 L5 credits 6	Online	21		4		2	
		JHB	21		4		2	
		CT	21		4		2	
		DBN	21		4		2	

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Course	Unit Standards	Location	July	August	September	October	November	December
Innovation & Creative Thinking	252020 L5 credits 6	Online	20-21		14-15		13-14	
		JHB	20-21		14-15		13-14	
		CT	20-21		14-15		13-14	
		DBN	20-21		14-15		13-14	
Labour Relations & Effective Discipline	10985 L6 credits 5 114274 L5 credits 8	Online		16-18		18-20	29-1	
		JHB		16-18		18-20	29-1	
		CT		16-18		18-20	29-1	
		DBN		16-18		18-20	29-1	
Management and Leadership Development	120300 L5 credits 8 15224 L5 credits 4	Online	3-5	28-30	11-13	11-13	6-8	4-6
		JHB	3-5	28-30	11-13	11-13	6-8	4-6
		CT	3-5	28-30	11-13	11-13	6-8	4-6
		DBN	3-5	28-30	11-13	11-13	6-8	4-6
Managing Poor Performance and Medical Incapacity 2 Days	252034 L5 credits 8	Inhouse only - Available on request						
Managing Virtual Teams 2 Days		Inhouse only - Available on request						
Meeting & Minute Management	242816 L4 credits 5	Online		14-15		5-6		
		JHB		14-15		5-6		
		CT		14-15		5-6		
		DBN		14-15		5-6		
Mentoring and Coaching	252035 L5 credits 8	Online	10-11		18-19	30-31		14-15
		Jhb	10-11		18-19	30-31		14-15
		CT	10-11		18-19	30-31		14-15
		DBN	10-11		18-19	30-31		14-15
Microsoft Office Excel 2016 Basic		Online	12	11	15	12	3	
		JHB	12	11	15	12	3	
Microsoft Office Excel 2016 Intermediate		Online	28	21	29	23	10	
		JHB	28	21	29	23	10	

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Microsoft Office Excel 2016 Advanced		Online	31	31		30	24	
		JHB	31	31		30	24	
Microsoft Office Excel 2016 A-Z		Online	12+28+31 AUG	11+21+31	15+29+30 Oct	12+23+30	3+10+24	
		JHB	12+28+31 AUG	11+21+31	15+29+30 Oct	12+23+30	3+10+24	
Microsoft Office PowerPoint 2016 Basic		Online		8	7	2	4	
		JHB		8	7	2	4	
Microsoft Office PowerPoint 2016 Advanced		Online		25	26	20	2	
		JHB		25	26	20	2	
Microsoft Office PowerPoint A-Z		Online		8+25	7+26	2+20	2+20	
		JHB		8+25	7+26	2+20	2+20	
Microsoft Office Outlook Basics 2016		Online	10		11		9	
		JHB	10		11		9	
Microsoft Office Outlook Advanced 2016		Online	20		27			1
		JHB	20		27			1
Microsoft Office Outlook A-Z		Online	10+20		11+27		9+1 Dec	
		JHB	10+20		11+27		9+1 Dec	
Microsoft Office Word 2016 Basic		Online	11	10	12	6	1	
		JHB	11	10	12	6	1	
Microsoft Office Word 2016 Intermediate		Online	21	22	19	16	16	
		JHB	21	22	19	16	16	
Microsoft Office Word 2016 Advanced		Online		29	28	31	27	
		JHB		29	28	31	27	
Microsoft Office Word A-Z		Online		10+22+29	12+19+28	6+16+31	1+16+27	
		JHB		10+22+29	12+19+28	6+16+31	1+16+27	

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Course	Unit Standards	Location	July	August	September	October	November	December
Moderator Training	115759 L6 credits 10	Online		1-4		24-27		4-7
		JHB		1-4		24-27		4-7
		CT		1-4		24-27		4-7
		DBN		1-4		24-27		4-7
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	5-7		27-29		13-15	
		JHB	5-7		27-29		13-15	
		CT	5-7		27-29		13-15	
		DBN	5-7		27-29		13-15	
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 24-28			Module 1 23-27		
		JHB	Module 1 24-28			Module 1 23-27		
		CT	Module 1 24-28			Module 1 23-27		
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 14-18			Module 1 13-17	
		JHB		Module 1 14-18			Module 1 13-17	
		CT		Module 1 14-18			Module 1 13-17	
National Certificate: Information Technology: End User Computing	SAQA I.D. 61591 NQF L3 Credits 130 (26 Days)							
Negotiation Skills	117853 L5 credits 8	Online	31-1			2-3		
		JHB	31-1			2-3		
		CT	31-1			2-3		
		DBN	31-1			2-3		
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	Inhouse only – Available on request						
Office Management	110009 L4 credits 4	Online	17-18		4-5		13-14	
		JHB	17-18		4-5		13-14	
		CT	17-18		4-5		13-14	
		DBN	17-18		4-5		13-14	

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Course	Unit Standards	Location	July	August	September	October	November	December
Operations Management	252032 L5 credits 8	Online	10-11		18-19		23-24	
		JHB	10-11		18-19		23-24	
		CT	10-11		18-19		23-24	
		DBN	10-11		18-19		23-24	
Performance Management	252034 L5 credits 8	Online	17-18		7-8		16-17	
		JHB	17-18		7-8		16-17	
		CT	17-18		7-8		16-17	
		DBN	17-18		7-8		16-17	
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	19-21		26-28		15-17	
		JHB	19-21		26-28		15-17	
		CT	19-21		26-28		15-17	
		DBN	19-21		26-28		15-17	
Personal Finance 1 Day		Inhouse only - Available on request						
Personal Mastery 2 Days	252031 L5 credits 4	Inhouse only - Available on request						
Presentation and Communication Skills	8647 L5 credits 10	Online	13-14	14-15	21-22	9-10	20-21	11-12
		JHB	13-14	14-15	21-22	9-10	20-21	11-12
		CT	13-14	14-15	21-22	9-10	20-21	11-12
		DBN	13-14	14-15	21-22	9-10	20-21	11-12
Problem Solving & Decision Making	242817 L4 credits 8	Online	10-11	10-11		16-17		14-15
		JHB	10-11	10-11		16-17		14-15
		CT	10-11	10-11		16-17		14-15
		DBN	10-11	10-11		16-17		14-15
Project Management	120372 L4 credits 5 120379 L4 credits 8	Online	19-21	2-4	27-29	23-25	13-15	4-6
		JHB	19-21	2-4	27-29	23-25	13-15	4-6
		CT	19-21	2-4	27-29	23-25	13-15	4-6
		DBN	19-21	2-4	27-29	23-25	13-15	4-6

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Course	Unit Standards	Location	July	August	September	October	November	December
National Certificate in Project Management L5 Learnership	NQF L5 Qual. No. 58395 120 credits (22 Days)	Online		Module 1 21-24		Module 1 2-5		
		JHB		Module 1 21-24		Module 1 2-5		
		CT		Module 1 21-24		Module 1 2-5		
Public Finance Management	242810 L4 credits 6 114738 L4 credits 6	Online	31-2			2-4		13-15
		JHB	31-2			2-4		13-15
		CT	31-2			2-4		13-15
		DBN	31-2			2-4		13-15
Reception & Telephone Etiquette	13928 L3 credits 4	Online		10-11		16-17		
		JHB		10-11		16-17		
		CT		10-11		16-17		
		DBN		10-11		16-17		
Recruitment and Selection	12140 L5 credits 9	Online	3-4		4-5		9-10	
		JHB	3-4		4-5		9-10	
		CT	3-4		4-5		9-10	
		DBN	3-4		4-5		9-10	
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	3-5		6-8	16-18	15-17	
		JHB	3-5		6-8	16-18	15-17	
		CT	3-5		6-8	16-18	15-17	
		DBN	3-5		6-8	16-18	15-17	
Research Methodology & Report Writing		Online	31-2			4-6		
		JHB	31-2			4-6		
		CT	31-2			4-6		

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Course	Unit Standards	Location	July	August	September	October	November	December
Risk Management	252025 L5 credits 8	Online		3-4		9-10		14-15
		JHB		3-4		9-10		14-15
		CT		3-4		9-10		14-15
		DBN		3-4		9-10		14-15
Sexual Harassment in the workplace 2 Days		Inhouse only - Available on request						
Sexual Harassment in the workplace half day workshop		Inhouse only - Available on request						
Skills Development Committee Training 2 Days	252029 L5 credits 8	Inhouse only - Available on request						
Skills Development Facilitator	15221 L5 credits 4 15218 L6 credits 4 15217 L5 credits 6 15232 L5 credits 3 252041 L5 credits 5 15227 L4 credits 4	Online	24-27		26-29		20-23	
		JHB	24-27		26-29		20-23	
		CT	24-27		26-29		20-23	
		DBN	24-27		26-29		20-23	
Skills Development & Training Management	252029 L5 credits 8	Online		10-11		26-27		4-5
		JHB		10-11		26-27		4-5
		CT		10-11		26-27		4-5
		DBN		10-11		26-27		4-5
Stock Management	13945 L4 credits 2	Online	27		22		6	
		JHB	27		22		6	
		CT	27		22		6	
		DBN	27		22		6	
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online	24-26		11-13		20-22	
		JHB	24-26		11-13		20-22	
		CT	24-26		11-13		20-22	
		DBN	24-26		11-13		20-22	

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Course	Unit Standards	Location	July	August	September	October	November	December
Stress Management	15096 L5 credits 5	Online		11		23		7
		JHB		11		23		7
		CT		11		23		7
		DBN		11		23		7
Supervisory Management	14667 L4 credits 10	Online	17-19	23-25	18-20	11-13	13-15	11-13
		JHB	17-19	23-25	18-20	11-13	13-15	11-13
		CT	17-19	23-25	18-20	11-13	13-15	11-13
		DBN	17-19	23-25	18-20	11-13	13-15	11-13
Supply Chain Management	336712 L6 credits 6 336713 NQF L5 credits 10	Online	24-28		18-22		6-10	
		JHB	24-28		18-22		6-10	
		CT	24-28		18-22		6-10	
		DBN	24-28		18-22		6-10	
National Certificate in Supply Chain Management: L5 Learnership	SAQA ID 74149 NQF L5 Credits 150 (27 Days)	Online		Module 1 14-18		Module 1 30-3		
		JHB		Module 1 14-18		Module 1 30-3		
		CT		Module 1 14-18		Module 1 30-3		
Team Building	252037 L5 credits 6	Online	19		21		24	
		JHB	19		21		24	
		CT	19		21		24	
		DBN	19		21		24	
Team Leader	242811 L4 credits 5	Online	3-5		6-8		22-24	
		JHB	3-5		6-8		22-24	
		CT	3-5		6-8		22-24	
		DBN	3-5		6-8		22-24	
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Online		28-30		23-25		11-13
		JHB		28-30		23-25		11-13
		CT		28-30		23-25		11-13
		DBN		28-30		23-25		11-13

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Group disc-ounts available on request

Course	Unit Standards	Location	July	August	September	October	November	December
Telephone Etiquette	7790 L3 credits 3	Online		7		6		7
		JHB		7		6		7
		CT		7		6		7
		DBN		7		6		7
Time Management	15234 L5 credits 4	Online		7-8	20-21	19-20	16-17	6-7
		JHB		7-8	20-21	19-20	16-17	6-7
		CT		7-8	20-21	19-20	16-17	6-7
		DBN		7-8	20-21	19-20	16-17	6-7
National Certificate: Wholesale and Retail Operations Supervision L4 Learnership	SAQA ID 49397 NQF L4 Credits 120 (22 Days)	Online		Module 1 15-18			Module 1 7-10	
		JHB		Module 1 15-18			Module 1 7-10	
		CT		Module 1 15-18			Module 1 7-10	
Women in Management	15224 L5 credits 4	Inhouse only – Available on request						
Coaching	(One on One)	Price on request						
Life Coaching	(One on One)	Price on request						
Executive Coaching	(One on One)	Price on request						

All prices exclude VAT

Group discounts available on request

## ONLINE LEARNING:

**Course Duration: 7 hours per day on ZOOM or MS teams**

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 online and receive your accredited certificate
6. All e-learning courses are accredited by the Setas!
7. Learners need a computer with internet access and webcam. **Cellphones are not recommended as the screens are too small for activities.**
8. All online courses make use of online materials using links provided. **Hard copies can be requested at an additional cost.**

## 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 (classroom/face-face training) 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 2023.

## National Certificate in General Management NQF Level 5

**This course is accredited by the Services Seta and material covers SAQA ID 59201/60269 – NQF - L5 164 Credits**

**This FETC programme can be offered as a 12-month learnership programme with**

**26 days of in-class attendance:**

**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	14-18 August 2023 13-17 November 2023	(Group 1) (Group 2)	14-18 August 2023 13-17 November 2023	(Group 1) (Group 2)
Module 2: Professional <b>Management</b> & Leadership	18-20 September 2023 23-26 January 2024	(Group 1) (Group 2)	18-20 September 2023 23-26 January 2024	(Group 1) (Group 2)
Module 3: Professional EQ, Conflict & Change Management	20-24 November 2024 11-15 March 2024	(Group 1) (Group 2)	20-24 November 2024 11-15 March 2024	(Group 1) (Group 2)
Module 4: Professional Human Resource Management	29-31 January 2024 8-10 May 2024	(Group 1) (Group 2)	29-31 January 2024 8-10 May 2024	(Group 1) (Group 2)
Module 5: Financial Management for Professionals	4-8 March 2024 10-14 June 2024	(Group 1) (Group 2)	4-8 March 2024 10-14 June 2024	(Group 1) (Group 2)
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	15-18 April 2024 22-25 July 2024	(Group 1) (Group 2)	15-18 April 2024 22-25 July 2024	(Group 1) (Group 2)



## National Certificate in General Management NQF Level 4

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

This FETC programme can be offered as a 12-month learnership programme with

20 days of in-class attendance for learners with at least matric. 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: <b>Team Management</b>	24-28 July 2023	(Group 1)	24-28 July 2023	(Group 1)
	23-27 October 2023	(Group 2)	23-27 October 2023	(Group 2)
Module 2: <b>Communication</b>	04-08 September 2023	(Group 1)	04-08 September 2023	(Group 1)
	11-15 December 2023	(Group 2)	11-15 December 2023	(Group 2)
Module 3: <b>Maths Literacy</b>	06-10 November 2023	(Group 1)	06-10 November 2023	(Group 1)
	05-09 February 2024	(Group 2)	05-09 February 2024	(Group 2)
Module 4: <b>Managing Time &amp; Performance</b>	15 - 19 February 2024	(Group 1)	15 - 19 February 2024	(Group 1)
	01-05 April 2024	(Group 2)	01-05 April 2024	(Group 2)
Module 5: <b>Second Language Communication (Compulsory at an extra fee for learners without matric)</b>				

## Business Administration Services NQF Level 4

Further Education and Training Certificate (FETC) - Learnership

SAQA ID 61595 (L.P. 35928) NQF L4 worth 140 Credits.

This FETC programme can be offered as a 12-month learnership programme with

**20 days of in-class attendance.**

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	22-25 August 2023 21-24 November 2023	(Group 1) (Group 2)	22-25 August 2023 21-24 November 2023	(Group 1) (Group 2)
Module 2: Bus Comm & Bus Writing	03-06 October 2023 23-26 January 2024	(Group 1) (Group 2)	03-06 October 2023 23-26 January 2024	(Group 1) (Group 2)
Module 3: Maths Literacy	04-06 December 2023 06-08 March 2024	(Group 1) (Group 2)	04-06 December 2023 06-08 March 2024	(Group 1) (Group 2)
Module 4: Administration	29-31 January 2024 08-10 April 2024	(Group 1) (Group 2)	29-31 January 2024 08-10 April 2024	(Group 1) (Group 2)
Module 5: Finance for Office Administrators	11-13 March 2024 12-14 Jun 2024	(Group 1) (Group 2)	11-13 March 2024 12-14 Jun 2024	(Group 1) (Group 2)
Module 6: Customer Care	10 - 12 April 2024 05-07 August 2024	(Group 1) (Group 2)	10 - 12 April 2024 05-07 August 2024	(Group 1) (Group 2)

**All prices exclude VAT**

## National Certificate: Project Management NQF Level 5

**This course is accredited by the Services Seta and material covers SAQA ID: 58395 – 120 credits - 22 DAYS**

**Can be offered as a 12-month learnership programme with 22 days of in-class attendance.**

**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: <b>Manage Project Scope and Time</b>	21-24 August 2023	(Group 1)	21-24 August 2023	(Group 1)
	02-05 October 2023	(Group 2)	02-05 October 2023	(Group 2)
Module 2: <b>Manage Project Communications</b>	11-15 September 2023	(Group 1)	11-15 September 2023	(Group 1)
	11-15 December 2023	(Group 2)	11-15 December 2023	(Group 2)
Module 3: <b>Manage Project Finances</b>	30 October – 02 November 2023	(Group 1)	30 October – 02 November 2023	(Group 1)
	20-23 February 2024	(Group 2)	20-23 February 2024	(Group 2)
Module 4: <b>Manage Application of project Integrative Processes</b>	29 January – 01 February 2024	(Group 1)	29 January – 01 February 2024	(Group 1)
	04-07 March 2024	(Group 2)	04-07 March 2024	(Group 2)
Module 5: <b>Monitor, Control execution and project closure management</b>	11-15 March 2024	(Group 1)	11-15 March 2024	(Group 1)
	06-11 May 2024	(Group 2)	06-11 May 2024	(Group 2)

## National Certificate: Wholesale and Retail Operations Supervision NQF L4

This course is accredited by the Wholesale and Retail Seta and material covers SAQA ID 49397 at NQF Level 4 worth 120 credits

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

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	15-18 August 2023 24 – 27 October 2023	(Group 1) (Group 2)	15-18 August 2023 24 – 27 October 2023	(Group 1) (Group 2)
Module 2: Business Communication	16-19 October 2023 11-14 December 2023	(Group 1) (Group 2)	16-19 October 2023 11-14 December 2023	(Group 1) (Group 2)
Module 3: Mathematics in Business	04-07 December 2023 16-19 January 2024	(Group 1) (Group 2)	04-07 December 2023 16-19 January 2024	(Group 1) (Group 2)
Module 4: Customer & Sales Management	22-25 January 2024 04-07 March 2024	(Group 1) (Group 2)	22-25 January 2024 04-07 March 2024	(Group 1) (Group 2)
Module 5: Operational Management	19-22 March 2024 13-16 May 2024	(Group 1) (Group 2)	19-22 March 2024 13-16 May 2024	(Group 1) (Group 2)

## National Certificate: Supply Chain Management NQF L5

**25 in-class days:**

**This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits  
Can be offered as a learnership. 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	41 - 18 August 2023 (Group 1) 30 October – 03 November 2023 (Group 2)	14 - 18 August 2023 (Group 1) 30 October – 03 November 2023 (Group 2)
Module 2: Understanding Supply Chain Management	09-13 October 2023 (Group 1) 11-15 December 2023 (Group 2)	09-13 October 2023 (Group 1) 11-15 December 2023 (Group 2)
Module 3: Information & Risk Management	20-24 November 2023 (Group 1) 05-09 February 2024 (Group 2)	20-24 November 2023 (Group 1) 05-09 February 2024 (Group 2)
Module 4: Supply Chain Operations	29 January - 02 February 2024 (Group 1) 22-26 April 2024 (Group 2)	29 January - 02 February 2024 (Group 1) 22-26 April 2024 (Group 2)
Module 5: Materials/Logistics Management	18-22 March 2024 (Group 1) 17-21 June 2024 (Group 2)	18-22 March 2024 (Group 1) 17-21 June 2024 (Group 2)

## National Certificate in Fast Food Services NQF L3

**26 in-class days:**

**This course is to be accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits  
Can be offered as a learnership. 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: <b>Fundamentals of the Hospitality Industry (4 Days)</b>	dates to be confirmed (in-house, available on request)	dates to be confirmed (in-house, available on request)
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)		
<b>Module 9: First Aid (2 Days)</b>		
<b>Final Practical Summative Assessments (2 Days)</b>		

# National Certificate in Food & Beverage Services NQF L4

24 in-class days:

This course is to be accredited by the Cathsseta and material covers SAQA ID 14113 at NQF Level 4 worth 138 credits  
Can be offered as a learnership. 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 (in-house, available on request)	Dates to be confirmed (in-house, available on request)
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)		

# National Certificate : Information Technology: End User Computing NQF L3

26 in-class days:

This course is to be accredited by the MICT SETA and material covers SAQA ID 61591(LP: 49077) at NQF level 3 worth 130 credits  
 Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg	Cape Town
Learning Programme 1: ICT and MS Windows	Dates to be confirmed	Dates to be confirmed
Learning Programme 2: Internet Explorer & Projects		
Learning Programme 3: MS Word		
Learning Programme 4: MS Outlook		
Learning Programme 5: MS PowerPoint		
Learning Programme 6: MS Excel		
Learning Programme 7: MS Access		
Learning Programme 8: Financial Literacy		
Learning Programme 9: Communication		
Learning Programme 10: Mathematical Literacy		



## 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:

- Discounted 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 Imsimbi's receipt of the 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. Cancellations:

- **All cancellations must be done in writing and emailed directly to Imsimbi Training at least 4 working days before the start of the course to allow us to cancel with our suppliers. If less than 3 working days, you can only send a replacement.**
- 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 6 (six) delegates confirmed**. Imsimbi reserves the right to postpone courses below six (6) 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. Qualifications & Learnerships. Once you have commenced or confirmed attendance you are liable for the full cost of the training. There are no cancellations or replacements allowed.**

**12.** 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.

**13. Refunds** should be requested in writing to our Sales consultant who processed your booking. All refunds should be accompanied by a signed and stamped bank letter of 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/HR/Training Manager or higher on a signed and stamped letterhead. All refunds which are not as a result of Imsimbi' s fault will be charged an **admin fee of 10% of the invoice value**. **All qualifying refunds will be processed 21 working days from the date Imsimbi has been notified of the cancellation.**

**14. Hard Copy Training Material.** There are **no hard copy materials provided for Online training**. They can however, be **provided at an additional cost upon request**. Please contact our Sales Consultants for arrangements.

**15. Protection of Personal Information**

**15.1** The Protection of Personal Information Act (POPI) seeks to protect your personal information and explains what we may and may not do with it. Kindly refer to the Imsimbi Policy for further information on how we use your personal information.

**15.2** **Once you register for any of Imsimbi courses, you are required to supply us with personal data which includes, your name, contact details, physical address, ID/Passport number and /copy, gender and email address, company name, vat number, educational qualifications. Kindly ensure all details provided are true and correct to the best of your knowledge. Imsimbi Training commits itself to taking all reasonable steps to protect the personal information of users and shall comply with the Protection of Personal Information Act (“POPI”) in this regard.**

**15.3** Upon submitting your booking or registration form, you are consenting to Imsimbi Training using your personal data for the purposes of attaining your qualification with the Setas in line with our POPIA policy.