

Unleashing Your Potential



Schedule of Training Courses

January – December 2027



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, ETDP Seta, Cathsseta, TETA, MICT Seta and the QCTO.

Classroom & Online Training options available

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

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

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8	Online	25-29			12-16		21-25		30-31	1-3		15-19	
		JHB	25-29			12-16		21-25		30-31	1-3		15-19	
		CT	25-29			12-16		21-25		30-31	1-3		15-19	
		DBN	25-29			12-16		21-25		30-31	1-3		15-19	
Advanced Project Management	243824 L5 credits 8 243812 L5 credits 12	Online	18-22		8-12		17-21		5-9		6-10		22-26	
		JHB	18-22		8-12		17-21		5-9		6-10		22-26	
		CT	18-22		8-12		17-21		5-9		6-10		22-26	
		DBN	18-22		8-12		17-21		5-9		6-10		22-26	
Advanced Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online			9-12	13-16		8-11	27-30		28-30	1+26-29		7-10
		JHB			9-12	13-16		8-11	27-30		28-30	1+26-29		7-10
		CT			9-12	13-16		8-11	27-30		28-30	1+26-29		7-10
		DBN			9-12	13-16		8-11	27-30		28-30	1+26-29		7-10
Anger Management	252031 L5 credits 4	Online		1-2		20-21		22-23				4-5		1-2
		JHB		1-2		20-21		22-23				4-5		1-2
		CT		1-2		20-21		22-23				4-5		1-2
		DBN		1-2		20-21		22-23				4-5		1-2
Assertiveness	252027 L5 credits 6	Online		15-16		22-23		24-25		16-17			29-30	
		JHB		15-16		22-23		24-25		16-17			29-30	
		CT		15-16		22-23		24-25		16-17			29-30	
		DBN		15-16		22-23		24-25		16-17			29-30	
Assessor Training	115753 L5 credits 15	Online	25-28		15-18		3-6		13-16		6-9		9-12	
		JHB	25-28		15-18		3-6		13-16		6-9		9-12	
		CT	25-28		15-18		3-6		13-16		6-9		9-12	
		DBN	25-28		15-18		3-6		13-16		6-9		9-12	
Assessment Practitioner: QCTO Occupational Skills Programme	115753 L5 credits 15	Online	18-22		8-12		10-14		5-9		13-17		1-5	
		JHB	18-22		8-12		10-14		5-9		13-17		1-5	
		CT	18-22		8-12		10-14		5-9		13-17		1-5	
		DBN	18-22		8-12		10-14		5-9		13-17		1-5	

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Best Practice in Quality Management 2 Days	252024 L5 credits 4	Inhouse only – Available on request												
Business Administration Services FETC L4 Learnership Programme Modules 1-6	61595 (L.P. 35928) L4 credits 140	Online		9-12			11-14			17-20			16-19	
		JHB		9-12			11-14			17-20			16-19	
		CT		9-12			11-14			17-20			16-19	
Business Banking Officer: Higher Occupational Certificate QCTO	SAQA ID 121927 L5 credits 146	Online												
		Physical												
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online		8-10	31	1-2		2-4			8-10		24-26	
		JHB		8-10	31	1-2		2-4			8-10		24-26	
		CT		8-10	31	1-2		2-4			8-10		24-26	
		DBN		8-10	31	1-2		2-4			8-10		24-26	
Call Centre & Customer Service	7790 L3 credits 3	Online	25	11		20	31			17		7		2
		JHB	25	11		20	31			17		7		2
		CT	25	11		20	31			17		7		2
		DBN	25	11		20	31			17		7		2
Change Management 2 Days	252021 L5 credits 8		Inhouse only – Available on request											
Conflict Management: Occupational Skills Programme QCTO (4 Days)	QCTO SP 210409 L5 credits 8	Online	Inhouse only – Available on request											
		Physical												
Conflict Management	114226 L5 credits 8	Online		8-9		7-8	31	1		23-24		6-7	24-25	
		JHB		8-9		7-8	31	1		23-24		6-7	24-25	
		CT		8-9		7-8	31	1		23-24		6-7	24-25	
		DBN		8-9		7-8	31	1		23-24		6-7	24-25	
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		8-10		7-9	31	1-2		23-25		6-8	24-26	
		JHB		8-10		7-9	31	1-2		23-25		6-8	24-26	
		CT		8-10		7-9	31	1-2		23-25		6-8	24-26	
		DBN		8-10		7-9	31	1-2		23-25		6-8	24-26	
Corporate Governance (Ethics) 1 Day	252042 L5 credits 5	Inhouse only – Available on request												

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Customer Service Excellence	10052 L5 credits 6	Online	28-29		23-24		27-28		22-23		6-7		1-2	
		JHB	28-29		23-24		27-28		22-23		6-7		1-2	
		CT	28-29		23-24		27-28		22-23		6-7		1-2	
		DBN	28-29		23-24		27-28		22-23		6-7		1-2	
		E. London					27-28		22-23		6-7			
		PE			23-24				22-23				1-2	
Data & Records Management	110009 L4 credits 4	Online	21-22		8-9			7-8		16-17		21-22		1-2
		JHB	21-22		8-9			7-8		16-17		21-22		1-2
		CT	21-22		8-9			7-8		16-17		21-22		1-2
		DBN	21-22		8-9			7-8		16-17		21-22		1-2
Diversity Management	252043 L5 credits 6	Online			30-31			1-2			20-21			6-7
		JHB			30-31			1-2			20-21			6-7
		CT			30-31			1-2			20-21			6-7
		DBN			30-31			1-2			20-21			6-7
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	18-20		3-5		19-21	28-30		30-31	1	27-29		8-10
		JHB	18-20		3-5		19-21	28-30		30-31	1	27-29		8-10
		CT	18-20		3-5		19-21	28-30		30-31	1	27-29		8-10
		DBN	18-20		3-5		19-21	28-30		30-31	1	27-29		8-10
Effective Disciplinary Hearings	11286 L5 credits 8	Online		10-12			26-28			25-27		6-8		13-15
		JHB		10-12			26-28			25-27		6-8		13-15
		CT		10-12			26-28			25-27		6-8		13-15
		DBN		10-12			26-28			25-27		6-8		13-15
Effective Disciplinary Hearings for Chairpersons 2 Days	11286 L5 credits 8	Inhouse only - Available on request												
Effective Disciplinary Hearings for Initiators 2 Days	11286 L5 credits 8	Inhouse only - Available on request												

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Effective Disciplinary Hearings for Shop Stewards 2 Days	11286 L5 credits 8	Inhouse only - Available on request												
Effective Sales	10047 L5 credits 5	Online	18-19		1-2		20-21		1-2	26-27		25-26	22-23	
		JHB	18-19		1-2		20-21		1-2	26-27		25-26	22-23	
		CT	18-19		1-2		20-21		1-2	26-27		25-26	22-23	
		DBN	18-19		1-2		20-21		1-2	26-27		25-26	22-23	
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online	20-22	10-12	3-5	14-16	12-14	9-11	7-9	18-20	15-17	13-15	10-12	8-10
		JHB	20-22	10-12	3-5	14-16	12-14	9-11	7-9	18-20	15-17	13-15	10-12	8-10
		CT	20-22	10-12	3-5	14-16	12-14	9-11	7-9	18-20	15-17	13-15	10-12	8-10
		DBN				14-16				18-20			10-12	
		PE		10-12				9-11				13-15		
Emotional Intelligence for Leaders – 2 days	252031 L5 credits 4	Online	Inhouse only – Available on request											
		Face-face												
Emotional Intelligence & Team Building 3 Days	252031 L5 credits 4	Inhouse only – Available on request												
Employment Equity Committee – 2 days		Inhouse only – Available on request												
Employment Equity, Skills Development & Labour Law	13952 L4 credits 8	Online		17-19		21-23		28-30			8-10		10-12	
		JHB		17-19		21-23		28-30			8-10		10-12	
		CT		17-19		21-23		28-30			8-10		10-12	
		DBN		17-19		21-23		28-30			8-10		10-12	
Facilitation Skills	117871 L5 Credits10	Online		3-5		21-23		2-4		11-13		27-29	29-30	1
		JHB		3-5		21-23		2-4		11-13		27-29	29-30	1
		CT		3-5		21-23		2-4		11-13		27-29	29-30	1
		DB		3-5		21-23		2-4		11-13		27-29	29-30	1
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 NQF Level 4 138 credits	Online	Inhouse only – Available on request											
		Face-Face												

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Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online		24-26		6-8	5-7	9-11	7-9	18-20	15-17	13-15	17-19	8-10
		JHB		24-26		6-8	5-7	9-11	7-9	18-20	15-17	13-15	17-19	8-10
		CT		24-26		6-8	5-7	9-11	7-9	18-20	15-17	13-15	17-19	8-10
		DBN		24-26		6-8	5-7	9-11	7-9	18-20	15-17	13-15	17-19	8-10
		PE		24-26		6-8					15-17			
		E.London		24-26			5-7		7-9				17-19	
Frontline Customer Service	242829 L4 credits 5	Online	26		23		4		19		13		22	
		JHB	26		23		4		19		13		22	
		CT	26		23		4		19		13		22	
		DBN	26		23		4		19		13		22	
HIV AIDS Awareness (Half Day)		Inhouse only - Available on request												
HIV AIDS Peer Educator 3 Days	13915 L3 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 11286 L5 credits 8	Online	25-29		8-12		3-7		5-9	2-6		11-15	22-26	
		JHB	25-29		8-12		3-7		5-9	2-6		11-15	22-26	
		CT	25-29		8-12		3-7		5-9	2-6		11-15	22-26	
		DBN	25-29		8-12		3-7		5-9	2-6		11-15	22-26	
Human Resource Management Officer: Advanced Occupational Certificate - QCTO Learnership	SAQA ID 121151 L6 credits 134	Online		15-19			17-21			16-20			1-5	
		JHB		15-19			17-21			16-20			1-5	
		CT		15-19			17-21			16-20			1-5	
Implementing Internships, Learnerships and employee tax incentives (1 Day)		Online	21		16		13		13			21		2
		JHB	21		16		13		13			21		2
		CT	21		16		13		13			21		2
		DBN	21		16		13		13			21		2
Interpersonal Skills	252027 L5 credits 6	Online	25			22		10			23		23	
		JHB	25			22		10			23		23	
		CT	25			22		10			23		23	
		DBN	25			22		10			23		23	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Interviewing and CV Writing Course 2 Days		Inhouse only - Available on request												
Innovation & Creative Thinking	252020 L5 credits 6	Online		11-12		1-2		3-4		26-27		25-26	29-30	
		JHB		11-12		1-2		3-4		26-27		25-26	29-30	
		CT		11-12		1-2		3-4		26-27		25-26	29-30	
		DBN		11-12		1-2		3-4		26-27		25-26	29-30	
Job Readiness 5 Days	252031 L5 credits 4 7790 L3 credits 3	Inhouse only - Available on request												
Labour Relations & Effective Discipline	11286 L5 credits 8	Online	27-29		10-12		5-7		7-9	4-6		13-15	24-26	
		JHB	27-29		10-12		5-7		7-9	4-6		13-15	24-26	
		CT	27-29		10-12		5-7		7-9	4-6		13-15	24-26	
		DBN	27-29		10-12		5-7		7-9	4-6		13-15	24-26	
Learning & Development Facilitator: Occupational Skills Programme QCTO	QCTO SP – 220319 L5 credits 36	Online		22-26			3-7			2-6			15-19	
		JHB		22-26			3-7			2-6			15-19	
		CT		22-26			3-7			2-6			15-19	
		DBN		22-26			3-7			2-6			15-19	
Learning & Development Professional: Advanced Occupational Certificate QCTO	SAQA ID 121276 L6 credits 280	Online												
		Physical												
QCTO Learnership Management Assistant: Occupational Certificate – NQF L5	SAQA ID 334302001 L5 credits 316	Online		15-19			10-14			23-27			1-5	
		JHB		15-19			10-14			23-27			1-5	
		CT		15-19			10-14			23-27			1-5	
Supervisory Management (Management level 1)	252032 L5 credits 8	Online		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		JHB		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		CT		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		DBN		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		P.E			16-18				12-14				8-10	
		E. London					12-14				13-15			
Management and Leadership Development (Management Level 2)	120300 L5 credits 8 15224 L5 credits 4	Online	20-22	10-12	10-12	7-9	19-21	21-23	19-21	23-25	6-8	27-29	15-17	8-10
		JHB	20-22	10-12	10-12	7-9	19-21	21-23	19-21	23-25	6-8	27-29	15-17	8-10
		CT	20-22	10-12	10-12	7-9	19-21	21-23	19-21	23-25	6-8	27-29	15-17	8-10
		DBN	20-22	10-12	10-12	7-9	19-21	21-23	19-21	23-25	6-8	27-29	15-17	8-10
		PE			10-12				19-21				15-17	

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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		1-2		22-23		3-4		10-11		4-5		15-16
		JHB		1-2		22-23		3-4		10-11		4-5		15-16
		CT		1-2		22-23		3-4		10-11		4-5		15-16
		DBN		1-2		22-23		3-4		10-11		4-5		15-16
Mentoring and Coaching	252035 L5 credits 8	Online		4-5		5-6		17-18		2-3		25-26		9-10
		JHB		4-5		5-6		17-18		2-3		25-26		9-10
		CT		4-5		5-6		17-18		2-3		25-26		9-10
		DBN		4-5		5-6		17-18		2-3		25-26		9-10
Microsoft Office Excel 2016 Basic	Microsoft certificate	Online		3	5	6	5	1	8	5	9	1	4	2
		JHB		3	5	6	5	1	8	5	9	1	4	2
Microsoft Office Excel 2016 Intermediate	Microsoft certificate	Online		11	19	15	19	10	22	17	23	7	17	8
		JHB		11	19	15	19	10	22	17	23	7	17	8
Microsoft Office Excel 2016 Advanced	Microsoft certificate	Online		26	25	22	28	17	27	27	27	26	26	
		JHB		26	25	22	28	17	27	27	27	26	26	
Microsoft Office Excel 2016 A-Z	Microsoft certificate	Online		3+11+26	5+19+25	6+15+22	5+19+28	1+10+17	8+22+27	5+17+27	9+23+27	1+7+26	4+17+26	
		JHB		3+11+26	5+19+25	6+15+22	5+19+28	1+10+17	8+22+27	5+17+27	9+23+27	1+7+26	4+17+26	
Microsoft Office Power BI Desktop Introduction	Microsoft certificate	Online		17-18		13-14		24-25		12-13		28-29		9-10
		JHB		17-18		13-14		24-25		12-13		28-29		9-10
Microsoft Office PowerPoint 2016 Basic	Microsoft certificate	Online		2		1	7	18		4	10	5	3	
		JHB		2		1	7	18		4	10	5	3	
Microsoft Office PowerPoint 2016 Advanced	Microsoft certificate	Online		12		9	11	24		20	22	14	16	
		JHB		12		9	11	24		20	22	14	16	

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Microsoft Office PowerPoint A-Z	Microsoft certificate	Online		2+12		1+9	7+11	18+24		4+20	10+22	5+14	3+16	
		JHB		2+12		1+9	7+11	18+24		4+20	10+22	5+14	3+16	
Microsoft Office Outlook Basics 2016	Microsoft certificate	Online		16			12		6		7		5	
		JHB		16			12		6		7		5	
Microsoft Office Outlook Advanced 2016	Microsoft certificate	Online		25			27		16		21		25	
		JHB		25			27		16		21		25	
Microsoft Office Outlook A-Z	Microsoft certificate	Online		16+25			12+27		6+16		7+21		5+25	
		JHB		16+25			12+27		6+16		7+21		5+25	
Microsoft Office Word 2016 Basic	Microsoft certificate	Online		4	4	2	4	2	7	6	8	4	2	
		JHB		4	4	2	4	2	7	6	8	4	2	
Microsoft Office Word 2016 Intermediate	Microsoft certificate	Online		10	18	8	18	11	15	18	14	12	11	
		JHB		10	18	8	18	11	15	18	14	12	11	
Microsoft Office Word 2016 Advanced	Microsoft certificate	Online		25	24	23	26	18	28	26	20	22	23	
		JHB		25	24	23	26	18	28	26	20	22	23	
Microsoft Office Word A-Z	Microsoft certificate	Online		8+10+25	4+18+24	2+8+23	4+18+26	2+11+18	7+15+28	6+18+26	8+14+20	4+12+22	2+11+23	
		JHB		8+10+25	4+18+24	2+8+23	4+18+26	2+11+18	7+15+28	6+18+26	8+14+20	4+12+22	2+11+23	
Data Science: Occupational Certificate - QCTO Learnership 12 Months	SAQA ID 118708 L5 credits 185	Online		8-12			10-14			2-6			22-26	
		Physical		8-12			10-14			2-6			22-26	
Python Programmer: Occupational Skills Programme QCTO	QCTO SP 230375 L4 credits 60	Online												
		JHB												
Basic End User Computing: Occupational Skills Programme QCTO (5 Days)	QCTO SP 240201 L3 credits 30	Online												
		JHB												
Intermediate End User Computing: Occupational Skills Programme QCTO (6 Days)	QCTO SP 240202 L4 credits 20	Online												
		JHB												
Advanced End User Computing: Occupational Skills Programme QCTO (7 Days)	QCTO SP 240203 L5 credits 20	Online												
		JHB												

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Moderator Training	115759 L6 credits 10	Online			16-19		25-28		20-23		14-17			7-10
		JHB			16-19		25-28		20-23		14-17			7-10
		CT			16-19		25-28		20-23		14-17			7-10
		DBN			16-19		25-28		20-23		14-17			7-10
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	25-27		3-5		18-20		5-7		28-30	1	10-12	
		JHB	25-27		3-5		18-20		5-7		28-30	1	10-12	
		CT	25-27		3-5		18-20		5-7		28-30	1	10-12	
		DBN	25-27		3-5		18-20		5-7		28-30	1	10-12	
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA ID 57712 NQF L4, 150 credits (23 Days)	Online			8-12		10-14		12-16			18-22		
		JHB			8-12		10-14		12-16			18-22		
		CT			8-12		10-14		12-16			18-22		
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		1-5			17-21			2-6			8-12	
		JHB		1-5			17-21			2-6			8-12	
		CT		1-5			17-21			2-6			8-12	
Negotiation Skills	117853 L5 credits 8	Online	26-27			20-21	31	1			22-23		18-19	
		JHB	26-27			20-21	31	1			22-23		18-19	
		CT	26-27			20-21	31	1			22-23		18-19	
		DBN	26-27			20-21	31	1			22-23		18-19	
Negotiation Skills for Wage Negotiators 2 Days	117853 L5 credits 8	Inhouse only – Available on request												
New Venture Creation/ Enterprise development: Occupational Skills Programme QCTO	QCTO SP 2110010 L2 credits 32	Online			15-18				19-23			25-29		
		JHB			15-18				19-23			25-29		
		CT			15-18				19-23			25-29		
		DBN			15-18				19-23			25-29		
Office Administrator: Occupational Certificate QCTO	QCTO SP 102161 L5 credits 445	Online												
		JHB												
Office Management	110009 L4 credits 4	Online	18-19		30-31		17-18		12-13	30-31			8-9	
		JHB	18-19		30-31		17-18		12-13	30-31			8-9	
		CT	18-19		30-31		17-18		12-13	30-31			8-9	
		DBN	18-19		30-31		17-18		12-13	30-31			8-9	

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Office Supervisor: Occupational Certificate - QCTO learnership	SAQA ID 118740 L5 credits 240	Online												
		JHB												
		CT												
Operations Management	252032 L5 credits 8	Online		22-23			24-25		5-6		13-14		18-19	
		JHB		22-23			24-25		5-6		13-14		18-19	
		CT		22-23			24-25		5-6		13-14		18-19	
		DBN		22-23			24-25		5-6		13-14		18-19	
Performance Management	252034 L5 credits 8	Online		25-26		15-16		3-4			2-3		8-9	
		JHB		25-26		15-16		3-4			2-3		8-9	
		CT		25-26		15-16		3-4			2-3		8-9	
		DBN		25-26		15-16		3-4			2-3		8-9	
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	18-20		23-25		24-26	28-30			27-29		10-12	
		JHB	18-20		23-25		24-26	28-30			27-29		10-12	
		CT	18-20		23-25		24-26	28-30			27-29		10-12	
		DBN	18-20		23-25		24-26	28-30			27-29		10-12	
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	242840 L4 credits 2 119462 L4 credits 5	Online		15-16	1-2		6-7	14-15	8-9	12-13	13-14	4-5	15-16	6-7
		JHB		15-16	1-2		6-7	14-15	8-9	12-13	13-14	4-5	15-16	6-7
		CT		15-16	1-2		6-7	14-15	8-9	12-13	13-14	4-5	15-16	6-7
		DBN		15-16	1-2		6-7	14-15	8-9	12-13	13-14	4-5	15-16	6-7
		PE			1-2				8-9				15-16	
		E.London					6-7				13-14			
Problem Solving & Decision Making	242817 L4 credits 8	Online		15-16				14-15		10-11		11-12		13-14
		JHB		15-16				14-15		10-11		11-12		13-14
		CT		15-16				14-15		10-11		11-12		13-14
		DBN		15-16				14-15		10-11		11-12		13-14

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Project Management	252022 L5 credits 8 252024 L5 credits 4	Online	13-15	8-10	3-5	19-21	12-14	23-25	14-16	18-20	27-29	18-20	15-17	6-8
		JHB	13-15	8-10	3-5	19-21	12-14	23-25	14-16	18-20	27-29	18-20	15-17	6-8
		CT	13-15	8-10	3-5	19-21	12-14	23-25	14-16	18-20	27-29	18-20	15-17	6-8
		DBN	13-15	8-10	3-5	19-21	12-14	23-25	14-16	18-20	27-29	18-20	15-17	6-8
		PE			3-5	19-21	12-14		14-16		27-29		15-17	
		E.London				19-21		23-25		18-20		18-20		6-8
National Certificate in Project Management L5 Learnership	NQF L5 Qual. No. 58395 120 credits (22 Days)	Online		15-18			3-6			23-26			15-18	
		JHB		15-18			3-6			23-26			15-18	
		CT		15-18			3-6			23-26			15-18	
Project Manager: Occupational Certificate - QCTO learnership	SAQA ID 101869 L5 credits 240	Online		15-19			3-7			23-27			15-19	
		JHB		15-19			3-7			23-27			15-19	
		CT		15-19			3-7			23-27			15-19	
Public Finance Management	242810 L4 credits 6	Online		17-19		21-23		7-9			1-3		3-5	
		JHB		17-19		21-23		7-9			1-3		3-5	
		CT		17-19		21-23		7-9			1-3		3-5	
		DBN		17-19		21-23		7-9			1-3		3-5	
Reception & Telephone Etiquette	13928 L3 credits 4	Online		15-16				21-22		3-4		11-12		9-10
		JHB		15-16				21-22		3-4		11-12		9-10
		CT		15-16				21-22		3-4		11-12		9-10
		DBN		15-16				21-22		3-4		11-12		9-10
Recruitment and Selection	12140 L5 credits 9	Online			1-2		17-18		1-2		9-10		1-2	
		JHB			1-2		17-18		1-2		9-10		1-2	
		CT			1-2		17-18		1-2		9-10		1-2	
		DBN			1-2		17-18		1-2		9-10		1-2	
Renewable Energy Workshop Assistants Skills Programme L4	QCTO – SP-210602 NQF Level 4, 24 credits (24 Days)	JHB/Onsite												
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	20-22		23-25			21-23		10-12		11-13	29-30	1
		JHB	20-22		23-25			21-23		10-12		11-13	29-30	1
		CT	20-22		23-25			21-23		10-12		11-13	29-30	1
		DBN	20-22		23-25			21-23		10-12		11-13	29-30	1
		E.London			23-25			21-23				11-13	29-30	1

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Research Methodology & Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online		1-3			24-26		26-28			11-13		
		JHB		1-3			24-26		26-28			11-13		
		CT		1-3			24-26		26-28			11-13		
Risk Management	252025 L5 credits 8	Online	28-29			12-13		7-8	29-30			4-5		13-14
		JHB	28-29			12-13		7-8	29-30			4-5		13-14
		CT	28-29			12-13		7-8	29-30			4-5		13-14
		DBN	28-29			12-13		7-8	29-30			4-5		13-14
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 2 Days	252029 L5 credits 8	Inhouse only - Available on request												
Skills Development & Training Management	252029 L5 credits 8	Online		4-5		22-23		24-25		12-13		21-22		1-2
		JHB		4-5		22-23		24-25		12-13		21-22		1-2
		CT		4-5		22-23		24-25		12-13		21-22		1-2
		DBN		4-5		22-23		24-25		12-13		21-22		1-2
Stock Management	13945 L4 credits 2	Online	22		19		12		23		13		8	
		JHB	22		19		12		23		13		8	
		CT	22		19		12		23		13		8	
		DBN	22		19		12		23		13		8	
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online			15-17		19-21		19-21		6-8		3-5	
		JHB			15-17		19-21		19-21		6-8		3-5	
		CT			15-17		19-21		19-21		6-8		3-5	
		DBN			15-17		19-21		19-21		6-8		3-5	
Stress Management and wellness – 2 days	114212 L4 credits 3	Online		8		5		7		3		25		2
		JHB		8		5		7		3		25		2
		CT		8		5		7		3		25		2
		DBN		8		5		7		3		25		2

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Supervisory Management (Management level 1)	252032 L5 credits 8	Online		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		JHB		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		CT		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		DBN		17-19	16-18	14-16	12-14	9-11	12-14	11-13	13-15	6-8	8-10	6-8
		P.E			16-18				12-14				8-10	
		E. London					12-14				13-15			
National Certificate: Supply Chain Management - TETA	SAQA ID 74149 at NQF Level 5 worth 150 credits (25 days)	Online		8-12			3-7			23-27		4-8		
		JHB		8-12			3-7			23-27		4-8		
Supply Chain Practitioner: Occupational Certificate QCTO Learnership	SAQA ID 110942 L5 worth 180 Credits	Online		15-19			10-14			16-20		11-15		
		JHB		15-19			10-14			16-20		11-15		
		CT		15-19			10-14			16-20		11-15		
Supply Chain Manager: Occupational Certificate QCTO Learnership	SAQA ID 111357 L6 credits 180	Online		22-26			24-28			2-6			1-5	
		JHB		22-26			24-28			2-6			1-5	
		CT		22-26			24-28			2-6			1-5	
		DBN		22-26			24-28			2-6			1-5	
Team Building	252037 L5 credits 6	Online		12		26		17	12		17		12	
		JHB		12		26		17	12		17		12	
		CT		12		26		17	12		17		12	
		DBN		12		26		17	12		17		12	
Team Leader	242811 L4 credits 5	Online		3-5	23-25		4-6		19-21		1-3		29-30	1
		JHB		3-5	23-25		4-6		19-21		1-3		29-30	1
		CT		3-5	23-25		4-6		19-21		1-3		29-30	1
		DBN		3-5	23-25		4-6		19-21		1-3		29-30	1
Building High Performance Teams	252037 L5 credits 6	Online			30-31			7-8			21-22			13-14
		JHB			30-31			7-8			21-22			13-14
		CT			30-31			7-8			21-22			13-14
		Dbn			30-31			7-8			21-22			13-14

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Online			17-19		26-28			23-25		18-20		6-8
		JHB			17-19		26-28			23-25		18-20		6-8
		CT			17-19		26-28			23-25		18-20		6-8
		DBN			17-19		26-28			23-25		18-20		6-8
Telephone Etiquette	7790 L3 credits 3	Online		19		15	31			5		4		1
		JHB		19		15	31			5		4		1
		CT		19		15	31			5		4		1
		DBN		19		15	31			5		4		1
Telephone and Email Etiquette	7790 L3 credits 3	Online		18-19		15-16		7-8		2+6		4-5	29-30	
		JHB		18-19		15-16		7-8		2+6		4-5	29-30	
		CT		18-19		15-16		7-8		2+6		4-5	29-30	
		DBN		18-19		15-16		7-8		2+6		4-5	29-30	
Time Management	15234 L5 credits 4	Online			8-9		13-14		5-6		16-17	14-15	8-9	1-2
		JHB			8-9		13-14		5-6		16-17	14-15	8-9	1-2
		CT			8-9		13-14		5-6		16-17	14-15	8-9	1-2
		DBN			8-9		13-14		5-6		16-17	14-15	8-9	1-2
		PE			8-9				5-6				8-9	
		EL					13-14				16-17			1-2
Women in Management 3 Days	15224 L5 credits 4	Inhouse only – Available on request												
Workplace Essential Skills: Occupational Skills Programme QCTO	QCTO SP-211009 L4 credits, 20	Online		15-19				21-25				18-22		
		JHB		15-19				21-25				18-22		
		CT		15-19				21-25				18-22		
		DBN		15-19				21-25				18-22		
Coaching	(One on One)	Price on request												
RPL – Recognition of Prior Learning	Available on Request	Price on request												

All prices exclude VAT

Group discounts available on request

ONLINE LEARNING:

Course Duration: 7 hours per day on MS teams

1. All learning material and assessment material online
2. Complete the workbook assessment online
3. Participate in a live **MS TEAMS** 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 2027.

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 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 R21,600.00 tax rebate from SARS.

Module	Johannesburg & Online	Cape Town & Online	Group / Intake
Module 1: Professional Team Development	01-05 February 2027 17-21 May 2027 02-06 August 2027 08-12 November 2027	01-05 February 2027 17-21 May 2027 02-06 August 2027 08-12 November 2027	Group 1 Group 2 Group 3 Group 4
Module 2: Professional Management & Leadership	13-16 April 2027 29 June-02 July 2027 Dates to be confirmed 25-28 January 2028	13-16 April 2027 29 June-02 July 2027 Dates to be confirmed 25-28 January 2028	Group 1 Group 2 Group 3 Group 4
Module 3: Professional EQ, Conflict & Change Management	21-25 June 2027 30 August -03 September 2027 15-19 November 2027 06-10 March 2028	21-25 June 2027 30 August -03 September 2027 15-19 November 2027 06-10 March 2028	Group 1 Group 2 Group 3 Group 4
Module 4: Professional Human Resource Management	11-13 August 2027 08-10 November 2027 18-20 January 2028 03-05 May 2028	11-13 August 2027 08-10 November 2027 18-20 January 2028 03-05 May 2028	Group 1 Group 2 Group 3 Group 4
Module 5: Financial Management for Professionals	13-17 September 2027 17-21 January 2028 06-10 March 2028 05-09 June 2028	13-17 September 2027 17-21 January 2028 06-10 March 2028 05-09 June 2028	Group 1 Group 2 Group 3 Group 4
Module 6: Professional Results-based Management – Planning, Monitoring & Evaluation	26–29 October 2027 06-09 March 2028 10-13 April 2028 11-14 July 2028	26–29 October 2027 06-09 March 2028 10-13 April 2028 11-14 July 2028	Group 1 Group 2 Group 3 Group 4

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

23 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 R21,600.00 tax rebate from SARS for each learner.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1: Team Management	08-12 March 2027 10-14 May 2027 12-16 July 2027 18-22 October 2027	08-12 March 2027 10-14 May 2027 12-16 July 2027 18-22 October 2027	Group 1 Group 2 Group 3 Group 4
Module 2: Communication	Dates to be confirmed	Dates to be confirmed	
Module 3: Maths Literacy	Dates to be confirmed	Dates to be confirmed	
Module 4: Managing Time & Performance	Dates to be confirmed	Dates to be confirmed	
Module 5: Second Language Communication (Compulsory at an extra fee for learners without matric)	Dates to be confirmed	Dates to be confirmed	

Business Administration Services NQF Level 4

This course is accredited by Services SETA – 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 R21,600.00 tax rebate from SARS for each learner.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1: Work & Career Orientation	09-12 February 2027 11-14 May 2027 17-20 August 2027 16-19 November 2027	09-12 February 2027 11-14 May 2027 17-20 August 2027 16-19 November 2027	Group 1 Group 2 Group 3 Group 4
Module 2: Bus Comm & Bus Writing	06-09 April 2027 28 June-01 July 2027 28 Sept -01 October 2027 18-21 January 2028	06-09 April 2027 28 June-01 July 2027 28 Sept -01 October 2027 18-21 January 2028	Group 1 Group 2 Group 3 Group 4
Module 3: Maths Literacy	09-11 June 2027 25-27 August 2027 30 Nov-02 December 2027 01-03 March 2028	09-11 June 2027 25-27 August 2027 30 Nov-02 December 2027 01-03 March 2028	Group 1 Group 2 Group 3 Group 4
Module 4: Administration	11-13 August 2027 19-21 October 2027 25-27 January 2028 05-07 April 2028	11-13 August 2027 19-21 October 2027 25-27 January 2028 05-07 April 2028	Group 1 Group 2 Group 3 Group 4
Module 5: Finance for Office Administrators	21-23 September 2027 19-21 January 2028 08-10 March 2028 07-09 June 2028	21-23 September 2027 19-21 January 2028 08-10 March 2028 07-09 June 2028	Group 1 Group 2 Group 3 Group 4
Module 6: Customer Care	24-26 November 2027 01-03 March 2028 05 - 07 April 2028 12-14 July 2028	24-26 November 2027 01-03 March 2028 05 - 07 April 2028 12-14 July 2028	Group 1 Group 2 Group 3 Group 4

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

This 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 R21,600.00 tax rebate from SARS for each learner.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1: Manage Project Scope and Time	15-18 February 2027 03-06 May 2027 23-26 August 2027 15-18 November 2027	15-18 February 2027 03-06 May 2027 23-26 August 2027 15-18 November 2027	Group 1 Group 2 Group 3 Group 4
Module 2: Manage Project Communications	05-09 April 2027 21-25 June 2027 04-08 October 2027 07-11 February 2028	05-09 April 2027 21-25 June 2027 04-08 October 2027 07-11 February 2028	Group 1 Group 2 Group 3 Group 4
Module 3: Manage Project Finances	17-20 May 2027 16-19 August 2027 29 November - 2 December 2027 18-21 April 2028	17-20 May 2027 16-19 August 2027 29 November - 2 December 2027 18-21 April 2028	Group 1 Group 2 Group 3 Group 4
Module 4: Manage Application of project Integrative Processes	05-08 July 2027 06-09 September 2027 25-28 January 2028 22-25 May 2028	05-08 July 2027 06-09 September 2027 25-28 January 2028 22-25 May 2028	Group 1 Group 2 Group 3 Group 4
Module 5: Monitor, Control execution and project closure management	16-20 August 2027 22-26 November 2027 28 February – 03 March 2028 24-28 July 2028	16-20 August 2027 22-26 November 2027 28 February – 03 March 2028 24-28 July 2028	Group 1 Group 2 Group 3 Group 4

Occupational Certificate: Project Management NQF Level 5

This course is accredited by the QCTO and material covers SAQA ID: 101869 NQF L5 worth 240 credits -

20 in-class Days

Employers placing their employees on this learnership programme are eligible to receive a R21,600.00 tax rebate from SARS for each learner.

Module	Johannesburg & Online	Cape Town & Online	Group / Intake
Module 1: Manage Project Scope & Time	15-19 February 2027 03-07 May 2027 23-27 August 2027 15-19 November 2027	15-19 February 2027 03-07 May 2027 23-27 August 2027 15-19 November 2027	Group 1 Group 2 Group 3 Group 4
Module 2: Manage Project Communications			
Module 3: Manage Project Finances & Quality			
Module 4: Project Integration Management			
Module 5: Manage Project Closure			

National Certificate: Supply Chain Management NQF L5

**This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits
25 in-class days:**

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1: SCM Philosophy, it's environment, SC partners and Values / Ethics in SCM	08-12 February 2027 03-07 May 2027 23-27 August 2027 04-08 October 2027	08-12 February 2027 03-07 May 2027 23-27 August 2027 04-08 October 2027	Group 1 Group 2 Group 3 Group 4
Module 2: Info Tech, Orders, Warehousing & Transportation and Supply Chain Infrastructure	10-14 May 2027 12-16 July 2027 13-17 September 2027 22-26 November 2027	10-14 May 2027 12-16 July 2027 13-17 September 2027 22-26 November 2027	Group 1 Group 2 Group 3 Group 4
Module 3: Strategies to Optimise Supply, International Trade & Risk	07-11 June 2027 06-10 September 2027 18-22 October 2027 07-11 February 2028	07-11 June 2027 06-10 September 2027 18-22 October 2027 07-11 February 2028	Group 1 Group 2 Group 3 Group 4
Module 4: Strategic SCM, Supplier Management & Marketing	16-20 August 2027 08-12 November 2027 10-14 January 2028 06-10 March 2028	16-20 August 2027 08-12 November 2027 10-14 January 2028 06-10 March 2028	Group 1 Group 2 Group 3 Group 4
Module 5: Supply Chain Operations and the Economy	11-15 October 2027 07-11 February 2028 06-10 March 2028 08-12 May 2028	11-15 October 2027 07-11 February 2028 06-10 March 2028 08-12 May 2028	Group 1 Group 2 Group 3 Group 4

Occupational Certificate: Supply Chain Practitioner NQF Level 5

This course is accredited by the QCTO and material covers SAQA ID 110942 at NQF LEVEL 5 worth 180 Credits
25 in-class days:

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1 Introduction to Supply Chain	15-19 February 2027 10-14 May 2027 16-20 August 2027 11-15 October 2027	15-19 February 2027 10-14 May 2027 16-20 August 2027 11-15 October 2027	- Group 1 - Group 2 - Group 3 - Group 4
Module 2 Transport, Distribution and Inventory Management			
Module 3 Warehousing, Facilities and Production Operation			
Module 4 Managing Procurement and Returns			
Module 5 Performance Management			

Occupational Certificate: Supply Chain Manager NQF Level 6

This course is accredited by the QCTO and material covers SAQA ID 111357 at NQF LEVEL 6 worth 180 Credits

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1	22-26 February 2027 24-28 May 2027 02-06 August 2027 01-05 November 2027	22-26 February 2027 24-28 May 2027 02-06 August 2027 01-05 November 2027	- Group 1 - Group 2 - Group 3 - Group 4
Module 2			
Module 3			
Module 4			
Module 5			

Advanced Occupational Certificate: Human Resource Management Officer NQF Level 6

This qualification is accredited by QCTO and the material covers SAQA QUAL ID 121151 at NQF level 6 worth 134 credits

This is a two-year Diploma Programme with 25 in class Days per year

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online	
Module 1 : Organisational Success and Sustainability (5 Days)	15-19 February 2027 17-21 May 2027 16-20 August 2027 01-05 November 2027	15-19 February 2027 17-21 May 2027 16-20 August 2027 01-05 November 2027	- Group 1 - Group 2 - Group 3 - Group 4
Module 2 : Effective Talent Management (5 Days)			
Module 3 : Learning and Development (5 Days)			
Module 4: Employment Relations (5 Days)			
Module 5: Human Resource Management Services (5 Days)			

Occupational Certificate: Data Science Practitioner NQF Level 5

This qualification is accredited by QCTO and the material covers SAQA QUAL ID 118708 at NQF level 5 worth 185 credits

This is a 12-month programme - 30 days in class

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online	Group/ Intake
Module 1: Introduction to Data Science and Analysis (5 Days)	08-12 February 2027 10-14 May 2027 02-06 August 2027 22-26 November 2027	08-12 February 2027 10-14 May 2027 02-06 August 2027 22-26 November 2027	- Group 1 - Group 2 - Group 3 - Group 4
Module 2: Understanding Computing Theory (5 Days)			
Module 3: Basic Statistics for Data Analytics (5 Days)			
Module 4: Data Science and Data Analysis (5 Days)			
Module 5: Data Science and Visualisation (5 Days)			
Module 6: Becoming a Professional Data Analyst (5 Days)			

National Certificate in Fast Food Services NQF Level 3

This course is accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits
26 in-class days:

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 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 (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)		
Module 9: First Aid (2 Days)		
Final Practical Summative Assessments (2 Days)		

National Certificate in Food & Beverage Services NQF Level 4

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

24 in-class days:

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 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)		

Business Banking Officer: Higher Occupational Certificate NQF Level 5

This course is accredited by the QCTO and material covers SAQA ID 121927 at NQF level 5 worth 146 credits

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online
Learning Programme 1:	Dates to be confirmed	Dates to be confirmed
Learning Programme 2:		
Learning Programme 3:		
Learning Programme 4:		
Learning Programme 5:		
Learning Programme 6:		
Learning Programme 7:		
Learning Programme 8:		
Learning Programme 9:		
Learning Programme 10:		

Learning and Development Professional: Advanced Occupational Certificate NQF Level 6

This course is accredited by the QCTO and material covers SAQA ID 121276 at NQF level 6 worth 280 credits

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online
Learning Programme 1:	Dates to be confirmed	Dates to be confirmed
Learning Programme 2:		
Learning Programme 3:		
Learning Programme 4:		
Learning Programme 5:		
Learning Programme 6:		
Learning Programme 7:		
Learning Programme 8:		
Learning Programme 9:		
Learning Programme 10:		

Occupational Certificate: Office Supervisor NQF Level 5

This programme is accredited by the QCTO and material covers SAQA ID 118740 at NQF Level 5 worth 240 credits
25 in-class days:

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online
	Dates to be confirmed (in-house, available on request)	Dates to be confirmed (in-house, available on request)
Learning Programme 1 - Roles, Functions and Fundamentals of Office Supervision		
Learning Programme 2 - Communications		
Learning Programme 3 - Internal Controls in an Office Environment		
Learning Programme 4 - Provide Planning Support on Recruitment, Selection and Disciplinary Processes of an Organisation		
Learning Programme 5 - Coaching and Mentoring of Personnel Clerks, Filing Clerks and Data Capturers in an Office Environment		
Learning Programme 6 - Organising and Coordinating Work Activities Handle Internal Communications within an Office Environment, Handle Conflicts and Solve Problems within an Office Environment,		
Learning Programme 7 - Organising and Coordinating Work Activities Handle Internal Communications within an Office Environment, Handle Conflicts and Solve Problems within an Office Environment		
Learning Programme 8 - Recruitment, Selection and Discipline Maintenance Support Scheduling and Coordination of Various Activities in and Outside Own Department Coaching, Mentoring and Team Building Communications Conflict Resolution in an Office Office Internal Controls Office Financial Controls		

Occupational Certificate: Management Assistant NQF Level 5

This programme is accredited by the QCTO and material covers SAQA ID 101876 at NQF Level 5 worth 316 credits
25 in-class days:

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg & Online	Cape Town & Online
Module 1: Office Protocol	Dates to be confirmed	Dates to be confirmed
Module 2: Business Communications		
Module 3: Create & Manage Business Documents		
Module 4: Finance, Resource & Procurement		

Renewable Energy Workshop Assistants NQF Level 4

This Skills Programme is accredited by the Quality Council for Trades and Occupations (QCTO) – (SP-210602) and covers unit standards at NQF Level 4 worth 24 credits

24 in-class days:

Can be offered as a learnership. Employers are eligible to receive a R21,600.00 tax rebate from SARS for each learner on a learnership.

Module	Duration (inhouse only, dates on request)
Module 1: Introduction to Renewable Energy & Safety Legislation, Work & Career Orientation	3 Days
Module 2: Fundamentals of Electricity, Hand & Power Tools, Soldering and marking-off equipment and wiring techniques	4 Days
Module 3: Practical Module: Mitigating Hazards, Hand tools and power tools	3 Days
Module 4: Workplace Module I: Workplace Hazards	5 Days
Block 5: Workplace Module II: Finance for Renewable Energy Workshop Assistants	5 Days
Module 6: Workplace Module III: Customer Care, Final Assessment	4 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:

- 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
 - 7 – 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.
- Any approved postponements **less than 3 working days** from start of the course **will attract a R1000 administration fee.**

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.