



# UNLEASHING YOUR POTENTIAL



## Schedule of Training Courses July – December 2022

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

**Classroom and online training options available**

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



**For your online bookings, visit our website [www.imsimbi.co.za](http://www.imsimbi.co.za)**

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8	Online	25-29		26-30		28-2		R8,058
		JHB	25-29		26-30		28-2		R10,000
		CT	25-29		26-30		28-2		
		DBN	25-29		26-30		28-2		
Advanced Project Management Incl. MS Projects	252024 L5 credits 4 252022 L5 credits 8	Online	11-15		12-16		28-2		R8,058
		JHB	11-15		12-16		28-2		R10,000
		CT	11-15		12-16		28-2		
		DBN	11-15		12-16		28-2		
Advanced Report Writing	110023 L4 credits 5	Online		2-5		3-6		12-15	R6,823
		JHB		2-5		3-6		15-15	R8,550
		CT		2-5		3-6		12-15	
		DBN		2-5		3-6		12-15	
Anger Management	252031 L5 credits 4	Online		25-26		6-7		1-2	R4,213
		JHB		25-26		6-7		1-2	R5,550
		CT		25-26		6-7		1-2	
		DBN		25-26		6-7		1-2	
Assertiveness	252027 L5 credits 6	Online		25-26		6-7		12-13	R4,213
		JHB		25-26		6-7		12-13	R5,550
		CT		25-26		6-7		12-13	
		DBN		25-26		6-7		12-13	
Assessor Training	115753 L5 credits 15	Online	19-22		19-22		22-25		R6,823
		JHB	19-22		19-22		22-25		R8,050
		CT	19-22		19-22		22-25		
		DBN	19-22		19-22		22-25		
Best Practice in Quality Management	252024 L5 credits 4	Inhouse only – Available on request							R5,550

All prices exclude VAT

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Business Administration Services FETC 12 Month Programme Modules 1-6 Learnership  (Additional R2,000 ex vat at Imsimbi Venue)	61595 (L.P. 35928) L4 credits 140	Online		Module 1 23-26			Module 1 22-25		R22,000
		JHB		Module 1 23-26			Module 1 22-25		R25,000
		CT		Module 1 23-26			Module 1 22-25		
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online	4-6		14-16		28-30		R5,665
		JHB	4-6		14-16		28-30		R7,200
		CT	4-6		14-16		28-30		
		DBN	4-6		14-16		28-30		
Call Centre & Customer Service	7790 L3 credits 3	Online		22		14		8	R2,265
		JHB		22		14		8	R2,800
		CT		22		14		8	
		DBN		22		14		8	
Change Management	252021 L5 credits 8	Inhouse only – Available on request							R5,550
Conflict Management	114226 L5 credits 8	Online		10-11		12-13	30-1		R4,213
		JHB		10-11		12-13	30-1		R5,550
		CT		10-11		12-13	30-1		
		DBN		10-11		12-13	30-1		
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		10-12		12-14	30-2		R5,665
		JHB		10-12		12-14	30-2		R7,200
		CT		10-12		12-14	30-2		
		DBN		10-12		12-14	30-2		
Corporate Governance 1 Day	252042 L5 credits 5	Inhouse only – Available on request							R2,800

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Customer Service Excellence	10052 L5 credits 6	Online	7-8		15-16		14-15		R4,213
		JHB	7-8		15-16		14-15		R5,550
		CT	7-8		15-16		14-15		
		DBN	7-8		15-16		14-15		
Data & Records Management	110009 L4 credits 4	Online	4-5		15-16	27-28		14-15	R4,213
		JHB	4-5		15-16	27-28		14-15	R5,550
		CT	4-5		15-16	27-28		14-15	
		DBN	4-5		15-16	27-28		14-15	
Diversity Management	252043 L5 credits 6	Online	7-8		29-30			14-15	R4,213
		JHB	7-8		29-30			14-15	R5,550
		CT	7-8		29-30			14-15	
		DBN	7-8		29-30			14-15	
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	20-22		28-30			12-14	R5,665
		JHB	20-22		28-30			12-14	R7,200
		CT	20-22		28-30			12-14	
		DBN	20-22		28-30			12-14	
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	Online	13-15	10-12		12-14	9-11	12-14	R5,665
		JHB	13-15	10-12		12-14	9-11	12-14	R7,200
		CT	13-15	10-12		12-14	9-11	12-14	
		DBN	13-15	10-12		12-14	9-11	12-14	
Effective Disciplinary Hearings for Chairpersons 2 Days	10985 L6 credits 5	Inhouse only - Available on request							R5,550
Effective Disciplinary Hearings for Initiators 2 Days	11286 L5 credits 8	Inhouse only – Available on request							R5,550
Effective Disciplinary Hearings for Shop Stewards 2 Days	11286 L5 credits 8	Inhouse only - Available on request							R5,550

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Effective Sales	10047 L5 credits 5	Online	7-8		1-2		28-29		R4,213
		JHB	7-8		1-2		28-29		R5,550
		CT	7-8		1-2		28-29		
		DBN	7-8		1-2		28-29		
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online	5-7	17-19	20-22	19-21	9-11	6-8	R5,665
		JHB	5-7	17-19	20-22	19-21	9-11	6-8	R7,200
		CT	5-7	17-19	20-22	19-21	9-11	6-8	
		DBN	5-7	17-19	20-22	19-21	9-11	6-8	
Emotional Intelligence for Leaders	252031 L5 credits 4	Online		11-12		10-11		1-2	R4,213
		JHB		11-12		10-11		1-2	R5,550
		CT		11-12		10-11		1-2	
		DBN		11-12		10-11		1-2	
Emotional Intelligence & Team Building	252031 L5 credits 4	Inhouse only – Available on request							R7,200
Employment Equity Committee Training	116927 L5 credits 10	Online	18-19		1-2		7-8		R4,213
		JHB	18-19		1-2		7-8		R5,550
		CT	18-19		1-2		7-8		
		DBN	18-19		1-2		7-8		
Entrepreneurship 5 days		Inhouse only – Available on request							R10,000
Facilitation Skills	117871 L5 Credits10	Online	6-8	22-24		3-5	2-4	12-14	R5,665
		JHB	6-8	22-24		3-5	2-4	12-14	R7,200
		CT	6-8	22-24		3-5	2-4	12-14	
		DBN	6-8	22-24		3-5	2-4	12-14	
Fast Food Services: National Certificate NQF L3 Learnership : 26 in-class days (Additional R2,000 ex vat at Imsimbi Venue)	SAQA ID 14115 at NQF Level 3 worth 133 credits	Online							R25,000
		Face-face	Inhouse only – Available on request						R25,000
Food & Beverage Services: National Certificate NQF L4 Learnership 24 in-class days (Additional R2,000 ex vat at Imsimbi Venue)	SAQA ID 14113 at NQF Level 4 worth 138 credits	Online							R24,000
		Face-face	Inhouse only – Available on request						R25,000

**All prices exclude VAT Group discounts available on request**

Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online	13-15	15-17	14-16	19-21	14-16	5-7	R5,665
		JHB	13-15	15-17	14-16	19-21	14-16	5-7	R7,200
		CT	13-15	15-17	14-16	19-21	14-16	5-7	
		DBN	13-15	15-17	14-16	19-21	14-16	5-7	
Frontline Customer Service	242829 L4 credits 5	Online	25		19		18		R2,265
		JHB	25		19		18		R2,800
		CT	25		19		18		
		DBN	25		19		18		
HIV AIDS Awareness (Half Day)		Inhouse only - Available on request							R1,500
HIV AIDS Peer Educator & Workplace Management	8555 L4 credits 4	Online	26-29		6-9		1-4		R5,665
		JHB	26-29		6-9		1-4		R7,200
		CT	26-29		6-9		1-4		
		DBN	26-29		6-9		1-4		
HIV/AIDS Peer Educator 3 Days	8555 L4 credits 4	Inhouse only - Available on request							R6,890
HIV/AIDS Workplace Management 3 Days	252033 L5 credits 8	Inhouse only - Available on request							R7,200
Human Resources Management and Labour Relations	12140 L5 credits 9 252034 L5 credits 8 114274 L5 credits 8 10985 L6 credits 5	Online		15-19		17-21		28-2	R8,058
		JHB		15-19		17-21		28-2	R10,000
		CT		15-19		17-21		28-2	
		DBN		15-19		17-21		28-2	
Implementing Internships, Learnerships and employee tax incentives (1 Day)		Online	18			27		8	R2,265
		JHB	18			27		8	R2,800
		CT	18			27		8	
		DBN	18			27		8	
Interpersonal Skills	252027 L5 credits 6	Online	22		5		17		R2,265
		JHB	22		5		17		R2,800
		CT	22		5		17		
		DBN	22		5		17		

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Innovation & Creative Thinking	252020 L5 credits 6	Online	7-8		12-13		7-8		R4,213
		JHB	7-8		12-13		7-8		R5,550
		CT	7-8		12-13		7-8		
		DBN	7-8		12-13		7-8		
Labour Relations & Effective Discipline	10985 L6 credits 5 114274 L5 credits 8	Online		17-19		19-21	30-2		R5,665
		JHB		17-19		19-21	30-2		R7,200
		CT		17-19		19-21	30-2		
		DBN		17-19		1-21	30-2		
Management and Leadership Development	120300 L5 credits 8 15224 L5 credits 4	Online	4-6	3-5	12-14	5-7	7-9	5-7	R5,665
		JHB	4-6	3-5	12-14	5-7	7-9	5-7	R7,300
		CT	4-6	3-5	12-14	5-7	7-9	5-7	
		DBN	4-6	3-5	12-14	5-7	7-9	5-7	
Managing Poor Performance and Medical Incapacity 2 Days	252034 L5 credits 8	Inhouse only - Available on request							R5,550
Managing Virtual Teams 2 Days		Inhouse only - Available on request							R5,550
Meeting & Minute Management	242816 L4 credits 5	Online		15-16		6-7			R4,213
		JHB		15-16		6-7			R5,550
		CT		15-16		6-7			
		DBN		15-16		6-7			
Mentoring and Coaching	252035 L5 credits 8	Online	11-12		19-20		10-11		R4,213
		Jhb	11-12		19-20		10-11		R5,550
		CT	11-12		19-20		10-11		
		DBN	11-12		19-20		10-11		
Microsoft Office Excel 2016 Basic		Online		10	1	4	3		R2,000
		JHB		10	1	4	3		
Microsoft Office Excel 2016 Intermediate		Online		17	8	12	10		R2,200
		JHB		17	8	12	10		

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Microsoft Office Excel 2016 Advanced		Online		25	21	20	17		R2,400
		JHB		25	21	20	17		
Microsoft Office Excel 2016 A-Z		Online		10+17+25	1+8+21	4+12+20	3+10+17		6,000
		JHB		10+17+25	1+8+21	4+12+20	3+10+17		
Microsoft Office PowerPoint 2016 Basic		Online		5	9	3	4		R2,000
		JHB		5	9	3	4		
Microsoft Office PowerPoint 2016 Advanced		Online		24	23	11	11		R2,400
		JHB		24	23	11	11		
Microsoft Office PowerPoint A-Z		Online		5+24	9+23	3+11	4+11		R4,000
		JHB		5+24	9+23	3+11	4+11		
Microsoft Office Outlook Basics 2016		Online	4		7		7		R2,000
		JHB	4		7		7		
Microsoft Office Outlook Advanced 2016		Online	21		26		21		R2,400
		JHB	21		26		21		
Microsoft Office Outlook A-Z		Online	4+21		7+26		7+21		R4,000
		JHB	4+21		7+26		7+21		
Microsoft Office Word 2016 Basic		Online		11	2	5	1		R2,000
		JHB		11	2	5	1		
Microsoft Office Word 2016 Intermediate		Online		18	12	13	9		R2,200
		JHB		18	12	13	9		
Microsoft Office Word 2016 Advanced		Online		26	22	21	18		R2,400
		JHB		26	22	21	18		
Microsoft Office Word A-Z		Online		11+18+26	2+12+22	5+13+21	1+9+18		R6000
		JHB		11+18+26	2+12+22	5+13+21	1+9+18		

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Moderator Training	115759 L6 credits 10	Online		2-5		25-28		5-8	R6,823
		JHB		2-5		25-28		5-8	R8,050
		CT		2-5		25-28		5-8	
		DBN		2-5		25-28		5-8	
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	11-13		5-7		14-16		R5,665
		JHB	11-13		5-7		14-16		R7,200
		CT	11-13		5-7		14-16		
		DBN	11-13		5-7		14-16		
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership  <i>(Additional R2,000 ex vat at Imsimbi Venue)</i>	SAQA I.D. 57712 NQF L4 150 credits (23 Days)	Online	Module 1 25-29			Module 1 24-28			R23,000
		JHB	Module 1 25-29			Module 1 24-28			R26,000
		CT	Module 1 25-29			Module 1 24-28			
National Certificate in General Management NQF Level 5 Modules 1-6 Learnership MDP  <i>(Additional R2,000 ex vat at Imsimbi Venue)</i>	NQF L5 Qual. No. 59201 Programme no. 60269 164 credits (26 Days)	Online	Module 1 25-29			Module 1 10-14			R30,000
		JHB	Module 1 25-29			Module 1 10-14			R33,000
		CT	Module 1 25-29			Module 1 10-14			
Negotiation Skills	117853 L5 credits 8	Online		1-2		3-4			R4,213
		JHB		1-2		3-4			R5,550
		CT		1-2		3-4			
		DBN		1-2		3-4			
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	Inhouse only – Available on request							R5,550
Office Management	110009 L4 credits 4	Online	18-19		5-6		17-18		R4,213
		JHB	18-19		5-6		17-18		R5,550
		CT	18-19		5-6		17-18		
		DBN	18-19		5-6		17-18		

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Operations Management	252032 L5 credits 8	Online	11-12		29-30		24-25		R4,213
		JHB	11-12		29-30		24-25		R5,550
		CT	11-12		29-30		24-25		
		DBN	11-12		29-30		24-25		
Performance Management	252034 L5 credits 8	Online	18-19		8-9		24-25		R4,213
		JHB	18-19		8-9		24-25		R5,550
		CT	18-19		8-9		24-25		
		DBN	18-19		8-9		24-25		
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	20-22		14-16		16-18		R5,665
		JHB	20-22		14-16		16-18		R7,200
		CT	20-22		14-16		16-18		
		DBN	20-22		14-16		16-18		
Personal Finance 1 Day		Inhouse only - Available on request							R2,800
Personal Mastery 2 Days	252031 L5 credits 4	Inhouse only - Available on request							R5,550
Presentation and Communication Skills	8647 L5 credits 10	Online	14-15	15-16	12-13	10-11	21-22	12-13	R4,213
		JHB	14-15	15-16	12-13	10-11	21-22	12-13	R5,550
		CT	14-15	15-16	12-13	10-11	21-22	12-13	
		DBN	14-15	15-16	12-13	10-11	21-22	12-13	
Problem Solving & Decision Making	242817 L4 credits 8	Online	11-12	29-30		17-18		12-13	R4,213
		JHB	11-12	29-30		17-18		12-13	R5,550
		CT	11-12	29-30		17-18		12-13	
		DBN	11-12	29-30		17-18		12-13	
Project Management	120372 L4 credits 5 120379 L4 credits 8	Online	11-13	10-12	12-14	17-19	7-9	5-7	R5,665
		JHB	11-13	10-12	12-14	17-19	7-9	5-7	R7,300
		CT	11-13	10-12	12-14	17-19	7-9		
		DBN	11-13	10-12	12-14	17-19	7-9	5-7	

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
National Certificate in Project Management L5 Learnership  (Additional R2,000 ex vat at Imsimbi Venue)	NQF L5 Qual. No. 58395 120 credits (22 Days)	Online		Module 1 22-25			Module 1 1-4		R27,000
		JHB		Module 1 22-25			Module 1 1-4		R28,500
		CT		Module 1 22-25			Module 1 1-4		
Public Finance Management	242810 L4 credits 6 114738 L4 credits 6	Online		1-3		3-5		12-14	R5,665
		JHB		1-3		3-5		12-14	R7,200
		CT		1-3		3-5		12-14	
		DBN		1-3		3-5		12-14	
Reception & Telephone Etiquette	13928 L3 credits 4	Online		18-19		17-18			R4,213
		JHB		18-19		17-18			R5,550
		CT		18-19		17-18			
		DBN		18-19		17-18			
Recruitment and Selection	12140 L5 credits 9	Online	14-15		5-6		10-11		R4,213
		JHB	14-15		5-6		10-11		R5,550
		CT	14-15		5-6		10-11		
		DBN	14-15		5-6		10-11		
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	4-6		19-21	24-26	21-23		R5,665
		JHB	4-6		19-21	24-26	21-23		R7,200
		CT	4-6		19-21	24-26	21-23		
		DBN	4-6		19-21	24-26	21-23		
Research Methodology & Report Writing		Online		1-3		31-2			R5,665
		JHB		1-3		31-2			R7,200
		CT		1-3		31-2			

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Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Risk Management	252025 L5 credits 8	Online		4-5		10-11		14-15	R4,213
		JHB		4-5		10-11		14-15	R5,550
		CT		4-5		10-11		14-15	
		DBN		4-5		10-11		14-15	
Sexual Harassment in the workplace 2 Days		Inhouse only - Available on request							R5,550
Sexual Harassment in the workplace half day workshop		Inhouse only - Available on request							R1,500
Skills Development Committee Training 2 Days		Inhouse only - Available on request							R5,550
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	4-8		29-1		21-24		R6,823
		JHB	4-8		29-1		21-24		R8,550
		CT	4-8		29-1		21-24		
		DBN	4-8		29-1		21-24		
Skills Development & Training Management	252029 L5 credits 8	Online		22-23		17-18		5-6	R4,213
		JHB		22-23		17-18		5-6	R5,550
		CT		22-23		17-18		5-6	
		DBN		22-23		17-18		5-6	
Stock Management	13945 L4 credits 2	Online	28		22		21		R2,265
		JHB	28		22		21		R2,800
		CT	28		22		21		
		DBN	28		22		21		
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online	25-27		7-9		21-23		R5,665
		JHB	25-27		7-9		21-23		R7,200
		CT	25-27		7-9		21-23		
		DBN	25-27		7-9		21-23		

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Stress Management	15096 L5 credits 5	Online		4		24		8	R2,265
		JHB		4		24		8	R2,800
		CT		4		24		8	
		DBN		4		24		8	
Supervisory Management	14667 L4 credits 10	Online	18-20	15-17	19-21	12-14	14-16	5-7	R5,665
		JHB	18-20	15-17	19-21	12-14	14-16	5-7	R7,200
		CT	18-20	15-17	19-21	12-14	14-16	5-7	
		DBN	18-20	15-17	19-21	12-14	14-16	5-7	
Supply Chain Management	336712 L6 credits 6 336713 NQF L5 credits 10	Online	25-29		19-23		21-25		R8,058
		JHB	25-29		19-23		21-25		R10,000
		CT	25-29		19-23		21-25		
		DBN	25-29		19-23		21-25		
National Certificate in Supply Chain Management: L5 Learnership (Additional R2,000 ex vat at Imsimbi Venue)	SAQA ID 74149 NQF L5 Credits 150 (25 Days)	Online	Module1 25-29		Module 1 19-23		Module 1 21-25		R28,500
		JHB	Module 1 25-29		Module 1 19-23		Module 1 21-25		R30,000
		CT	Module 1 25-29		Module 1 19-23		Module 1 21-25		
Team Building	252037 L5 credits 6	Online	29		22		25		R2,265
		JHB	29		22		25		R2,800
		CT	29		22		25		
		DBN	29		22		25		
Team Leader	242811 L4 credits 5	Online	4-6		26-28		23-25		R5,665
		JHB	4-6		26-28		23-25		R7,200
		CT	4-6		26-28		23-25		
		DBN	4-6		26-28		23-25		
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Online		22-24		24-26		12-14	R5,665
		JHB		22-24		24-26		12-14	R7,200
		CT		22-24		24-26		12-14	

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	July	August	September	October	November	December	Price Ex vat
Telephone Etiquette	7790 L3 credits 3	Online		12		10		8	R2,265
		JHB		12		10		8	R2,800
		CT		12		10		8	
		DBN		12		10		8	
Time Management	15234 L5 credits 4	Online		18-19	26-27	20-21	17-18	12-13	R4,213
		JHB		18-19	26-27	20-21	17-18	12-13	R5,550
		CT		18-19	26-27	20-21	17-18	12-13	
		DBN		18-19	26-27	20-21	17-18	12-13	
National Certificate: Wholesale and Retail Operations Supervision L4 Learnership <i>(Additional R2,000 ex vat at Imsimbi Venue)</i>	SAQA ID 49397 NQF L4 Credits 120 (22 Days)	Online		Module 1 16-19			Module 1 8-11		R24,000
		JHB		Module 1 16-19			Module 1 8-11		R25,000
		CT		Module 1 16-19			Module 1 8-11		
Women in Management	15224 L5 credits 4	Inhouse only – Available on request							R7,200
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 on ZOOM or MS teams per day

1. All learning material and assessment material online
2. Complete the workbook assessment online
3. Participate in a live zoom class tutorial with experienced facilitators
4. Enjoy 7 hours of class interaction with the facilitator per day
5. Successfully submit Seta assignment and receive your accredited certificate
6. All e-learning courses are accredited by the Setas!
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 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 2022.

## 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:

Online Cost: R30,000 ex vat

Classroom Cost: R33,000 ex vat + R2,000 venue cost

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	25-29 July 2022 10-14 October 2022	(Group 1) (Group 2)	25-29 July 2022 10-14 October 2022	(Group 1) (Group 2)
Module 2: Professional <b>Management</b> & Leadership	5-9 September 2022 28 November – 2 Dec 2022	(Group 1) (Group 2)	5-9 September 2022 28 November – 2 Dec 2022	(Group 1) (Group 2)
Module 3: Professional EQ, Conflict & Change Management	14-18 November 2022 13-17 February 2023	(Group 1) (Group 2)	14-18 November 2022 13-17 February 2023	(Group 1) (Group 2)
Module 4: Professional Human Resource Management	18-20 January 2023 12-14 April 2023	(Group 1) (Group 2)	18-20 January 2023 12-14 April 2023	(Group 1) (Group 2)
Module 5: Financial Management for Professionals	6-10 March 2023 19-23 June 2023	(Group 1) (Group 2)	6-10 March 2023 19-23 June 2023	(Group 1) (Group 2)
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	9-12 May 2023 15-18 August 2023	(Group 1) (Group 2)	9-12 May 2023 15-18 August 2023	(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.**

**Online Cost : R23,000 ex vat**

**Classroom (Face-Face) Cost: R26, 000 ex vat + R2,000 venue cost**

**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>	25-29 July 2022	(Group 1)	25-29 July 2022	(Group 1)
	24-28 October 2022	(Group 2)	24-28 October 2022	(Group 2)
Module 2: <b>Communication</b>	05-09 September 2022	(Group 1)	05-09 September 2022	(Group 1)
	23-27 January 2022	(Group 2)	23-27 January 2022	(Group 2)
Module 3: <b>Maths Literacy</b>	28 Nov – 2 Dec 2022	(Group 1)	28 Nov – 2 Dec 2022	(Group 1)
	10-14 April 2023	(Group 2)	10-14 October 2023	(Group 2)
Module 4: <b>Managing Time &amp; Performance</b>	13 - 17 March 2023	(Group 1)	13 - 17 March 2023	(Group 1)
	10-14 July 2023	(Group 2)	10-14 July 2023	(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.

Online Cost: R22,000 ex vat

Classroom (Face-Face) Cost: R25,000 ex vat + R2,000 ex vat venue cost

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	23-26 August 2022	(Group 1)	23-26 August 2022	(Group 1)
	22-25 November 2022	(Group 2)	22-25 November 2022	(Group 2)
Module 2: Bus Comm & Bus Writing	04-07 October 2022	(Group 1)	04-07 October 2022	(Group 1)
	17-20 January 2023	(Group 2)	17-20 January 2023	(Group 2)
Module 3: Maths Literacy	5-7 December 2022	(Group 1)	5-7 December 2022	(Group 1)
	8-10 March 2023	(Group 2)	8-10 March 2023	(Group 2)
Module 4: Administration	15-17 February 2023	(Group 1)	15-17 February 2023	(Group 1)
	3-5 May 2023	(Group 2)	3-5 May 2023	(Group 2)
Module 5: Finance for Office Administrators	12-14 April 2023	(Group 1)	12-14 April 2023	(Group 1)
	12-14 July 2023	(Group 2)	12-14 July 2023	(Group 2)
Module 6: Customer Care	21 - 23 June 2023	(Group 1)	21 - 23 June 2023	(Group 1)
	13-15 September 2023	(Group 2)	13-15 September 2023	(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 - 25 DAYS**

**Can be offered as a 12-month learnership programme with 23 days of in-class attendance.**

**Online Cost: R27,000 ex vat**

**Classroom (Face-Face) Cost: R28, 500 ex vat + R2,000 ex vat venue cost**

**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>	16-19 August 2022 08-11 November 2022	(Group 1) (Group 2)	16-19 August 2022 08-11 November 2022	(Group 1) (Group 2)
Module 2: <b>Manage Project Communications</b>	25-28 October 2022 24-27 January 2023	(Group 1) (Group 2)	25-28 October 2022 24-27 January 2024	(Group 1) (Group 2)
Module 3: <b>Manage Project Finances</b>	05-08 December 2022 07-10 March 2023	(Group 1) (Group 2)	05-08 December 2022 07-10 March 2023	(Group 1) (Group 2)
Module 4: <b>Manage Application of project Integrative Processes</b>	14-17 February 2023 02-05 May 2023	(Group 1) (Group 2)	14-17 February 2023 02-05 May 2023	(Group 1) (Group 2)
Module 5: <b>Monitor, Control execution and project closure management</b>	11-14 April 2023 11-14 July 2023	(Group 1) (Group 2)	11-14 April 2023 11-14 July 2023	(Group 1) (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.

Online Cost: R24,000 ex vat

Classroom (Face-Face) Cost: R25, 000 ex vat + R2,000 venue cost

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	22-25 February 2022 03 – 06 May 2022	(Group 1) (Group 2)	22-25 February 2022 06 – 06 May 2022	(Group 1) (Group 2)
Module 2: Business Communication	11-14 April 2022 26-29 July 2022	(Group 1) (Group 2)	11-14 April 2022 26-29 July 2022	(Group 1) (Group 2)
Module 3: Mathematics in Business	21-24 June 2022 19-22 September 2022	(Group 1) (Group 2)	21-24 June 2022 19-22 September 2022	(Group 1) (Group 2)
Module 4: Customer & Sales Management	02-05 August 2022 15-18 November 2022	(Group 1) (Group 2)	02-05 August 2022 15-18 November 2022	(Group 1) (Group 2)
Module 5: Operational Management	18-21 October 2022 24-27 January 2023	(Group 1) (Group 2)	18-21 October 2022 24-27 January 2023	(Group 1) (Group 2)

## National Certificate: Supply Chain Management NQF L5

25 in-class days:

Online Cost R28,500 ex vat

Classroom Cost: R30, 000 ex vat + R2,000 venue cost

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	25-29 July 2022 (Group 1)	25-29 July 2022 (Group 1)
	31 October – 4 November 2022 (Group 2)	31 October – 4 November 2022 (Group 2)
Module 2: Understanding Supply Chain Management	26-30 September 2022 (Group 1)	26-30 September 2022 (Group 1)
	14-18 February 2023 (Group 2)	14-18 February 2023 (Group 2)
Module 3: Information & Risk Management	31 Oct - 4 Nov 2022 (Group 1)	31 Oct - 4 Nov 2022 (Group 1)
	03-07 April 2023 (Group 2)	03-07 April 2023 (Group 2)
Module 4: Supply Chain Operations	13-17 February 2023 (Group 1)	23-17 February 2023 (Group 1)
	12-16 June 2023 (Group 2)	12-16 June 2023 (Group 2)
Module 5: Materials/Logistics Management	24-28 April 2023 (Group 1)	24-28 April 2023 (Group 1)
	14-18 August 2023 (Group 2)	13-17 February 2023 (Group 2)

## National Certificate in Fast Food Services NQF L3

26 in-class days:

Online Cost R24,000 ex vat

Classroom (Face-Face) Cost: R25, 000 ex vat + R2,000 venue cost

**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: 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 L4

**24 in-class days:**

**Online Cost R24,000 ex vat**

**Classroom Cost: R25, 000 ex vat + R2,000 venue cost**

**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)		

## Terms & Conditions:

### 1. Fees:

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

### 2. Additional Delegate Rates:

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

### 3. Confirmation Instructions:

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

### 4. Attendance:

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

### 5. Delegate Substitution:

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

### 6. Payment:

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

### 7. 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 5 (five) delegates confirmed**. Imsimbi reserves the right to postpone courses below five delegates to a future date. Venues given are only tentative hence they depend on availability. As a result, Imsimbi reserves the right to change venues. Please confirm with our consultant before booking your flights and accommodation.

10. **Transfers & Postponements:**

- The transfer option only applies to delegates who are transferring to a different date for the same course.
- Transfers can only be made up to **4 working days prior to the course**, after which point the registration is considered to be a cancellation or alternatively a replacement/s should be sent.

11. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms & conditions. You must not make any booking unless you understand and agree to all our terms and conditions. Once a booking is made, it is deemed that you have read and understood the terms and conditions for such a booking. If you have any queries, please contact us before making any booking for any course. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking.
12. Refunds should be requested in writing to our sales consultant. All refunds should be accompanied by a signed and stamped bank letter or cancelled cheque from the account the payment was made from. Refunds will only be made back into the same account the payment was made from and any other arrangements should be accompanied by an authorisation letter from the Finance Manager or higher authority on a signed and stamped letterhead. **All qualifying refunds will be processed 14 working days from the date the payment reflects in our account.**
13. **There are no hard copies provided for Online training.** They can however, be provided **at an additional cost upon request**. Please contact our Sales Consultants for arrangements.