

Unleashing Your Potential



Schedule of Training Courses

January – December 2025



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, MICT Seta and the QCTO.

N.B: Some unit standards may change as per the move to 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	27-31			7-11		23-27			1-5		17-21	
		JHB	27-31			7-11		23-27			1-5		17-21	
		CT	27-31			7-11		23-27			1-5		17-21	
		DBN	27-31			7-11		23-27			1-5		17-21	
Advanced Project Management	252024 L5 credits 4 252022 L5 credits 8	Online	20-24		10-14		19-23		7-11		8-12		24-28	
		JHB	20-24		10-14		19-23		7-11		8-12		24-28	
		CT	20-24		10-14		19-23		7-11		8-12		24-28	
		DBN	20-24		10-14		19-23		7-11		8-12		24-28	
Advanced Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online		3-6		14-17		9-12	29-1		29-2	28-31		8-11
		JHB		3-6		14-17		9-12	29-1		29-2	28-31		8-11
		CT		3-6		14-17		9-12	29-1		29-2	28-31		8-11
		DBN		3-6		14-17		9-12	29-1		29-2	28-31		8-11
Anger Management	252031 L5 credits 4	Online		3-4		29-30		23-24		21-22		2-3		3-4
		JHB		3-4		29-30		23-24		21-22		2-3		3-4
		CT		3-4		29-30		23-24		21-22		2-3		3-4
		DBN		3-4		29-30		23-24		21-22		2-3		3-4
Assertiveness	252027 L5 credits 6	Online		17-18		24-25		26-27		21-22		6-7		1-2
		JHB		17-18		24-25		26-27		21-22		6-7		1-2
		CT		17-18		24-25		26-27		21-22		6-7		1-2
		DBN		17-18		24-25		26-27		21-22		6-7		1-2
		PE		17-18				26-27		21-22		6-7		1-2
		E.London				24-25		26-27		21-22		6-7		1-2
Assessor Training	115753 L5 credits 15	Online	28-31		24-27		6-9		14-17		2-5		10-13	
		JHB	28-31		24-27		6-9		14-17		2-5		10-13	
		CT	28-31		24-27		6-9		14-17		2-5		10-13	
		DBN	28-31		24-27		6-9		14-17		2-5		10-13	

All prices exclude VAT

Group discounts available on request



Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Best Practice in Quality Management	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		11-14			13-16			19-22			18-21	
		JHB		11-14			13-16			19-22			18-21	
		CT		11-14			13-16			19-22			18-21	
		DBN		11-14			13-16			19-22			18-21	
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online		10-12		9-11		18-20			10-12		24-26	
		JHB		10-12		9-11		18-20			10-12		24-26	
		CT		10-12		9-11		18-20			10-12		24-26	
		DBN		10-12		9-11		18-20			10-12		24-26	
Call Centre & Customer Service	7790 L3 credits 3	Online	29	13		22		18		18		10		4
		JHB	29	13		22		18		18		10		4
		CT	29	13		22		18		18		10		4
		DBN	29	13		22		18		18		10		4
Change Management	252021 L5 credits 8	Inhouse only – Available on request												
Conflict Management	114226 L5 credits 8	Online		10-11		9-10		2-3		25-26		8-9	26-27	
		JHB		10-11		9-10		2-3		25-26		8-9	26-27	
		CT		10-11		9-10		2-3		25-26		8-9	26-27	
		DBN		10-11		9-10		2-3		25-26		8-9	26-27	
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		10-12		9-11		2-4		25-27		8-10	26-28	
		JHB		10-12		9-11		2-4		25-27		8-10	26-28	
		CT		10-12		9-11		2-4		25-27		8-10	26-28	
		DBN		10-12		9-11		2-4		25-27		8-10	26-28	
Corporate Governance 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	13-14		24-25		29-30		24-25		8-9		3-4	
		JHB	13-14		24-25		29-30		24-25		8-9		3-4	
		CT	13-14		24-25		29-30		24-25		8-9		3-4	
		DBN	13-14		24-25		29-30		24-25		8-9		3-4	
		E. London	13-14		24-25		29-30		24-25		8-9		3-4	
		PE	13-14		24-25		29-30		24-25		8-9		3-4	
Data & Records Management	110009 L4 credits 4	Online	23-24		10-11			9-10		18-19		23-24		3-4
		JHB	23-24		10-11			9-10		18-19		23-24		3-4
		CT	23-24		10-11			9-10		18-19		23-24		3-4
		DBN	23-24		10-11			9-10		18-19		23-24		3-4
Diversity Management	252043 L5 credits 6	Online	30-31		31-1			5-6			22-23			11-12
		JHB	30-31		31-1			5-6			22-23			11-12
		CT	30-31		31-1			5-6			22-23			11-12
		DBN	30-31		31-1			5-6			22-23			11-12
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	20-22		3-5		21-23		9-11		1-3	27-29		8-10
		JHB	20-22		3-5		21-23		9-11		1-3	27-29		8-10
		CT	20-22		3-5		21-23		9-11		1-3	27-29		8-10
		DBN	20-22		3-5		21-23		9-11		1-3	27-29		8-10
Effective Disciplinary Hearings	11286 L5 credits 8	Online	15-17		31-2		26-28			27-29		8-10		8-10
		JHB	15-17		31-2		26-28			27-29		8-10		8-10
		CT	15-17		31-2		26-28			27-29		8-10		8-10
		DBN	15-17		31-2		26-28			27-29		8-10		8-10
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												
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	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Effective Sales	10047 L5 credits 5	Online	20-21		3-4		22-23		3-4	4-5		27-28	24-25	
		JHB	20-21		3-4		22-23		3-4	4-5		27-28	24-25	
		CT	20-21		3-4		22-23		3-4	4-5		27-28	24-25	
		DBN	20-21		3-4		22-23		3-4	4-5		27-28	24-25	
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online		12-14	5-7	14-16	14-16	18-20	9-11	20-22	17-19	15-17	17-19	2-4
		JHB		12-14	5-7	14-16	14-16	18-20	9-11	20-22	17-19	15-17	17-19	2-4
		CT		12-14	5-7	14-16	14-16	18-20	9-11	20-22	17-19	15-17	17-19	2-4
		DBN		12-14	5-7	14-16	14-16	18-20	9-11	20-22	17-19	15-17	17-19	2-4
		PE			5-7		14-16		9-11		17-19		17-19	
Emotional Intelligence for Leaders	252031 L5 credits 4	Online	22-23		17-18		20-21		Inhouse only – Available on request					
		JHB	22-23		17-18		20-21							
		CT	22-23		17-18		20-21							
		DBN	22-23		17-18		20-21							
Emotional Intelligence & Team Building	252031 L5 credits 4	Inhouse only – Available on request												
Employment Equity Committee Training		Inhouse only – Available on request												
Employment Equity, Skills Development & Labour Law	13952 L4 credits 8	Online		19-21		22-24			2-4		10-12		10-12	
		JHB		19-21		22-24			2-4		10-12		10-12	
		CT		19-21		22-24			2-4		10-12		10-12	
		DBN		19-21		22-24			2-4		10-12		10-12	
Facilitation Skills	117871 L5 Credits10	Online		5-7		14-16		2-4		11-13		27-29		1-3
		JHB		5-7		14-16		2-4		11-13		27-29		1-3
		CT		5-7		14-16		2-4		11-13		27-29		1-3
		DBN		5-7		14-16		2-4		11-13		27-29		1-3
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 to Face												

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online		26-28		14-16	5-7	4-6	9-11	18-20	15-17	20-22	3-5	8-10
		JHB		26-28		14-16	5-7	4-6	9-11	18-20	15-17	20-22	3-5	8-10
		CT		26-28		14-16	5-7	4-6	9-11	18-20	15-17	20-22	3-5	8-10
		DBN		26-28		14-16	5-7	4-6	9-11	18-20	15-17	20-22	3-5	8-10
		PE				14-16		4-6		18-20		20-22		8-10
		E.London		26-28			5-7		9-11		15-17		3-5	
Frontline Customer Service	242829 L4 credits 5	Online	27		27		5		22		19		28	
		JHB	27		27		5		22		19		28	
		CT	27		27		5		22		19		28	
		DBN	27		27		5		22		19		28	
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 114274 L5 credits 8 11286 L5 credits 8	Online	27-31		10-14		5-9			11-15		13-17	24-28	
		JHB	27-31		10-14		5-9			11-15		13-17	24-28	
		CT	27-31		10-14		5-9			11-15		13-17	24-28	
		DBN	27-31		10-14		5-9			11-15		13-17	24-28	
Implementing Internships, Learnerships and employee tax incentives (1 Day)		Online	24		17		16		14			24		4
		JHB	24		17		16		14			24		4
		CT	24		17		16		14			24		4
		DBN	24		17		16		14			24		4
Interpersonal Skills	252027 L5 credits 6	Online	28			23		17	18		26		24	
		JHB	28			23		17/17	18		26		24	
		CT	28			23		17	18		26		24	
		DBN	28			23		17	18		26		24	
Interviewing and CV Writing Course 2 Days		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
Innovation & Creative Thinking	252020 L5 credits 6	Online		13-14		3-4		5-6		28-29		30-31		1-2
		JHB		13-14		3-4		5-6		28-29		30-31		1-2
		CT		13-14		3-4		5-6		28-29		30-31		1-2
		DBN		13-14		3-4		5-6		28-29		30-31		1-2
Labour Relations & Effective Discipline	114274 L5 credits 8 11286 L5 credits 8	Online	29-31		12-14		7-9			13-15		15-17	26-28	
		JHB	29-31		12-14		7-9			13-15		15-17	26-28	
		CT	29-31		12-14		7-9			13-15		15-17	26-28	
		DBN	29-31		12-14		7-9			13-15		15-17	26-28	
Learning & Development Facilitator	QCTO SP – 220319 L5 credits 36	Online					12-16			18-22			17-21	
		JHB					12-16			18-22			17-21	
		CT					12-16			18-22			17-21	
		DBN					12-16			18-22			17-21	
QCTO Learnership Management Assistant: Occupational Certificate – NQF L5	SAQA ID 334302001 L5 credits 316	Online												
		JHB												
		CT												
Management and Leadership Development	120300 L5 credits 8 15224 L5 credits 4	Online	22-24		12-14		21-23	23-25	16-18	25-27	8-10	8-10	3-5	1-3
		JHB	22-24		12-14		21-23	23-25	16-18	25-27	8-10	8-10	3-5	1-3
		CT	22-24		12-14		21-23	23-25	16-18	25-27	8-10	8-10	3-5	1-3
		DBN	22-24		12-14		21-23	23-25	16-18	25-27	8-10	8-10	3-5	1-3
		PE	22-24		12-14		21-23	23-25	16-18	25-27	8-10	8-10	3-5	1-3
		E. London	22-24		12-14		21-23	23-25	16-18	25-27	8-10	8-10	3-5	1-3
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		3-4		24-25		5-6		11-12		2-3		
		JHB		3-4		24-25		5-6		11-12		2-3		
		CT		3-4		24-25		5-6		11-12		2-3		
		DBN		3-4		24-25		5-6		11-12		2-3		

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Mentoring and Coaching	252035 L5 credits 8	Online		6-7		7-8		19-20		4-5		29-30		11-12
		JHB		6-7		7-8		19-20		4-5		29-30		11-12
		CT		6-7		7-8		19-20		4-5		29-30		11-12
		DBN		6-7		7-8		19-20		4-5		29-30		11-12
Microsoft Office Excel 2016 Basic	Microsoft certificate	Online		4	6	1	6	2	9	6	12	2	7	
		JHB		4	6	1	6	2	9	6	12	2	7	
Microsoft Office Excel Basic	MICT SETA 116937 L2 credits 4	Online												
		JHB												
Microsoft Office Excel 2016 Intermediate	Microsoft certificate	Online		14	20	17	20	13	23	18	25	10	18	
		JHB		14	20	17	20	13	23	18	25	10	18	
Microsoft Office Excel Intermediate	MICT SETA 116940 L3 credits 6	Online												
		JHB												
Microsoft Office Excel 2016 Advanced	Microsoft certificate	Online		27	27	25	29	20	28	28		27	27	
		JHB		27	27	25	29	20	28	28		27	27	
Microsoft Office Excel 2016 A-Z	Microsoft certificate	Online		4+14+27	6+20+27	1+17+25	6+20+29	2+13+20	9+23+28	6+18+28	12+25+27	2+10+27	7+18+27	
		JHB		4+14+27	6+20+27	1+17+25	6+20+29	2+13+20	9+23+28	6+18+28	12+25+27	2+10+27	7+18+27	
Microsoft Office PowerPoint 2016 Basic	Microsoft certificate	Online		3		3	8	17		5	11	6	4	
		JHB		3		3	8	17		5	11	6	4	
Microsoft Office PowerPoint 2016 Advanced	Microsoft certificate	Online		13		11	12	25		21	26	17	17	
		JHB		13		11	12	25		21	26	17	17	
Microsoft Office PowerPoint A-Z	Microsoft certificate	Online		3+13		3+11	8+12	17+25		5+21	11+26	6+17	4+17	
		JHB		3+13		3+11	8+12	17+25		5+21	11+26	6+17	4+17	
Microsoft Office Outlook Basics 2016	Microsoft certificate	Online		17		8	13		7		8		6	
		JHB		17		8	13		7		8		6	
Microsoft Office Outlook Advanced 2016	Microsoft certificate	Online		28		24	30		17		22		28	
		JHB		28		24	30		17		22		28	

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Microsoft Office Outlook A-Z	Microsoft certificate	Online		17+28		8+24	13+30		7+17		8+22		6+28	
		JHB												
Microsoft Office Word 2016 Basic	Microsoft certificate	Online	23	5	7	2	5	3	8	7	9	3	3	
		JHB	23	5	7	2	5	3	8	7	9	3	3	
Microsoft Office Word Basic	MICT SETA 117924 L2 Credits 5 119078 L3 Credits 5	Online												
		JHB												
Microsoft Office Word 2016 Intermediate	Microsoft certificate	Online		7	19	10	19	11	18	19	15	13	14	
		JHB		7	19	10	19	11	18	19	15	13	14	
Microsoft Office Word Intermediate	MICT SETA 116942 L3 credits 3	Online												
		JHB												
Microsoft Office Word 2016 Advanced	Microsoft certificate	Online		26	26	23	28	18		29	23	23	24	
		JHB		26	26	23	28	18		29	23	23	24	
Microsoft Office Word Advanced	MICT SETA 258898 L3 credits 7	Online												
		JHB												
Microsoft Office Word A-Z	Microsoft certificate	Online	23+7+26 FEB	5+7+26	7+19+26	2+10+23	5+19+28	3+11+18	8+18+29 AUG	7+19+29	9+15+23	3+13+23	3+14+24	
		JHB												
Moderator Training	115759 L6 credits 10	Online			17-20			26-29			16-19			8-11
		JHB			17-20			26-29			16-19			8-11
		CT			17-20			26-29			16-19			8-11
		DBN			17-20			26-29			16-19			8-11
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	27-29		3-5		19-21		2-4		29-1		10-12	
		JHB	27-29		3-5		19-21		2-4		29-1		10-12	
		CT	27-29		3-5		19-21		2-4		29-1		10-12	
		DBN	27-29		3-5		19-21		2-4		29-1		10-12	
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA ID 57712 NQF L4, 150 credits (23 Days)	Online			10-14		12-16		21-25			20-24		
		JHB			10-14		12-16		21-25			20-24		
		CT			10-14		12-16		21-25			20-24		

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
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		3-7			19-23			11-15			10-14	
		JHB		3-7			19-23			11-15			10-14	
		CT		3-7			19-23			11-15			10-14	
National Certificate: Information Technology: End User Computing Learnership	SAQA I.D. 61591 NQF L3 Credits 130 (26 Days)	Online												
		JHB												
Negotiation Skills	117853 L5 credits 8	Online	27-28			22-23		5-6	28-29		22-23		20-21	
		JHB	27-28			22-23		5-6	28-29		22-23		20-21	
		CT	27-28			22-23		5-6	28-29		22-23		20-21	
		DBN	27-28			22-23		5-6	28-29		22-23		20-21	
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	Inhouse only – Available on request												
New Venture Creation	QCTO SP 2110010 L2 credits 32	Online			24-28				21-25			27-31		
		JHB			24-28				21-25			27-31		
		CT			24-28				21-25			27-31		
		DBN			24-28				21-25			27-31		
Office Management	110009 L4 credits 4	Online	20-21		24-25		19-20		14-15		1-2		10-11	
		JHB	20-21		24-25		19-20		14-15		1-2		10-11	
		CT	20-21		24-25		19-20		14-15		1-2		10-11	
		DBN	20-21		24-25		19-20		14-15		1-2		10-11	
Office Supervisor: Occupational Certificate - QCTO learnership	SAQA ID 118740 L5 credits 240	Online												
		JHB												
		CT												

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
Operations Management	252032 L5 credits 8	Online		24-25			26-28		7-8		15-16		20-21	
		JHB		24-25			26-28		7-8		15-16		20-21	
		CT		24-25			26-28		7-8		15-16		20-21	
		DBN		24-25			26-28		7-8		15-16		20-21	
Performance Management	252034 L5 credits 8	Online		24-25		7-8		5-6	14-15		4-5		13-14	
		JHB		24-25		7-8		5-6	14-15		4-5		13-14	
		CT		24-25		7-8		5-6	14-15		4-5		13-14	
		DBN		24-25		7-8		5-6	14-15		4-5		13-14	
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	20-22		24-26		26-28		30-2		29-1		12-14	
		JHB	20-22		24-26		26-28		30-2		29-1		12-14	
		CT	20-22		24-26		26-28		30-2		29-1		12-14	
		DBN	20-22		24-26		26-28		30-2		29-1		12-14	
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	16-17	17-18	3-4		8-9		10-11	11-12	18-19	6-7	17-18	8-9
		JHB	16-17	17-18	3-4		8-9		10-11	11-12	18-19	6-7	17-18	8-9
		CT	16-17	17-18	3-4		8-9		10-11	11-12	18-19	6-7	17-18	8-9
		DBN	16-17	17-18	3-4		8-9		10-11	11-12	18-19	6-7	17-18	8-9
		PE	16-17	17-18	3-4		8-9		10-11	11-12	18-19	6-7	17-18	8-9
		E.London	16-17	17-18	3-4		8-9		10-11	11-12	18-19	6-7	17-18	8-9
Problem Solving & Decision Making	242817 L4 credits 8	Online		17-18		3-4		12-13	7-8	6-7		13-14		11-12
		JHB		17-18		3-4		12-13	7-8	6-7		13-14		11-12
		CT		17-18		3-4		12-13	7-8	6-7		13-14		11-12
		DBN		17-18		3-4		12-13	7-8	6-7		13-14		11-12

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	15-17	10-12	5-7	2-4	14-16	25-27	16-18	18-20	29-1	20-22	17-19	10-12
		JHB	15-17	10-12	5-7	2-4	14-16	25-27	16-18	18-20	29-1	20-22	17-19	10-12
		CT	15-17	10-12	5-7	2-4	14-16	25-27	16-18	18-20	29-1	20-22	17-19	10-12
		DBN	15-17	10-12	5-7	2-4	14-16	25-27	16-18	18-20	29-1	20-22	17-19	10-12
		PE	15-17	10-12	5-7	2-4	14-16	25-27	16-18	18-20	29-1	20-22	17-19	10-12
		E.London	15-17	10-12	5-7	2-4	14-16	25-27	16-18	18-20	29-1	20-22	17-19	10-12
Project Manager: Occupational Certificate - QCTO learnership	SAQA ID 101869 L5 credits 240	Online		10-14			12-16			18-22		13-17		
		JHB		10-14			12-16			18-22		13-17		
		CT		10-14			12-16			18-22		13-17		
Public Finance Management	242810 L4 credits 6	Online		19-21		23-25		11-13			29-1			1-3
		JHB		19-21		23-25		11-13			29-1			1-3
		CT		19-21		23-25		11-13			29-1			1-3
		DBN		19-21		23-25		11-13			29-1			1-3
Reception & Telephone Etiquette	13928 L3 credits 4	Online	13-14			3-4		23-24		4-5		13-14		
		JHB	13-14			3-4		23-24		4-5		13-14		
		CT	13-14			3-4		23-24		4-5		13-14		
		DBN	13-14			3-4		23-24		4-5		13-14		
Recruitment and Selection	12140 L5 credits 9	Online	16-17		6-7		19-21		3-4		11-12		6-7	
		JHB	16-17		6-7		19-21		3-4		11-12		6-7	
		CT	16-17		6-7		19-21		3-4		11-12		6-7	
		DBN	16-17		6-7		19-21		3-4		11-12		6-7	
Renewable Energy Workshop Assistants Skills Programme L4	QCTO - SP-210602 NQF Level 4, 24 credits (24 days)	JHB												
		Inhouse												
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	20-22			14-16		18-20		11-13		13-15		1-3
		JHB	20-22			14-16		18-20		11-13		13-15		1-3
		CT	20-22			14-16		18-20		11-13		13-15		1-3
		DBN	20-22			14-16		18-20		11-13		13-15		1-3
		PE	20-22			14-16		18-20		11-13		13-15		1-3
		E.London	20-22			14-16		18-20		11-13		13-15		1-3

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		3-5			26-28		28-30			14-16		
		JHB		3-5			26-28		28-30			14-16		
		CT		3-5			26-28		28-30			14-16		
Retail Supervisor: Occupational Certificate QCTO Learnership	QCTO SAQA ID 99573 L4 credits 100	Online												
		JHB												
		CT												
Risk Management	252025 L5 credits 8	Online	30-31			14-15		9-10	31-1			6-7		11-12
		JHB	30-31			14-15		9-10	31-1			6-7		11-12
		CT	30-31			14-15		9-10	31-1			6-7		11-12
		DBN	30-31			14-15		9-10	31-1			6-7		11-12
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 6 252041 L5 credits 5 15227 L4 credits 4	Online		24-27			12-15			25-28			4-7	
		JHB		24-27			12-15			25-28			4-7	
		CT		24-27			12-15			25-28			4-7	
		DBN		24-27			12-15			25-28			4-7	
Skills Development & Training Management	252029 L5 credits 8	Online		6-7		29-30		26-27		6-7		23-24		1-2
		JHB		6-7		29-30		26-27		6-7		23-24		1-2
		CT		6-7		29-30		26-27		6-7		23-24		1-2
		DBN		6-7		29-30		26-27		6-7		23-24		1-2
Stock Management	13945 L4 credits 2	Online	24		20		13		24		15		13	
		JHB	24		20		13		24		15		13	
		CT	24		20		13		24		15		13	
		DBN	24		20		13		24		15		13	

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
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online	13-15		17-19		21-23		21-23		8-10		5-7	
		JHB	13-15		17-19		21-23		21-23		8-10		5-7	
		CT	13-15		17-19		21-23		21-23		8-10		5-7	
		DBN	13-15		17-19		21-23		21-23		8-10		5-7	
Stress Management	252031 L5 credits 4	Online		10		7		11		4		31		4
		JHB		10		7		11		4		31		4
		CT		10		7		11		4		31		4
		DBN		10		7		11		4		31		4
Supervisory Management	252032 L5 credits 8	Online	15-17	19-21	17-19	7-9	12-14	17-19	14-16	13-15	15-17	6-8	10-12	8-10
		JHB	15-17	19-21	17-19	7-9	12-14	17-19	14-16	13-15	15-17	6-8	10-12	8-10
		CT	15-17	19-21	17-19	7-9	12-14	17-19	14-16	13-15	15-17	6-8	10-12	8-10
		DBN	15-17	19-21	17-19	7-9	12-14	17-19	14-16	13-15	15-17	6-8	10-12	8-10
		PE	15-17	19-21	17-19	7-9	12-14	17-19	14-16	13-15	15-17	6-8	10-12	8-10
		E. London	15-17	19-21	17-19	7-9	12-14	17-19	14-16	13-15	15-17	6-8	10-12	8-10
Occupational Certificate: Supply Chain Practitioner QCTO Learnership	110942 L5 credits 180	Online												
		JHB												
		CT												
Team Building	252037 L5 credits 6	Online		14		25		17	16		18		14	
		JHB		14		25		17	16		18		14	
		CT		14		25		17	16		18		14	
		DBN		14		25		17	16		18		14	
Team Leader	242811 L4 credits 5	Online		5-7	26-28		5-7		21-23		3-5		19-21	
		JHB		5-7	26-28		5-7		21-23		3-5		19-21	
		CT		5-7	26-28		5-7		21-23		3-5		19-21	
		DBN		5-7	26-28		5-7		21-23		3-5		19-21	

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	13-15		18-20		28-30			25-27		20-22		8-10
		JHB	13-15		18-20		28-30			25-27		20-22		8-10
		CT	13-15		18-20		28-30			25-27		20-22		8-10
		DBN	13-15		18-20		28-30			25-27		20-22		8-10
Telephone Etiquette	7790 L3 credits 3	Online		20		16		9		7		2		1
		JHB		20		16		9		7		2		1
		CT		20		16		9		7		2		1
		DBN		20		16		9		7		2		1
Telephone and Email Etiquette	7790 L3 credits 3	Online		20-21		16-17		9-10		7-8		2-3		1-2
		JHB		20-21		16-17		9-10		7-8		2-3		1-2
		CT		20-21		16-17		9-10		7-8		2-3		1-2
		DBN		20-21		16-17		9-10		7-8		2-3		1-2
Time Management	15234 L5 credits 4	Online	13-14		10-11		15-16		7-8		17-18	16-17	13-14	3-4
		JHB	13-14		10-11		15-16		7-8		17-18	16-17	13-14	3-4
		CT	13-14		10-11		15-16		7-8		17-18	16-17	13-14	3-4
		DBN	13-14		10-11		15-16		7-8		17-18	16-17	13-14	3-4
		PE	13-14		10-11		15-16		7-8		17-18	16-17	13-14	3-4
		E. London	13-14		10-11		15-16		7-8		17-18	16-17	13-14	3-4
Women in Management	15224 L5 credits 4	Inhouse only – Available on request												
Workplace Essential Skills	QCTO SP-211009 L4 credits, 20	Online		17-21			19-23					20-24		
		JHB		17-21			19-23					20-24		
		CT		17-21			19-23					20-24		
		DBN		17-21			19-23					20-24		
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 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 2024.

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 and Face-face

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	06-10 February 2025 (Group 1)		06-10 February 2025 (Group 1)	
	19-23 May 2025 (Group 2)		19-23 May 2025 (Group 2)	
	11-15 August 2025 (Group 3)		11-15 August 2025 (Group 3)	
	10-14 November 2025 (Group 4)		10-14 November 2025 (Group 4)	
Module 2: Professional Management & Leadership	15 - 18 April 2025 (Group 1)		15 - 18 April 2025 (Group 1)	
	08-11 July 2025 (Group 2)		08-11 July 2025 (Group 2)	
	17-19 September 2025 (Group 3)		17-19 September 2025 (Group 3)	
	24-27 January 2026 (Group 4)		24-27 January 2026 (Group 4)	
Module 3: Professional EQ, Conflict & Change Management	23-27 June 2025 (Group 1)		23-27 June 2025 (Group 1)	
	01-05 September 2025 (Group 2)		01-05 September 2025 (Group 2)	
	17-21 November 2025 (Group 3)		17-21 November 2025 (Group 3)	
	7-11 March 2026 (Group 4)		7-11 March 2026 (Group 4)	
Module 4: Professional Human Resource Management	13-15 August 2025 (Group 1)		13-15 August 2025 (Group 1)	
	10-12 November 2025 (Group 2)		10-12 November 2025 (Group 2)	
	19-21 January 2026 (Group 3)		19-21 January 2026 (Group 3)	
	4-6 May 2026 (Group 4)		4-6 May 2026 (Group 4)	
Module 5: Financial Management for Professionals	15-19 September 2025 (Group 1)		15-19 September 2025 (Group 1)	
	19-24 January 2026 (Group 2)		19-24 January 2026 (Group 2)	
	7-11 March 2026 (Group 3)		7-11 March 2026 (Group 3)	
	06-10 June 2026 (Group 4)		06-10 June 2026 (Group 4)	
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	27–31 October 2025 (Group 1)		27–31 October 2025 (Group 1)	
	03-06 March 2026 (Group 2)		03-06 March 2026 (Group 2)	
	12-15 April 2026 (Group 3)		12-15 April 2026 (Group 3)	
	18-21 July 2026 (Group 4)		18-21 July 2026 (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 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 and Face-face

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

Module	Johannesburg		Cape Town	
Module 1: Team Management	10-14 March 2025 (Group 1)		10-14 March 2025 (Group 1)	
	12-16 May 2025 (Group 2)		12-16 May 2025 (Group 2)	
	21-25 July 2025 (Group 3)		21-25 July 2025 (Group 3)	
	20-24 October 2025 (Group 4)		20-24 October 2025 (Group 4)	
Module 2: Communication	05-09 May 2025 (Group 1)		05-09 May 2025 (Group 1)	
	21-25 July 2025 (Group 2)		21-25 July 2025 (Group 2)	
	01-05 September 2025 (Group 3)		01-05 September 2025 (Group 3)	
	08-12 December 2025 (Group 4)		08-12 December 2025 (Group 4)	
Module 3: Maths Literacy	14-18 July 2025 (Group 1)		14-18 July 2025 (Group 1)	
	06-10 October 2025 (Group 2)		06-10 October 2025 (Group 2)	
	03-07 November 2025 (Group 3)		03-07 November 2025 (Group 3)	
	02-06 February 2026 (Group 4)		02-06 February 2026 (Group 4)	
Module 4: Managing Time & Performance	08 - 12 September 2025 (Group 1)		08 - 12 September 2025 (Group 1)	
	26-30 January 2026 (Group 2)		26-30 January 2026 (Group 2)	
	16 - 20 February 2026 (Group 3)		16 - 20 February 2026 (Group 3)	
	06-10 April 2026 (Group 4)		06-10 April 2026 (Group 4)	
Module 5: Second Language Communication (Compulsory at an extra fee for learners without matric)				

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 and Classroom

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	12-15 February 2025 13-16 May 2025 19-22 August 2025 18-21 November 2025	(Group 1) (Group 2) (Group 3) (Group 4)	12-15 February 2025 13-16 May 2025 19-22 August 2025 18-21 November 2025	(Group 1) (Group 2) (Group 3) (Group 4)
Module 2: Bus Comm & Bus Writing	01-04 April 2025 01-04 July 2025 30 Sept -03 October 2025 21-24 January 2025	(Group 1) (Group 2) (Group 3) (Group 4)	01-04 April 2025 01-04 July 2025 30 Sept -03 October 2025 21-24 January 2025	(Group 1) (Group 2) (Group 3) (Group 4)
Module 3: Maths Literacy	18-20 June 2025 27-29 August 2025 01-03 December 2025 02-04 March 2026	(Group 1) (Group 2) (Group 3) (Group 4)	18-20 June 2025 27-29 August 2025 01-03 December 2025 02-04 March 2026	(Group 1) (Group 2) (Group 3) (Group 4)
Module 4: Administration	13-15 August 2025 20-22 October 2025 26-28 January 2026 06-08 April 2026	(Group 1) (Group 2) (Group 3) (Group 4)	13-15 August 2025 20-22 October 2025 26-28 January 2026 06-08 April 2026	(Group 1) (Group 2) (Group 3) (Group 4)
Module 5: Finance for Office Administrators	24-26 September 2025 21-23 January 2026 09-11 March 2026 08-10 Jun 2026	(Group 1) (Group 2) (Group 3) (Group 4)	24-26 September 2025 21-23 January 2026 09-11 March 2026 08-10 Jun 2026	(Group 1) (Group 2) (Group 3) (Group 4)
Module 6: Customer Care	26-28 November 2025 04-06 March 2026 06 - 08 April 2026 15-17 July 2026	(Group 1) (Group 2) (Group 3) (Group 4)	26-28 November 2025 04-06 March 2026 06 - 08 April 2026 15-17 July 2026	(Group 1) (Group 2) (Group 3) (Group 4)

Occupational Certificate: Project Management NQF Level 5

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

20 in-class Days

Online & Classroom

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

Module	Johannesburg		Cape Town	
Module 1: Manage Project Scope & Time	10-14 February 2025	(Group 1)	10-14 February 2025	(Group 1)
	12-16 May 2025	(Group 2)	12-16 May 2025	(Group 2)
	18-22 August 2025	(Group 3)	18-22 August 2025	(Group 3)
	13-17 October 2025	(Group 4)	13-17 October 2025	(Group 4)
Module 2: Manage Project Communications	05-08 May 2025	(Group 1)	05-08 May 2025	(Group 1)
	21-24 July 2025	(Group 2)	21-24 July 2025	(Group 2)
	08-11 September 2025	(Group 3)	08-11 September 2025	(Group 3)
	08-11 December 2025	(Group 4)	08-11 December 2025	(Group 4)
Module 3: Manage Project Finances & Quality	23-25 June 2025	(Group 1)	23-25 June 2025	(Group 1)
	17-19 September 2025	(Group 2)	17-19 September 2025	(Group 2)
	27-29 October 2025	(Group 3)	27-29 October 2025	(Group 3)
	16-18 February 2026	(Group 4)	16-18 February 2026	(Group 4)
Module 4: Project Integration Management	04-07 August 2025	(Group 1)	04-07 August 2025	(Group 1)
	03-06 November 2025	(Group 2)	03-06 November 2025	(Group 2)
	19-22 January 2026	(Group 3)	19-22 January 2026	(Group 3)
	02-05 March 2026	(Group 4)	02-05 March 2026	(Group 4)
Module 5: Manage Project Closure	06-09 October 2025	(Group 1)	06-09 October 2025	(Group 1)
	09-12 February 2026	(Group 2)	09-12 February 2026	(Group 2)
	09-12 March 2026	(Group 3)	09-12 March 2026	(Group 3)
	04-07 May 2026	(Group 4)	04-07 May 2026	(Group 4)

Occupational Certificate: Retail Supervisor NQF L4 QCTO

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

Online and Face-face

This course is accredited by the QCTO and material covers SAQA ID 99573 at NQF Level 4 worth 100 credits
Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg	Cape Town
Module 1:		
Module 2:		
Module 3:		

Occupational Certificate: Management Assistant SAQA ID 101876 NQF L5 credits 316

QCTO - 25 in-class days:

Online and Classroom

This programme is to be accredited by the QCTO and material covers SAQA ID 334302001 at NQF Level 5 worth 316 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
	Dates to be confirmed (in-house, available on request)	Dates to be confirmed (in-house, available on request)
Module 1: Office Protocol	STARTING DATES: GROUP 1: 17-21 FEBRUARY 2025 STARTING DATES: GROUP 2: 12-16 MAY 2025 STARTING DATES: GROUP 3: 25-29 AUGUST 2025 STARTING DATES: GROUP 4: 10-14 NOVEMBER 2025	STARTING DATES: GROUP 1: 17-21 FEBRUARY 2025 STARTING DATES: GROUP 2: 12-16 MAY 2025 STARTING DATES: GROUP 3: 25-29 AUGUST 2025 STARTING DATES: GROUP 4: 10-14 NOVEMBER 2025
Module 2: Business Communications		
Module 3: Create & Manage Business Documents		
Module 4: Finance, Resource & Procurement		
Module 5:		

Occupational Certificate: Supply Chain Practitioner NQF L5

25 in-class days:

Online & Classroom

This course is accredited by the QCTO and material covers SAQA ID 110942 at NQF LEVEL 5 worth 180 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

National Certificate in Food & Beverage Services NQF L4

24 in-class days:

Online & Face-face

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:

Online & Face-face

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		

Renewable Energy Workshop Assistants – 24 DAYS NQF L 4 (SP-210602)

24 in-class days:

Face-face Training

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

Module	Module Dates (Online & Classroom)
Block 1: Introduction to Renewable Energy & Safety Legislation, Work & Career Orientation	3 Days
Block 2: Fundamentals of Electricity, Hand & Power Tools, Soldering and marking-off equipment and wiring techniques	4 Days
Block 3: Practical Module: Mitigating Hazards, Hand tools and power tools	3 Days
Block 4: Workplace Module I: Workplace Hazards	5 Days
Block 5: Workplace Module II: Finance for Renewable Energy Workshop Assistants	5 Days
Block 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
 - 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.