

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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Email: gloria@imsimbi.co.za
Tel: +27 11 678 2443

| 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 | |

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| 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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|--|--|-------------------------------------|-------------------------------------|-------|-------|-------|-------|-------|-------------------------------------|-------|-------|-------|-------|-----|
| 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 |
| 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 to Face | | | | | | | | | | | | |

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|--|--|-------------------------------------|-------|-------|-------|-------|-----|------|------|-------|-------|-------|-------|------|
| 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 | | 1717 | 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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|--|---|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|------|-------|-------|-----|
| 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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|---|-------------------------------|----------|-----|---------|---------|---------|---------|---------|---------|---------|----------|---------|---------|-------|
| 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 | | |

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 |
|--|---|-------------------------------------|-------|-----|-------|-------|-------|-----|-------|-------|-------|-------|-------|-----|
| 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 | | | | | | | | | | | | |

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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 |

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| 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 |

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|---|---|-----------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|-------|------|
| 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 | |

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|-------------------------------|---|-------------------------------------|-------|-------|-------|-------|-------|------|------|-------|-------|-------|-------|------|
| 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 | | | | | | | | | | | | |

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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 12-16 May 2025 21-25 July 2025 20-24 October 2025 | (Group 1) (Group 2) (Group 3) (Group 4) | 10-14 March 2025 12-16 May 2025 21-25 July 2025 20-24 October 2025 | (Group 1) (Group 2) (Group 3) (Group 4) |
| Module 2: Communication | 05-09 May 2025 21-25 July 2025 01-05 September 2025 08-12 December 2025 | (Group 1) (Group 2) (Group 3) (Group 4) | 05-09 May 2025 21-25 July 2025 01-05 September 2025 08-12 December 2025 | (Group 1) (Group 2) (Group 3) (Group 4) |
| Module 3: Maths Literacy | 14-18 July 2025 06-10 October 2025 03-07 November 2025 02-06 February 2026 | (Group 1) (Group 2) (Group 3) (Group 4) | 14-18 July 2025 06-10 October 2025 03-07 November 2025 02-06 February 2026 | (Group 1) (Group 2) (Group 3) (Group 4) |
| Module 4: Managing Time & Performance | 08 - 12 September 2025 26-30 January 2026 16 - 20 February 2026 06-10 April 2026 | (Group 1) (Group 2) (Group 3) (Group 4) | 08 - 12 September 2025 26-30 January 2026 16 - 20 February 2026 06-10 April 2026 | (Group 1) (Group 2) (Group 3) (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: | | |
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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 |
|--------|--------------|-----------|
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National Certificate in Fast Food Services NQF L3

26 in-class days:

This course is to be accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.

| Module | Johannesburg | Cape Town |
|--|--|--|
| Module 1: 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 & 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.