

Unleashing Your Potential



Schedule of Training Courses

January – December 2026



Imsimbi Training is a fully accredited training provider with Services Seta, Number 2147 as well as a Level 1 BBBEE company.

All courses in this schedule where unit standards are identified are accredited with Services Seta, ETDP Seta, Cathsseta, TETA, MICT Seta and the QCTO.

Classroom & Online Training options available

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

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

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8	Online	26-30			13-17		22-26		31-4			16-20	
		JHB	26-30			13-17		22-26		31-4			16-20	
		CT	26-30			13-17		22-26		31-4			16-20	
		DBN	26-30			13-17		22-26		31-4			16-20	
Advanced Project Management	252024 L5 credits 4 252022 L5 credits 8	Online	19-23		9-13		18-22		6-10		7-11		23-27	19-23
		JHB	19-23		9-13		18-22		6-10		7-11		23-27	19-23
		CT	19-23		9-13		18-22		6-10		7-11		23-27	19-23
		DBN	19-23		9-13		18-22		6-10		7-11		23-27	19-23
Advanced Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online			13-16			8-11	28-31		28-1	27-30		7-10
		JHB			13-16			8-11	28-31		28-1	27-30		7-10
		CT			13-16			8-11	28-31		28-1	27-30		7-10
		DBN			13-16			8-11	28-31		28-1	27-30		7-10
Anger Management	252031 L5 credits 4	Online		2-3		20-21		22-23				1-2		2-3
		JHB		2-3		20-21		22-23				1-2		2-3
		CT		2-3		20-21		22-23				1-2		2-3
		DBN		2-3		20-21		22-23				1-2		2-3
Assertiveness	252027 L5 credits 6	Online		16-17		23-24		25-26		17-18			30-1	
		JHB		16-17		23-24		25-26		17-18			30-1	
		CT		16-17		23-24		25-26		17-18			30-1	
		DBN		16-17		23-24		25-26		17-18			30-1	
		PE				23-24				17-18				
		E.London		16-17				25-26						
Assessor Training	115753 L5 credits 15	Online	27-30		23-26		5-8		13-16		1-4		9-12	
		JHB	27-30		23-26		5-8		13-16		1-4		9-12	
		CT	27-30		23-26		5-8		13-16		1-4		9-12	
		DBN	27-30		23-26		5-8		13-16		1-4		9-12	

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		10-13			12-15			18-21			17-20	
		JHB		10-13			12-15			18-21			17-20	
		CT		10-13			12-15			18-21			17-20	
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Online		9-11		8-10		3-5			9-11		23-25	
		JHB		9-11		8-10		3-5			9-11		23-25	
		CT		9-11		8-10		3-5			9-11		23-25	
		DBN		9-11		8-10		3-5			9-11		23-25	
Call Centre & Customer Service	7790 L3 credits 3	Online	28	12		20		3		17		9		3
		JHB	28	12		20		3		17		9		3
		CT	28	12		20		3		17		9		3
		DBN	28	12		20		3		17		9		3
Change Management	252021 L5 credits 8	Inhouse only – Available on request												
Conflict Management	114226 L5 credits 8	Online		9-10		8-9		1-2		24-25		7-8	25-26	
		JHB		9-10		8-9		1-2		24-25		7-8	25-26	
		CT		9-10		8-9		1-2		24-25		7-8	25-26	
		DBN		9-10		8-9		1-2		24-25		7-8	25-26	
Conflict Management and Negotiation Skills	114226 L5 credits 8	Online		9-11		8-10		1-3		24-26		7-9	25-27	
		JHB		9-11		8-10		1-3		24-26		7-9	25-27	
		CT		9-11		8-10		1-3		24-26		7-9	25-27	
		DBN		9-11		8-10		1-3		24-26		7-9	25-27	
Corporate Governance (Ethics) 1 Day	252042 L5 credits 5	Inhouse only – Available on request												

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Customer Service Excellence	10052 L5 credits 6	Online	29-30		23-24		28-29		23-24		7-8		2-3	
		JHB	29-30		23-24		28-29		23-24		7-8		2-3	
		CT	29-30		23-24		28-29		23-24		7-8		2-3	
		DBN	29-30		23-24		28-29		23-24		7-8		2-3	
		E. London					28-29				7-8			
		PE			23-24					23-24				2-3
Data & Records Management	110009 L4 credits 4	Online	22-23		9-10			8-9		17-18		22-23		2-3
		JHB	22-23		9-10			8-9		17-18		22-23		2-3
		CT	22-23		9-10			8-9		17-18		22-23		2-3
		DBN	22-23		9-10			8-9		17-18		22-23		2-3
Data Science: Occupational Certificate - QCTO Learnership	SAQA ID 118708 L5 credits 185	Online												
		JHB												
		CT												
Diversity Management	252043 L5 credits 6	Online			30-31			1-2			21-22			10-11
		JHB			30-31			1-2			21-22			10-11
		CT			30-31			1-2			21-22			10-11
		DBN			30-31			1-2			21-22			10-11
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Online	19-21		2-4		20-22		8-10	31-2		26-28		7-9
		JHB	19-21		2-4		20-22		8-10	31-2		26-28		7-9
		CT	19-21		2-4		20-22		8-10	31-2		26-28		7-9
		DBN	19-21		2-4		20-22		8-10	31-2		26-28		7-9
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	Online		11-13			25-27			26-28		7-9		7-9
		JHB		11-13			25-27			26-28		7-9		7-9
		CT		11-13			25-27			26-28		7-9		7-9
		DBN		11-13			25-27			26-28		7-9		7-9
Effective Disciplinary Hearings for Chairpersons 2 Days	10985 L5 credits 5	Inhouse only - Available on request												
Effective Disciplinary Hearings for Initiators 2 Days	11286 L5 credits 8	Inhouse only - Available on request												

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Effective Disciplinary Hearings for Shop Stewards 2 Days	11286 L5 credits 8	Inhouse only - Available on request												
Effective Sales	10047 L5 credits 5	Online	19-20		2-3		21-22		2-3	27-28		26-27	23-24	
		JHB	19-20		2-3		21-22		2-3	27-28		26-27	23-24	
		CT	19-20		2-3		21-22		2-3	27-28		26-27	23-24	
		DBN	19-20		2-3		21-22		2-3	27-28		26-27	23-24	
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Online	21-23	11-13	4-6	15-17	13-15	17-19	8-10	19-21	16-18	14-16	11-13	1-3
		JHB	21-23	11-13	4-6	15-17	13-15	17-19	8-10	19-21	16-18	14-16	11-13	1-3
		CT	21-23	11-13	4-6	15-17	13-15	17-19	8-10	19-21	16-18	14-16	11-13	1-3
		DBN				15-17				19-21			11-13	
		PE		11-13					17-19				14-16	
Emotional Intelligence for Leaders	252031 L5 credits 4	Online	Inhouse only – Available on request											
		Face-face	Inhouse only – Available on request											
Emotional Intelligence & Team Building	252031 L5 credits 4	Inhouse only – Available on request												
Employment Equity Committee		Inhouse only – Available on request												
Employment Equity, Skills Development & Labour Law	13952 L4 credits 8	Online		18-20		21-23			1-3		9-11		9-11	
		JHB		18-20		21-23			1-3		9-11		9-11	
		CT		18-20		21-23			1-3		9-11		9-11	
		DBN		18-20		21-23			1-3		9-11		9-11	
Facilitation Skills	117871 L5 Credits10	Online		4-6		20-22		1-3		11-13		26-28	30-2	
		JHB		4-6		20-22		1-3		11-13		26-28	30-2	
		CT		4-6		20-22		1-3		11-13		26-28	30-2	
		DBN		4-6		20-22		1-3		11-13		26-28	30-2	
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	Inhouse only – Available on request											
Food & Beverage Services: National Certificate NQF L4 Learnership 24 in-class days	SAQA ID 14113 NQF Level 4 138 credits	Online	Inhouse only – Available on request											
		Face-Face	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	
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Online		25-27		8-10	6-8	10-12	8-10	19-21	16-18	15-17	18-20	9-11	
		JHB		25-27		8-10	6-8	10-12	8-10	19-21	16-18	15-17	18-20	9-11	
		CT		25-27		8-10	6-8	10-12	8-10	19-21	16-18	15-17	18-20	9-11	
		DBN		25-27		8-10	6-8	10-12	8-10	19-21	16-18	15-17	18-20	9-11	
		PE				8-10					16-18				
		E.London		25-27			6-8		8-10					2-4	
Frontline Customer Service	242829 L4 credits 5	Online	26		26		4		21		18		27		
		JHB	26		26		4		21		18		27		
		CT	26		26		4		21		18		27		
		DBN	26		26		4		21		18		27		
HIV AIDS Awareness (Half Day)		Inhouse only - Available on request													
HIV AIDS Peer Educator 3 Days	13915 L3 credits 4	Inhouse only - Available on request													
HIV/AIDS Workplace Management 3 Days	252033 L5 credits 8	Inhouse only - Available on request													
Human Resources Management and Labour Relations	12140 L5 credits 9 252034 L5 credits 8 11286 L5 credits 8 10985 L5 credits 5	Online	26-30		9-13		4-8		6-10	3-7		12-16	23-27		
		JHB	26-30		9-13		4-8		6-10	3-7		12-16	23-27		
		CT	26-30		9-13		4-8		6-10	3-7		12-16	23-27		
		DBN	26-30		9-13		4-8		6-10	3-7		12-16	23-27		
Human Resource Management Officer: Advanced Occupational Certificate - QCTO Learnership	SAQA ID 121151 L6 credits 134	Online													
		JHB													
		CT													
Implementing Internships, Learnerships and employee tax incentives (1 Day)		Online	23		16		15		13			23		3	
		JHB	23		16		15		13			23		3	
		CT	23		16		15		13			23		3	
		DBN	23		16		15		13			23		3	
Interpersonal Skills	252027 L5 credits 6	Online	27			22		12			23		23		
		JHB	27			22		12			23		23		
		CT	27			22		12			23		23		
		DBN	27			22		12			23		23		

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
Interviewing and CV Writing Course 2 Days		Inhouse only - Available on request													
Innovation & Creative Thinking	252020 L5 credits 6	Online		12-13		1-2		4-5		27-28		29-30	30-1		
		JHB		12-13		1-2		4-5		27-28		29-30	30-1		
		CT		12-13		1-2		4-5		27-28		29-30	30-1		
		DBN		12-13		1-2		4-5		27-28		29-30	30-1		
Job Readiness	252031 L5 credits 4 7790 L3 credits 3	Inhouse only - Available on request													
Labour Relations & Effective Discipline	11286 L5 credits 8 10985 L6 credits 5	Online	28-30		11-13		6-8		8-10	5-7		14-16	25-27		
		JHB	28-30		11-13		6-8		8-10	5-7		14-16	25-27		
		CT	28-30		11-13		6-8		8-10	5-7		14-16	25-27		
		DBN	28-30		11-13		6-8		8-10	5-7		14-16	25-27		
Learning & Development Facilitator	QCTO SP – 220319 L5 credits 36	Online		23-27			4-8			2-6			16-20		
		JHB		23-27			4-8			2-6			16-20		
		CT		23-27			4-8			2-6			16-20		
		DBN		23-27			4-8			2-6			16-20		
QCTO Learnership Management Assistant: Occupational Certificate – NQF L5	SAQA ID 334302001 L5 credits 316	Online		16-20			11-15			24-28			9-13		
		JHB		16-20			11-15			24-28			9-13		
		CT		16-20			11-15			24-28			9-13		
Supervisory Management (Management level 1)	252032 L5 credits 8	Online		18-20	16-18	13-15	11-13	17-19	13-15	12-14	14-16	5-7	9-11	7-9	
		JHB		18-20	16-18	13-15	11-13	17-19	13-15	12-14	14-16	5-7	9-11	7-9	
		CT		18-20	16-18	13-15	11-13	17-19	13-15	12-14	14-16	5-7	9-11	7-9	
		DBN		18-20	16-18	13-15	11-13	17-19	13-15	12-14	14-16	5-7	9-11	7-9	
		P.E			16-18					13-15				9-11	
		E. London						11-13				14-16			
Management and Leadership Development (Management Level 2)	120300 L5 credits 8 15224 L5 credits 4	Online	21-23	11-13	11-13	15-17	20-22	22-24	15-17	24-26	7-9	29-31	2-4	1-3	
		JHB	21-23	11-13	11-13	15-17	20-22	22-24	15-17	24-26	7-9	29-31	2-4	1-3	
		CT	21-23	11-13	11-13	15-17	20-22	22-24	15-17	24-26	7-9	29-31	2-4	1-3	
		DBN	21-23	11-13	11-13	15-17	20-22	22-24	15-17	24-26	7-9	29-31	2-4	1-3	
		PE			11-13					15-17				2-4	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
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		2-3		23-24		4-5		11-12		1-2		
		JHB		2-3		23-24		4-5		11-12		1-2		
		CT		2-3		23-24		4-5		11-12		1-2		
		DBN		2-3		23-24		4-5		11-12		1-2		
Mentoring and Coaching	252035 L5 credits 8	Online		5-6		7-8		18-19		3-4		28-29		10-11
		JHB		5-6		7-8		18-19		3-4		28-29		10-11
		CT		5-6		7-8		18-19		3-4		28-29		10-11
		DBN		5-6		7-8		18-19		3-4		28-29		10-11
Microsoft Office Excel 2016 Basic	Microsoft certificate	Online		3	5	7	5	1	8	5	11	1	6	
		JHB		3	5	7	5	1	8	5	11	1	6	
Microsoft Office Excel Basic	MICT SETA 116937 L2 credits 4	Online												
		JHB												
Microsoft Office Excel 2016 Intermediate	Microsoft certificate	Online		13	19	17	19	12	22	17	23	9	17	
		JHB		13	19	17	19	12	22	17	23	9	17	
Microsoft Office Excel Intermediate	MICT SETA 116940 L3 credits 6	Online												
		JHB												
Microsoft Office Excel 2016 Advanced	Microsoft certificate	Online		26	26	24	28	19	27	27		26	26	
		JHB		26	26	24	28	19	27	27		26	26	
Microsoft Office Excel 2016 A-Z	Microsoft certificate	Online		3+13+36	5+19+26	7+17+24	5+19+28	1+12+19	8+22+27	5+17+27	11+23+26 Oct	1+9+26	6+17+26	
		JHB		3+13+36	5+19+26	7+17+24	5+19+28	1+12+19	8+22+27	5+17+27	11+23+26 Oct	1+9+26	6+17+26	
Microsoft Office Power BI Desktop Introduction	Microsoft certificate	Online		17-18		13-14		25-26		13-14		29-30		10-11
		JHB		17-18		13-14		25-26		13-14		29-30		10-11
Microsoft Office PowerPoint 2016 Basic	Microsoft certificate	Online		2		1	7	17		4	10	5	3	
		JHB		2		1	7	17		4	10	5	3	
Microsoft Office PowerPoint 2016 Advanced	Microsoft certificate	Online		12		10	11	24		20	25	16	16	
		JHB		12		10	11	24		20	25	16	16	

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Microsoft Office PowerPoint A-Z	Microsoft certificate	Online		2+12		1+10	7+11	17+24		4+20	10+25	5+16	3+16	
		JHB		2+12		1+10	7+11	17+24		4+20	10+25	5+16	3+16	
Microsoft Office Outlook Basics 2016	Microsoft certificate	Online		16			12		6		7		5	
		JHB		16			12		6		7		5	
Microsoft Office Outlook Advanced 2016	Microsoft certificate	Online		27			29		16		21		27	
		JHB		27			29		16		21		27	
Microsoft Office Outlook A-Z	Microsoft certificate	Online		16+27			12+29		6+16		7+21		5+27	
		JHB		16+27			12+29		6+16		7+21		5+27	
Microsoft Office Word 2016 Basic	Microsoft certificate	Online		4	6	2	4	2	7	6	8	2	2	
		JHB		4	6	2	4	2	7	6	8	2	2	
Microsoft Office Word Basic	MICT SETA 117924 L2 Credits 5 119078 L3 Credits 5	Online												
		JHB												
Microsoft Office Word 2016 Intermediate	Microsoft certificate	Online		6	18	9	18	10	17	18	14	12	13	
		JHB		6	18	9	18	10	17	18	14	12	13	
Microsoft Office Word Intermediate	MICT SETA 116942 L3 credits 3	Online												
		JHB												
Microsoft Office Word 2016 Advanced	Microsoft certificate	Online		25	25	22	27	18	16	28	22	22	23	
		JHB		25	25	22	27	18	16	28	22	22	23	
Microsoft Office Word Advanced	MICT SETA 258898 L3 credits 7	Online												
		JHB												
Microsoft Office Word A-Z	Microsoft certificate	Online		4+6+25	6+18+25	2+9+22	4+18+27	2+10+18	7+17+28 Aug	6+18+ 28	8+14+22	2+12+22	2+13+23	
		JHB		4+6+25	6+18+25	2+9+22	4+18+27	2+10+18	7+17+28 Aug	6+18+ 28	8+14+22	2+12+22	2+13+23	
Moderator Training	115759 L6 credits 10	Online			16-19		25-28		21-24		15-18			7-10
		JHB			16-19		25-28		21-24		15-18			7-10
		CT			16-19		25-28		21-24		15-18			7-10
		DBN			16-19		25-28		21-24		15-18			7-10

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Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Online	26-28		2-4		18-20		1-3		28-30		9-11	
		JHB	26-28		2-4		18-20		1-3		28-30		9-11	
		CT	26-28		2-4		18-20		1-3		28-30		9-11	
		DBN	26-28		2-4		18-20		1-3		28-30		9-11	
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA ID 57712 NQF L4, 150 credits (23 Days)	Online			9-13		11-15		13-17			19-23		
		JHB			9-13		11-15		13-17			19-23		
		CT			9-13		11-15		13-17			19-23		
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		2-6			18-22			3-7			9-13	
		JHB		2-6			18-22			3-7			9-13	
		CT		2-6			18-22			3-7			9-13	
National Certificate: Information Technology: End User Computing Learnership	SAQA I.D. 61591 NQF L3 Credits 130 (26 Days)	Online	Inhouse only – Available on request											
		JHB	Inhouse only – Available on request											
Negotiation Skills	117853 L5 credits 8	Online	26-27			20-21		4-5			21-22		19-20	
		JHB	26-27			20-21		4-5			21-22		19-20	
		CT	26-27			20-21		4-5			21-22		19-20	
		DBN	26-27			20-21		4-5			21-22		19-20	
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	Inhouse only – Available on request												
New Venture Creation/ Enterprise development	QCTO SP 210401 L2 credits 32	Online			23-27				20-24			26-30		
		JHB			23-27				20-24			26-30		
		CT			23-27				20-24			26-30		
		DBN			23-27				20-24			26-30		
Office Management	110009 L4 credits 4	Online	19-20		23-24		18-19		13-14	31-1			9-10	
		JHB	19-20		23-24		18-19		13-14	31-1			9-10	
		CT	19-20		23-24		18-19		13-14	31-1			9-10	
		DBN	19-20		23-24		18-19		13-14	31-1			9-10	

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
Office Supervisor: Occupational Certificate - QCTO learnership	SAQA ID 118740 L5 credits 240	Online													
		JHB													
		CT													
Operations Management	252032 L5 credits 8	Online		23-24			25-26		6-7		14-15		19-20		
		JHB		23-24			25-26		6-7		14-15		19-20		
		CT		23-24			25-26		6-7		14-15		19-20		
		DBN		23-24			25-26		6-7		14-15		19-20		
Performance Management	252034 L5 credits 8	Online		23-24		16-17		4-5			3-4		12-13		
		JHB		23-24		16-17		4-5			3-4		12-13		
		CT		23-24		16-17		4-5			3-4		12-13		
		DBN		23-24		16-17		4-5			3-4		12-13		
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Online	19-21		23-25		25-27	29-1			28-30		11-13		
		JHB	19-21		23-25		25-27	29-1			28-30		11-13		
		CT	19-21		23-25		25-27	29-1			28-30		11-13		
		DBN	19-21		23-25		25-27	29-1			28-30		11-13		
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	2-3		7-8	10-11	9-10	11-12	14-15	5-6	16-17	7-8	
		JHB		16-17	2-3		7-8	10-11	9-10	11-12	14-15	5-6	16-17	7-8	
		CT		16-17	2-3		7-8	10-11	9-10	11-12	14-15	5-6	16-17	7-8	
		DBN		16-17	2-3		7-8	10-11	9-10	11-12	14-15	5-6	16-17	7-8	
		PE			2-3				9-10					16-17	
		E.London					7-8				14-15				
Problem Solving & Decision Making	242817 L4 credits 8	Online		16-17				11-12		13-14		12-13		10-11	
		JHB		16-17				11-12		13-14		12-13		10-11	
		CT		16-17				11-12		13-14		12-13		10-11	
		DBN		16-17				11-12		13-14		12-13		10-11	

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	14-16	9-11	4-6	20-22	13-15	24-26	15-17	17-19	28-30	19-21	16-18	9-11
		JHB	14-16	9-11	4-6	20-22	13-15	24-26	15-17	17-19	28-30	19-21	16-18	9-11
		CT	14-16	9-11	4-6	20-22	13-15	24-26	15-17	17-19	28-30	19-21	16-18	9-11
		DBN	14-16	9-11	4-6	20-22	13-15	24-26	15-17	17-19	28-30	19-21	16-18	9-11
		PE			4-6	20-22	13-15		15-17		28-30		16-18	
		E.London				20-22		24-26		17-19		19-21		9-11
Project Manager: Occupational Certificate - QCTO learnership	SAQA ID 101869 L5 credits 240	Online		9-13			11-15			17-21		12-16		
		JHB		9-13			11-15			17-21		12-16		
		CT		9-13			11-15			17-21		12-16		
Public Finance Management	242810 L4 credits 6	Online		18-20		22-24		17-19			2-4		4-6	
		JHB		18-20		22-24		17-19			2-4		4-6	
		CT		18-20		22-24		17-19			2-4		4-6	
		DBN		18-20		22-24		17-19			2-4		4-6	
Reception & Telephone Etiquette	13928 L3 credits 4	Online		16-17				22-23		3-4		12-13		
		JHB		16-17				22-23		3-4		12-13		
		CT		16-17				22-23		3-4		12-13		
		DBN		16-17				22-23		3-4		12-13		
Recruitment and Selection	12140 L5 credits 9	Online			5-6		18-19		2-3		10-11		5-6	
		JHB			5-6		18-19		2-3		10-11		5-6	
		CT			5-6		18-19		2-3		10-11		5-6	
		DBN			5-6		18-19		2-3		10-11		5-6	
Renewable Energy Workshop Assistants Skills Programme L4	QCTO - SP-210602 NQF Level 4, 24 credits (24 days)	Online	Inhouse only - Available on request											
		Physical	Inhouse only - Available on request											
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online	19-21		23-25			17-19		11-13		12-14	30-2	
		JHB	19-21		23-25			17-19		11-13		12-14	30-2	
		CT	19-21		23-25			17-19		11-13		12-14	30-2	
		DBN	19-21		23-25			17-19		11-13		12-14	30-2	
		PE			23-25					11-13			30-2	
		E.London			23-25			17-19				12-14		

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Research Methodology & Report Writing	110023 L4 credits 6 12153 L4 credits 5	Online		2-4			25-27		27-29			13-15		
		JHB		2-4			25-27		27-29			13-15		
		CT		2-4			25-27		27-29			13-15		
Risk Management	252025 L5 credits 8	Online	29-30			13-14		8-9	30-31			5-6		10-11
		JHB	29-30			13-14		8-9	30-31			5-6		10-11
		CT	29-30			13-14		8-9	30-31			5-6		10-11
		DBN	29-30			13-14		8-9	30-31			5-6		10-11
Sexual Harassment in the workplace 2 Days		Inhouse only - Available on request												
Sexual Harassment in the workplace half day workshop		Inhouse only - Available on request												
Skills Development Committee 2 Days	252029 L5 credits 8	Inhouse only - Available on request												
Skills Development 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		23-26		28 - 1		23-26		24-27		3-6		
		JHB		23-26		28 - 1		23-26		24-27		3-6		
		CT		23-26		28 - 1		23-26		24-27		3-6		
		DBN		23-26		28 - 1		23-26		24-27		3-6		
Skills Development & Training Management	252029 L5 credits 8	Online		5-6		23-24		25-26		13-14		22-23	30-1	
		JHB		5-6		23-24		25-26		13-14		22-23	30-1	
		CT		5-6		23-24		25-26		13-14		22-23	30-1	
		DBN		5-6		23-24		25-26		13-14		22-23	30-1	
Stock Management	13945 L4 credits 2	Online	23		19		12		23		14		12	
		JHB	23		19		12		23		14		12	
		CT	23		19		12		23		14		12	
		DBN	23		19		12		23		14		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
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Online			16-18		20-22		20-22		7-9		4-6	
		JHB			16-18		20-22		20-22		7-9		4-6	
		CT			16-18		20-22		20-22		7-9		4-6	
		DBN			16-18		20-22		20-22		7-9		4-6	
Stress Management	252031 L5 credits 4	Online		9		7		10		3		30		3
		JHB		9		7		10		3		30		3
		CT		9		7		10		3		30		3
		DBN		9		7		10		3		30		3
Learnership: National Certificate: Supply Chain Management	SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits	Online		16-20			11-15			17-21		12-16		
		JHB		16-20			11-15			17-21		12-16		
		CT		16-20			11-15			17-21		12-16		
Supply Chain Management – 5 days	336712 L6 credits 6 336713 L5 credits 10	Online		23-27			25-29			3-7			16-20	
		JHB		23-27			25-29			3-7			16-20	
		CT		23-27			25-29			3-7			16-20	
		DBN		23-27			25-29			3-7			16-20	
Team Building	252037 L5 credits 6	Online		13		24		17	15		17		13	
		JHB		13		24		17	15		17		13	
		CT		13		24		17	15		17		13	
		DBN		13		24		17	15		17		13	
Team Leader	242811 L4 credits 5	Online		4-6	25-27		4-6		20-22		2-4		30-2	
		JHB		4-6	25-27		4-6		20-22		2-4		30-2	
		CT		4-6	25-27		4-6		20-22		2-4		30-2	
		DBN		4-6	25-27		4-6		20-22		2-4		30-2	
Building High Performance Teams	252037 L5 credits 6	Online			30-31			8-9			21-22			7-8
		JHB			30-31			8-9			21-22			7-8
		CT			30-31			8-9			21-22			7-8
		Dbn			30-31			8-9			21-22			7-8

All prices exclude VAT

Group discounts available on request

Course	Unit Standards	Location	Jan	Feb	March	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Online			17-19		27-29			24-26		19-21		7-9
		JHB			17-19		27-29			24-26		19-21		7-9
		CT			17-19		27-29			24-26		19-21		7-9
		DBN			17-19		27-29			24-26		19-21		7-9
Telephone Etiquette	7790 L3 credits 3	Online		19		17		3		5		2	30	
		JHB		19		17		3		5		2	30	
		CT		19		17		3		5		2	30	
		DBN		19		17		3		5		2	30	
Telephone and Email Etiquette	7790 L3 credits 3	Online		19-20		15-16		8-9		6-7		1-2	30-1	
		JHB		19-20		15-16		8-9		6-7		1-2	30-1	
		CT		19-20		15-16		8-9		6-7		1-2	30-1	
		DBN		19-20		15-16		8-9		6-7		1-2	30-1	
Time Management	15234 L5 credits 4	Online			9-10		14-15		6-7		16-17	15-16	12-13	2-3
		JHB			9-10		14-15		6-7		16-17	15-16	12-13	2-3
		CT			9-10		14-15		6-7		16-17	15-16	12-13	2-3
		DBN			9-10		14-15		6-7		16-17	15-16	12-13	2-3
		PE			9-10				6-7				12-13	
		EL					14-15				16-17			2-3
Women in Management	15224 L5 credits 4	Inhouse only – Available on request												
Workplace Essential Skills	QCTO SP-211009 L4 credits, 20	Online		16-20				22-26				19-23		
		JHB		16-20				22-26				19-23		
		CT		16-20				22-26				19-23		
		DBN		16-20				22-26				19-23		
Coaching	(One on One)	Price on request												
Life Coaching	(One on One)	Price on request												
Executive Coaching	(One on One)	Price on request												
RPL – Recognition of Prior Learning	Available on Request	Price on request												

All prices exclude VAT

Group discounts available on request

ONLINE LEARNING:

Course Duration: 7 hours per day on MS teams

1. All learning material and assessment material online
2. Complete the workbook assessment online
3. Participate in a live **MS TEAMS** class tutorial with experienced facilitators
4. Enjoy 7 hours of class interaction with the facilitator per day
5. Successfully submit Seta assignment online and receive your accredited certificate
6. All e-learning courses are accredited by the Setas!
7. Learners need a computer with internet access and webcam. **Cellphones are not recommended as the screens are too small for activities.**
8. All online courses make use of online materials using links provided. **Hard copies can be requested at an additional cost.**

CLASSROOM COURSE FEES INCLUDE:

- Course facilitation by subject matter experts
 - Corporate venue, two morning teas, lunches, and refreshments
- Fully accredited courses, with assessment of POE's, and issuing of Seta certificates
 - Attendance certificates for all delegates
 - Pens/attendance register/evaluation forms
- 8 gig USB with templates (classroom/face-face training) and course resources
 - Contact the coach for assistance with POE's
 - Pre and post assessments on request
- If any of the above dates don't fit your diary, please let us know so that we can give you future dates.
 - Discounted in-house prices and course profiles will be forwarded on request.
 - In-house training can be arranged nationwide for 6 learners and more.
 - We are happy to advise that we can customise our course content to suit your requirements for any suitable number of days.
- **Discounts will be given for group bookings for in-house and public courses.**
 - Prices may be subject to an adjustment during the course of 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 Cost: R36,500 ex vat ; Classroom Cost: R39,950 ex vat

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	02-06 February 2026 (Group 1)		02-06 February 2026 (Group 1)	
	18-22 May 2026 (Group 2)		18-22 May 2026 (Group 2)	
	03-07 August 2026 (Group 3)		03-07 August 2026 (Group 3)	
	09-13 November 2026 (Group 4)		09-13 November 2026 (Group 4)	
Module 2: Professional Management & Leadership	14- 17 April 2026 (Group 1)		14 - 17 April 2026 (Group 1)	
	07-10 July 2026 (Group 2)		07-10 July 2026 (Group 2)	
	15-18 September 2026 (Group 3)		15-18 September 2026 (Group 3)	
	26-29 January 2027 (Group 4)		26-29 January 2027 (Group 4)	
Module 3: Professional EQ, Conflict & Change Management	22-26 June 2026 (Group 1)		22-26 June 2026 (Group 1)	
	31 August -04 September 2026 (Group 2)		31 August -04 September 2026 (Group 2)	
	16-20 November 2026 (Group 3)		16-20 November 2026 (Group 3)	
	8-12 March 2027 (Group 4)		8-12 March 2027 (Group 4)	
Module 4: Professional Human Resource Management	12-14 August 2026 (Group 1)		12-14 August 2026 (Group 1)	
	09-11 November 2026 (Group 2)		09-11 November 2026 (Group 2)	
	18-20 January 2027 (Group 3)		18-20 January 2027 (Group 3)	
	3-5 May 2027 (Group 4)		3-5 May 2027 (Group 4)	
Module 5: Financial Management for Professionals	14-18 September 2026 (Group 1)		14-18 September 2026 (Group 1)	
	18-22 January 2027 (Group 2)		18-22 January 2027 (Group 2)	
	8-12 March 2027 (Group 3)		8-12 March 2027 (Group 3)	
	07-11 June 2027 (Group 4)		07-11 June 2027 (Group 4)	
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	26–29 October 2026 (Group 1)		26–29 October 2026 (Group 1)	
	02-05 March 2027 (Group 2)		02-05 March 2027 (Group 2)	
	12-15 April 2027 (Group 3)		12-15 April 2027 (Group 3)	
	19-22 July 2027 (Group 4)		19-22 July 2027 (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 Cost : R27,000 ex vat

Classroom (Face-Face) Cost: R30,000 ex vat

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	09-13 March 2026	(Group 1)	09-13 March 2026	(Group 1)
	11-15 May 2026	(Group 2)	11-15 May 2026	(Group 2)
	13-17 July 2026	(Group 3)	13-17 July 2026	(Group 3)
	19-23 October 2026	(Group 4)	19-23 October 2026	(Group 4)
Module 2: Communication	04-08 May 2026	(Group 1)	04-08 May 2026	(Group 1)
	20-24 July 2026	(Group 2)	20-24 July 2026	(Group 2)
	31 Aug-04 September 2026	(Group 3)	31 Aug-04 September 2026	(Group 3)
	07-11 December 2026	(Group 4)	07-11 December 2026	(Group 4)
Module 3: Maths Literacy	13-17 July 2026	(Group 1)	13-17 July 2026	(Group 1)
	05-09 October 2026	(Group 2)	05-09 October 2026	(Group 2)
	02-06 November 2026	(Group 3)	02-06 November 2026	(Group 3)
	01-05 February 2027	(Group 4)	01-05 February 2027	(Group 4)
Module 4: Managing Time & Performance	07 - 11 September 2026	(Group 1)	07 - 11 September 2026	(Group 1)
	25-29 January 2027	(Group 2)	25-29 January 2027	(Group 2)
	15 - 19 February 2027	(Group 3)	15 - 19 February 2027	(Group 3)
	05-09 April 2027	(Group 4)	05-09 April 2027	(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 Cost: R26,000 ex vat Classroom (Face-Face) Cost: R28,000 ex vat

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	10-13 February 2026 (Group 1)		10-13 February 2026 (Group 1)	
	12-15 May 2026 (Group 2)		12-15 May 2026 (Group 2)	
	18-21 August 2026 (Group 3)		18-21 August 2026 (Group 3)	
	17-20 November 2026 (Group 4)		17-20 November 2026 (Group 4)	
Module 2: Bus Comm & Bus Writing	08-10 April 2026 (Group 1)		08-10 April 2026 (Group 1)	
	30 June-03 July 2026 (Group 2)		30 June -03 July 2026 (Group 2)	
	29 Sept -02 October 2026 (Group 3)		29 Sept -02 October 2026 (Group 3)	
	18-21 January 2027 (Group 4)		18-21 January 2027 (Group 4)	
Module 3: Maths Literacy	17-19 June 2026 (Group 1)		17-19 June 2026 (Group 1)	
	26-28 August 2026 (Group 2)		26-28 August 2026 (Group 2)	
	30 Nov-02 December 2026 (Group 3)		30 Nov-02 December 2026 (Group 3)	
	01-03 March 2027 (Group 4)		01-03 March 2027 (Group 4)	
Module 4: Administration	12-14 August 2026 (Group 1)		12-14 August 2026 (Group 1)	
	19-21 October 2026 (Group 2)		19-21 October 2026 (Group 2)	
	25-27 January 2027 (Group 3)		25-27 January 2027 (Group 3)	
	05-07 April 2027 (Group 4)		05-07 April 2027 (Group 4)	
Module 5: Finance for Office Administrators	21-23 September 2026 (Group 1)		21-23 September 2026 (Group 1)	
	20-22 January 2027 (Group 2)		20-22 January 2027 (Group 2)	
	08-10 March 2027 (Group 3)		08-10 March 2027 (Group 3)	
	07-09 June 2027 (Group 4)		07-09 Jun 2027 (Group 4)	
Module 6: Customer Care	25-27 November 2026 (Group 1)		25-26 November 2026 (Group 1)	
	03-05 March 2027 (Group 2)		03-05 March 2027 (Group 2)	
	05 - 07 April 2027 (Group 3)		05 - 07 April 2027 (Group 3)	
	14-16 July 2027 (Group 4)		14-16 July 2027 (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 Cost: R33,000

Classroom (Face-Face) Cost: R36,000

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	09-13 February 2026	(Group 1)	09-13 February 2026	(Group 1)
	11-15 May 2026	(Group 2)	11-15 May 2026	(Group 2)
	17-21 August 2026	(Group 3)	17-21 August 2026	(Group 3)
	12-16 October 2026	(Group 4)	12-16 October 2026	(Group 4)
Module 2: Manage Project Communications	04-07 May 2026	(Group 1)	04-07 May 2026	(Group 1)
	20-23 July 2026	(Group 2)	20-23 July 2026	(Group 2)
	07-10 September 2026	(Group 3)	07-10 September 2026	(Group 3)
	07-10 December 2026	(Group 4)	07-10 December 2026	(Group 4)
Module 3: Manage Project Finances & Quality	22-24 June 2026	(Group 1)	22-24 June 2026	(Group 1)
	16-18 September 2026	(Group 2)	16-18 September 2026	(Group 2)
	28-30 October 2026	(Group 3)	28-30 October 2026	(Group 3)
	15-17 February 2027	(Group 4)	15-17 February 2027	(Group 4)
Module 4: Project Integration Management	03-06 August 2026	(Group 1)	03-06 August 2026	(Group 1)
	02-05 November 2026	(Group 2)	02-05 November 2026	(Group 2)
	18-21 January 2027	(Group 3)	18-21 January 2027	(Group 3)
	01-04 March 2027	(Group 4)	01-04 March 2027	(Group 4)
Module 5: Manage Project Closure	05-08 October 2026	(Group 1)	05-08 October 2026	(Group 1)
	08-11 February 2027	(Group 2)	08-11 February 2027	(Group 2)
	08-11 March 2027	(Group 3)	08-11 March 2027	(Group 3)
	03-06 May 2027	(Group 4)	03-06 May 2027	(Group 4)

National Certificate: Supply Chain Management NQF L5

25 in-class days:

Online Cost R35,500 ex vat

Classroom Cost: R38, 000 ex vat

NB: An additional charge apply for face-face training at an Imsimbi venue. Please ask the sales consultant for more details.

**This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg		Cape Town	
Module 1: Professional Values & Ethics	16-20 February 2026	(Group 1)	16-20 February 2026	(Group 1)
	04-08 May 2026	(Group 2)	04-08 May 2026	(Group 2)
	24-28 August 2026	(Group 3)	24-28 August 2026	(Group 3)
	19-23 October 2026	(Group 4)	19-23 October 2026	(Group 4)
Module 2: Understanding Supply Chain Management	11-15 May 2026	(Group 1)	11-15 May 2026	(Group 1)
	13-17 July 2026	(Group 2)	13-17 July 2026	(Group 2)
	14-18 September 2026	(Group 3)	14-18 September 2026	(Group 3)
	30 Nov-4 December 2026	(Group 4)	30 Nov-4 December 2026	(Group 4)
Module 3: Information & Risk Management	08-12 June 2026	(Group 1)	08-12 June 2026	(Group 1)
	07-11 September 2026	(Group 2)	07-11 September 2026	(Group 2)
	19-23 October 2026	(Group 3)	19-23 October 2026	(Group 3)
	08-12 February 2027	(Group 4)	08-12 February 2027	(Group 4)
Module 4: Supply Chain Operations	17-21 August 2026	(Group 1)	17-21 August 2026	(Group 1)
	09-13 November 2026	(Group 2)	09-13 November 2026	(Group 2)
	11-15 January 2027	(Group 3)	11-15 January 2027	(Group 3)
	08-12 March 2027	(Group 4)	08-12 March 2027	(Group 4)
Module 5: Materials/Logistics Management	12-16 October 2026	(Group 1)	12-16 October 2026	(Group 1)
	01-05 February 2027	(Group 2)	01-05 February 2027	(Group 2)
	01-05 March 2027	(Group 3)	01-05 March 2027	(Group 3)
	10-14 May 2027	(Group 4)	10-14 May 2027	(Group 4)

Occupational Certificate: Supply Chain Practitioner NQF L5

25 in-class days:

Online Cost R35,500 ex vat

Classroom Cost: R38, 000 ex vat

**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
Module 1	Dates available on request	Dates available on Request
Module 2		
Module 3		
Module 4		
Module 5		

Advanced Occupational Certificate: Human Resource Management Officer L6

This is a two-year Diploma Programme

25 Inclass Days

Available online and face-face

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

Module	Johannesburg & Online	Cape Town & Online
Module 1 : Organisational Success and Sustainability (5 Days)	<ul style="list-style-type: none"> • 16-20 February 2026 • 18-22 May 2026 • 17-21 August 2026 • 9-13 November 2026 	<ul style="list-style-type: none"> • 16-20 February 2026 • 18-22 May 2026 • 17-21 August 2026 • 9-13 November 2026
Module 2 : Effective Talent Management (5 Days)		
Module 3 : Learning and Development (5 Days)		
Module 4: Employment Relations (5 Days)		
Module 5: Human Resource Management Services (5 Days)		

Occupational Certificate: Data Science Practitioner NQFL 5

This is a 12-month programme

30 inclass Days

Available online and face-face

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

Module	Johannesburg & Online	Cape Town & Online
Module 1: Introduction to Data Science and Analysis (5 Days)	<ul style="list-style-type: none"> 09-13 February 2026 11-15 May 2026 03-07 August 2026 16-20 November 2026 	<ul style="list-style-type: none"> 09-13 February 2026 11-15 May 2026 03-07 August 2026 16-20 November 2026
Module 2: Understanding Computing Theory (5 Days)		
Module 3: Basic Statistics for Data Analytics (5 Days)		
Module 4: Data Science and Data Analysis (5 Days)		
Module 5: Data Science and Visualisation (5 Days)		
Module 6: Becoming a Professional Data Analyst (5 Days)		

National Certificate in Fast Food Services NQF L3

26 in-class days:

Online Cost R26,500 ex vat

Classroom (Face-Face) Cost: R31, 500 ex vat

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

Module	Johannesburg	Cape Town
Module 1: Fundamentals of the Hospitality Industry (4 Days)	Dates to be confirmed (in-house, available on request)	Dates to be confirmed (in-house, available on request)
Module 2: Management of Stock (2 Days)		
Module 3: Food Production (5 Days)		
Module 4: Food Service (2 Days)		
Module 5: Financial Administration (2 Days)		
Module 6: Service Excellence (2 Days)		
Module 7: Communication & Personal Development (3 Days)		
Module 8: Basic Computer Skills (2 Days)		
Module 9: First Aid (2 Days)		
Final Practical Summative Assessments (2 Days)		

National Certificate in Food & Beverage Services NQF L4

24 in-class days:

Online Cost R26,500 ex vat

Classroom Cost: R31, 500 ex vat

**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 Cost R26,500 ex vat

Classroom Cost: R31, 500 ex vat

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		

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

QCTO - 25 in-class days:

Online Cost R29,000 ex vat

Classroom (Face-Face) Cost: R32, 000 ex vat

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: 16-20 FEBRUARY 2026 STARTING DATES: GROUP 2: 11-15 MAY 2026 STARTING DATES: GROUP 3: 24-28 AUGUST 2026 STARTING DATES: GROUP 4: 09-13 NOVEMBER 2026	STARTING DATES: GROUP 1: 16-20 FEBRUARY 2026 STARTING DATES: GROUP 2: 11-15 MAY 2026 STARTING DATES: GROUP 3: 24-28 AUGUST 2026 STARTING DATES: GROUP 4: 09-13 NOVEMBER 2026
Module 2: Business Communications		
Module 3: Create & Manage Business Documents		
Module 4: Finance, Resource & Procurement		
Module 5:		

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

24 in-class days:

Classroom Cost: R40,000 ex vat

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

11. **Qualifications & Learnerships.** Once you have commenced or confirmed attendance you are liable for the full cost of the training. There are no cancellations or replacements allowed.

12. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms & conditions. You must not make any booking unless you understand and agree to all our terms and conditions. Once a booking is made, it is deemed that you have read and understood the terms and conditions for such a booking. If you have any queries, please contact us before making any booking for any course. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking.

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

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

15. **Protection of Personal Information**

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

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

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