

## Credit Bearing Courses & Qualifications

Course Name	Duration	Unit Standard	Amount of Credits	SETA
<b>Computer-Based Courses</b>				
Introduction to Basic Computers using Windows 10	1 Day	Accredited to US 258883	4 (NQF 1)	MICT
MS Word Essentials & Intermediate	1 Day	Accredited to US 117902 + 116938	(NQF 1)	MICT
MS Word Advanced	2 Days	Accredited to US 119078 + 116942	5 + 3 (NQF 3)	MICT
MS Excel Essentials	1 Day	Accredited to US 116937	4 (NQF 2)	MICT
MS Excel Intermediate	2 Days	Accredited to US 116940 + 116943	6 (NQF 3) + 3(NQF 4)	MICT
MS Excel Advanced	2 Days	Accredited to US 258879 + 258876	3 (NQF 3) + 4(NQF 3)	MICT
MS PowerPoint Essentials	1 Day	Accredited to US 117923	5 (NQF 2)	MICT
MS PowerPoint Advanced	2 Days	Accredited to US 116930 + 258880	5 (NQF 3) + 3(NQF 3)	MICT
MS Outlook Essentials	1 Day	Accredited to US 116945 + 116935	2 (NQF2) + 2(NQF2)	MICT
MS Outlook Advanced	1 Day	Accredited to US 258897	2(NQF2)	MICT

Soft Skill Courses				
OD-ETDP Communicate in ETDP Settings	4 Days	Accredited to US 115753	25 (NQF5)	ETDP
OD-ETDP Train the Trainer	5 Days	Accredited to US 117871 + 123397	10 (NQF5) + 10 (NQF5)	ETDP
OD-ETDP Assessor	4 Days	Accredited to US 115753	25 (NQF5)	ETDP
OD-ETDP Moderator	4 Days	Accredited to US 115759	10 (NQF6)	ETDP
OD-ETDP Skills Development Facilitator	5 Days	Accredited to US 15221 + 15218 + 15217 + 15227 + 15222 + 252041	6(NQF4) 4(NQF6) 6(NQF5) 4(NQF4) 3(NQF5) + 5(NQF5)	ETDP (NOTE: DELEGATES HAVE TO CHOOSE BETWEEN 115222 AND 252041)
OD-ETDP Provide Learner Support	3 Days	Accredited to US 117874 + 117865	11 (NQF4-5)	ETDP
OD-ETDP Design & Develop Learning Material	5 Days	Accredited to US 123396 + 123394 + 115755	6 (NQF4) 10 (NQF5) 10 (NQF6)	ETDP
OD-ETDP Coaching & Mentoring	3 Days	Accredited to US 1178777	NQF3	ETDP
OD-ETDP NQF 5 Certification	31 Days + FINAL Summative Assessment	124 US	FUNDAMENTAL COMPONENT 10 CORE COMPONENT 61 ELECTIVE COMPONENT 49	ETDP
Effective Time Management	2 Days	Accredited to US 15234	4 (NQF 5)	SERVICES
Effective Communication Skills	2 Days	Qualification ID 59201 Accredited to US 12433	8 (NQF 5)	SERVICES
Conducting Effective Disciplinary Hearings	2 Days	Accredited to US 10985	5 (NQF 6)	SERVICES
Delivering Effective Business Presentations & Public Speaking	2 Days	Accredited to US 242840	2 (NQF 4)	SERVICES
Business Ethics - A Practical Guide	1 Day	Qualification ID 29201 Accredited to US 252042	5 (NQF 5)	SERVICES

Excellent Customer Service	2 Days	Qualification ID 59201 Accredited to US 242829	5 (NQF 4)	SERVICES
Conflict Management	3 Days	Qualification ID 57712 Accredited to US 114226 + 117853	8 (NQF 5) 8 (NQF 5)	SERVICES
Performance Management	2 Days	Qualification ID 57712 Accredited to US 11473	8 (NQF 4)	SERVICES
Negotiation Skills	2 Days	Qualification ID 59201 Accredited to US 117853	8 (NQF 5)	SERVICES
Labour Relations and Law Fundamentals	2 Days	Qualification ID 57712 Accredited to US 13952	8 (NQF 4)	SERVICES
Talent Management in the Workplace	1 Day	Qualification ID 59201 Accredited to US 252029	8 (NQF 5)	SERVICES
Recruitment Essentials	2 Days	Qualification ID 59201 Accredited to US 12140	9 (NQF 5)	SERVICES
Emotional Intelligence Works	2 Days	Qualification ID 252031 Accredited to US 59201	4 (NQF 5)	SERVICES
Advanced Management Skills	3 Days	Qualification ID 57712 Accredited to US 242818 + 242824	5 (NQF 4) 12 (NQF 4)	SERVICES
Essentials of Supervisory Skills	1 Day	Qualification ID 57712 Accredited to US 242821	6 (NQF 4)	SERVICES
Motivate your Team for Success	2 Days	Qualification ID 59201 Accredited to US 242819	10 (NQF 4)	SERVICES
Change Management	2 Days	Qualification ID 59201 Accredited to US 252021	8 (NQF 5)	SERVICES
Finance for Non-Financial Managers	2 Days	Qualification ID 59201 Accredited to US 252040	8 (NQF 5)	SERVICES
Diversity in the Workplace	1 Day	Qualification ID 57712 Accredited to US 252043	6 (NQF 5)	SERVICES



Decision Making Psychology	1 Day	Qualification ID 59201 Accredited to US 252026	6 (NQF 5)	SERVICES
Conduct Structured Meetings	1 Day	Qualification ID 57712 Accredited to US 242816	5 (NQF 4)	SERVICES
Effective Business Writing	3 Days	Qualification ID 57712 Accredited to US 12153 + 119469	5 (NQF 4) 5 (NQF 5)	SERVICES
Essentials of Project Management	3 Days	Accredited to US 120372 + 120379	5 (NQF4) + 8 (NQF4)	SERVICES
Advanced Project Management	5 Days	Accredited to US 120373 + 120384	9 (NQF4) + 8 (NQF4)	SERVICES

## Qualifications (Learnerships)

Course Name	Qualification ID	Credits	SETA
National Certificate: Generic Management (NQF5)	59201	96	Services SETA
Further Education and Training Certificate: Generic Management (NQF4)	57712	65	Services SETA
Further Education and Training Certificate: Project Management (NQF4)	50080	136	Services SETA
National Certificate: Information Technology End User Computing (NQF3)	49077	130	MCIT SETA
National Certificate: Information Technology System Support (NQF5)	48573	147	MICT SETA
National Certificate: Information Technology System Development (NQF5)	48872	131	MICT SETA
Further Education and Training Certificate: Information Technology Technical Support (NQF4)	78964	163	MICT SETA
National Certificate: Interactive Media (NQF5)	49121	130	MICT SETA
Further Education and Training Certificate: Design Foundation (NQF4)	49127	141	MICT SETA

Certificate: Design Techniques (NQF5)	60509	120	MICT SETA
National Certificate: Occupationally Directed Education Training and Development Practices (NQF5)	50334	120	ETDP SETA
Further Education and Training Certification (NQF4)	58761	140	ETDP SETA