



SOUTHERN AFRICAN INSTITUTE OF LEARNING

PROSPECTUS

2018 - 2019

THE INSTITUTE OF CERTIFIED BOOKKEEPERS (ICB)

NC: Bookkeeping L3
FETC: Bookkeeping L4
ND: Technical Financial Accounting L5
NC: Public Sector Accounting L4
D: Public Sector Accounting L5
NC: Small Business Financial Management L4
HC: Office Administration L5
ND: Financial Accounting - Advanced L6
NC: Small Business Financial Management L4
HC: Office Administration L5
C: Office Administration L5
D: Office Administration L6

PUBLIC SERVICE SECTOR EDUCATION & TRAINING AUTHORITY (PSETA)

NC: Public Financial Oversight and Accountability L6
FETC: Public Administration L4
NC: Public Administration L5
ND: Public Administration L7

LOCAL GOVERNMENT SECTOR EDUCATION & TRAINING AUTHORITY (LGSETA)

NC: Local Economic Development L4
NC: Local Economic Development L5
NC: Local Economic Development L6
NC: Local Government Councillor Practices L3
NC: Integrated Development Planning L5
C: Local Government L5
D: Local Government L6
FETC: Municipal Finance and Administration L4
C: Municipal Finance Management L6
ND: Public Finance Management and Administration L5
NC: Municipal Governance L5
NC: Ward Committee Governance L2
NC: Environmental Practice L2
NC: Environmental Practice L3
FETC: Environmental Practice L4
NC: Environmental Management L5
FETC: Leadership Development L4

EDUCATION TRAINING AND DEVELOPMENT PRACTICES SECTOR EDUCATION AND TRAINING AUTHORITY (ETDPSETA)

NC: Occupationally Directed Education Training and Development Practice L5
ND: Occupationally Directed Education Training and Development Practice L5
FETC: Early Childhood Development L4
ND: Early Childhood Development L5
Advanced Certificate: Education School Management and Leadership L6
GTEC: Adult Education and Training: Academic L1

GETC: Adult Education and Training: ECD L1

MEDIA, INFORMATION & COMMUNICATION TECHNOLOGIES SECTOR EDUCATION & TRAINING AUTHORITY (MICTSETA)

NC: IT End User Computing L3

UMALUSI

Adult Education and Training (AET) L1 – 4

ALL OUR SHORT COURSES ARE ACCREDITED AND DESIGNED TO ENABLE LEARNERS TO ACCUMULATE CREDITS TOWARDS FULL QUALIFICATIONS.

NQF L2 COURSES

- Basic Fire Fighting
- Basic Research
- Communication (Written and Verbal)
- Conflict Management
- Conservation Guardianship
- Manage Personal Finance
- Monitor Water Quality
- Operate Waste Disposal
- Overview of Ecological Environment
- Overview of Environmental Management
- Overview of Gender Equity and Diversity
- Overview of Waste Water Systems
- Policy and Legislation Framework in Local Government
- Service Delivery in Ward Committee
- Team Work
- Understanding Nature Conservation
- Ward Committee

NQF L3 COURSES

- First Aid
- Basic Research
- Coaching and Mentoring
- Community Development
- Councillor Development Processes
- Customer Care
- Dangerous Goods Handling
- Environmental Management Practices
- Hazardous Substance in the Workplace
- Health and Safety
- HIV/Aids in the Business Sector
- Leadership Development
- Gender Equity and Diversity
- HR Policies and Procedures
- Plan and Prepare Meetings

- Policy and Legal Framework in the Local Government
- Problem Solving and Decision Making
- Project Management
- Public Sector Code of Conduct
- Research and Planning
- Roles and Responsibility of a Councillor
- Team Work

NQF L4 COURSES

- Accounting and Budgeting Management
- Budgeting
- Community Needs Assessment
- Customer Service
- Effective Communication
- Health and Safety
- HIV/Aids in the Workplace
- Mentoring and Coaching
- Municipal Budgeting and Financial Management
- Municipal Office Administration
- Municipal Productivity
- Negotiation Skills
- Environmental Health
- Environmental Practices
- Performance Management
- Plan and Conduct Meetings
- Principles of Public Administration and Management
- Processing Environmental Data and Information
- Project Management
- Quality Assurance Systems
- Record Keeping
- Research Methods in LED
- Revenue and Expenditure Management
- Socio Economic Development
- Team Building
- Time Management

NQF L5 COURSES

- Accounting Principles and Procedures
- Administration and Office Support
- Budgeting and Reporting
- Budgeting for LED Projects
- Change Management
- Communication
- Data Analyzing
- Database Set-Up
- Effectiveness of IDP Processes
- Emotional Intelligence
- Environmental Ethics
- Environmental Management Regulatory Framework

- Ethics and Professional Values
- Facilitate IDP Events
- Facilitation
- Funding Opportunities in LED
- Hazardous Substance Management
- HIV/Aids
- Human Capital Development
- Human Sustainability
- IDP Process
- Job Description Design
- Knowledge Management
- Leadership Development
- Legislative Framework in the Public Sector
- Monitoring and Evaluation
- Occupational Health and Safety
- Pollution Incident Management
- Problem Solving
- Project Management
- Record Keeping
- Recruitment and Selection
- Research Methodology
- Service Delivery Improvement
- Sustainable Development in Local Government
- Sustainable Human Settlement
- Time Management
- Understanding the Biophysical Environment
- Waste Collection and Transport
- Waste Disposal
- Waste Processing
- Waste Storage

NQF L6 COURSES

- Accounting Principles and Procedures
- Administration - Office
- Administration - Financial
- Asset and Liability Management
- Bid Committee
- Budgeting
- Business Plan Writing
- Capital Planning
- Cash and Investment Management
- Conduct Needs Analysis
- Control Framework
- Cost Management
- Costing and Pricing
- Costing Principles
- Disaster Management
- E-Business
- Economic Principles
- Entrepreneurial Profile

- Ethics
- Expenditure Management
- Facilitate Negotiations
- Financial Statements
- Generally Recognised Accounting Practices (GRAP)
- HR and Labour Relations
- Human Capital Development
- Integrated Development Plan (IDP)
- IT Resource Management
- Leadership
- Legislation
- Liability Assessment
- Macro-Economic Indicators
- Managing New Venture Finances
- Marketing Mechanism in a New Venture
- Monitoring and Evaluation
- Negotiation Skills
- Networking
- New Venture Creation
- Operations Management
- Operations Management in LED
- Performance Management
- Principles of Information Systems
- Professional Conduct in the Public Sector
- Public Entities
- Public Private Partnerships
- Record Keeping
- Research
- Resolution of Grievances
- Statistics
- Stock Management
- Strategic Planning
- Supply Chain Management
- Tender Procedures

TRANSPORT EDUCATION TRAINING AUTHORITY (TETA)

- Operate advanced defined purpose lift trucks
- Operate counter - balanced lift truck
- Basic Fire Fighting
- Occupational Health and Safety

EDUCATION TRAINING AND DEVELOPMENT PRACTICES SECTOR EDUCATION AND TRAINING AUTHORITY (ETDPSETA)

- Assessor
- Moderator
- Skills Development Facilitator
- Facilitator
- Mentoring and Coaching
- Team Building
- Quality Management Systems (QMS)

- Learning Programme Design

PUBLIC SERVICE SETA (PSETA) SHORT COURSES NQF L4

- Analysing Public Sector Statistics
- Anti-Corruption in the Public Sector
- Batho Pele
- Customer Service
- Financial Management in the Public Sector
- Job Evaluation
- Performance Management
- Problem Solving
- Project Management
- Public Sector Communication
- Public Sector Culture, Ethics and Values
- Report Writing
- Team Work
- Time Management
- Understanding the Public Sector Code of Conduct

NQF L5 COURSES

- Best Practices Guidelines
- Bid Committee
- Change Management
- Client Services
- Conflict Management
- Decision Making and Problem Solving
- Diversity in the Workplace
- Electronic Management Systems
- Emotional Intelligence
- Ethical Principles and Professional Conduct in the Public Sector
- Financial and Accounting Principles
- Gender Main Streaming
- Generally Recognised Accounting Practices (GRAP)
- HIV/AIDS
- Improving Service Delivery
- Information Systems
- Innovative Project Management
- Knowledge Management
- Labour Relations Act
- Labour Relations in Mediation
- Leadership Development
- Management of Human Capacity
- Managing Electronic IT Systems
- Monitoring and Evaluation
- Project Management
- Promoting Productivity
- Public Sector Legislation and Policy
- Risk Management
- Supply Chain Management
- Team Work

- Technical Report Writing

NQF L6 COURSES

- Budgeting and Accounting
- Procurement Processes
- Supply Chain Management

WORKSHOPS

- Business Writing
- Change Management
- Credit Management
- Customer Care
- Diversity Management
- Employee Relations
- Employment Equity
- Executive Secretarial Workshop
- Finance Experts
- Gender Equality
- Leadership
- Time Management
- Leadership Management
- MS Excel Proficiency
- Outlook Productivity
- Talent Management
- Technical Report Writing
- Team Building

BUSINESS EVOLVE ACCELERATOR PROGRAMME (BEAP)

- The Entrepreneurial Journey
- Blazing Your Trail