



SOUTHERN AFRICAN INSTITUTE OF LEARNING

PROSPECTUS

2020

FULL QUALIFICATIONS

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

- NC: Occupationally Directed Education Training and Development Practice (NQF Level 5)
- ND: Occupationally Directed Education Training and Development Practice (NQF Level 5)

PUBLIC SERVICE SECTOR EDUCATION & TRAINING AUTHORITY (PSETA)

- FETC: Public Administration (NQF Level 4)
- NC: Public Administration (NQF Level 5)
- ND: Public Administration (NQF Level 7)

LOCAL GOVERNMENT SECTOR EDUCATION & TRAINING AUTHORITY (LGSETA)

- NC: Local Economic Development (NQF Level 6)
- NC: Integrated Development Planning (NQF Level 5)
- C: Local Government (NQF Level 5)
- D: Local Government (NQF Level 6)
- C: Municipal Finance Management (NQF Level 6)
- NC: Municipal Governance (NQF Level 5)

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

- NC: Information Technology End User Computing (NQF Level 3)
- NC: Information Technology: Systems Support (NQF Level 5)
- NC: Information Technology (Systems Development) (NQF Level 5)
- FETC: Information Technology: Systems Development (NQF Level 4)
- NC: Business Analysis (NQF Level 6)

SERVICES SETA)

- FETC: Contact Centre Operations (NQF Level 4)

- ND: Contact Centre Management (NQF Level 5)
- FETC: New Venture Creation (NQF Level 4)
- FETC: Generic Management (NQF Level 4)

UMALUSI

- Adult Education and Training (AET) L1 – 4

THE INSTITUTE OF CERTIFIED BOOKKEEPERS (ICB)

- FETC: Bookkeeping L4

ACCREDITED SHORT COURSES

- Basic Fire Fighting
- Teamwork
- First Aid
- Customer Care
- Health and Safety
- Leadership Development
- Gender Equity and Diversity
- Plan and Prepare Meetings
- Problem Solving and Decision Making
- Project Management
- Mentoring and Coaching
- Negotiation Skills
- Record Keeping
- Team Building
- Time Management
- Administration and Office Support
- Change Management
- Emotional Intelligence
- Facilitation

- Problem Solving
- HR and Labour Relations
- Integrated Development Plan (IDP)
- Leadership
- Monitoring and Evaluation
- Supply Chain Management
- Batho Pele

EDUCATION TRAINING AND DEVELOPMENT ACCREDITED SHORT COURSES

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

WORKSHOPS

- Business Writing
- Change Management
- Customer Care
- Diversity Management
- Employee Relations
- Employment Equity
- Executive Secretarial Workshop
- Gender Equality
- Leadership
- Time Management
- Leadership Management
- MS Excel Proficiency
- MS PowerPoint

- Outlook Productivity
- Technical Report Writing
- Team Building

BUSINESS EVOLVE ACCELERATOR PROGRAMME (BEAP)

- The Entrepreneurial Journey
- Blazing Your Trail