

# COURSES ON OFFER

## ONE YEAR OCCUPATIONAL PROGRAMMES

### **Early Childhood Development[ECD]**

ID 97542 | 131 Credits | NQF 4

### **Retail Supervisor**

ID: 99573 | 100 Credits | NQF 4

### **Occupational Trainer**

ID: 971541 | 124 Credits | NQF 4

### **Project Management**

ID: 101869 | 240 Credits | NQF 5

### **Training and Development Practitioner**

ID: 101321 | 190 Credits | NQF 5

### **Public Service Administrator**

ID: 118766 | 120 Credits | NQF 5

### **Learning & Development Professional**

ID: 121276 | 280 Credits | NQF 6

### **Learning & Development Advisor**

ID: 118774 | 195 Credits | NQF 7

## SKILLS PROGRAMMES [ 5 Days]

### LEVEL 2

**Workplace Preparation** SP 201201

30 Credits

**New Venture Creation** SP 210401

32 Credits

### LEVEL 3

**Dispatch & Receiving Clerk** ID 99446

34 Credits\*

### LEVEL 5

**Assessment Practitioner** SP- 220320

20 Credits

**Learning & Development Facilitator**

SP- 220319 36 Credits

**Skills Development Facilitator**

SP- 220321 40 Credits

**Work Based Learning & Dev Practitioner**

SP- 220322 30 Credits

**Conflict Management** SP 210409

8 Credits

**Managing Workplace Discipline** SP 250708

43 Credits

### LEVEL 6

**Project Management** SP 250710

60 Credits

## SOFT SKILLS PROGRAMMES

### [1-2 Days]

Communication in the Workplace Motivation

Time Management

Customer Service

Coaching & Mentoring

Stress Management

Managing Conflict

Managing Teams

Work Readiness Programme

Leadership & Supervisory Skills

Ethics in the Workplace

Meeting Management

Emotional Intelligence