

# Full Qualifications: Course Calendar 2017-2018



HUMAN RESOURCES CERTIFICATE				
PROGRAMME STRUCTURE	QUALIFICATION DESCRIPTION	COST PER DELEGATE	CLOSING DATES <i>JHB</i>	LAUNCH DATES <i>JHB</i>
1) National Certificate: Occupationally Directed Education Training and Development Practices  Qualification ID: 50334 NQF: 5 120 Credits	This qualification will meet the need of those who wish to progress beyond the FETC ODETD, or who wish to enter the field of ETD for the first time. The certificate will also help to increase the employment prospects of ETD practitioners, while helping to ensure quality and competence within the ETD field. This qualification will provide a means to recognize ODETD practice at level 5 across five key ETD roles in a generalist capacity, with particular application possible in at least one role. Practitioners who wish to extend the skills in ETD to cover further ETD roles should select the Diploma ODETD.	R29 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester

MANAGEMENT AND BUSINESS CERTIFICATES				
PROGRAMME STRUCTURE	QUALIFICATION DESCRIPTION	COST PER DELEGATE	CLOSING DATES <i>JHB/CT</i>	CLOSING DATES <i>JHB/CT</i>
2) National Certificate: Generic Management:  Qualification ID: 57712 NQF: 4 150 Credits	This qualification is intended for junior managers of small organizations, junior managers of business units in medium and large organizations, or for learners aspiring to reach those positions. Junior managers include team leaders, supervisors, foremen and section heads.	R28 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester
3) National Certificate: Generic Management:  Qualification ID: 59201 NQF: 5 162 Credits	The National Certificate: Generic Management - NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries. It is specifically designed to develop management competencies required by learners in any occupation, particularly those who manage first line managers. The learners will typically be managers who have other junior managers or team leaders reporting to them.	R29 000	22 September 2017 1st Semester  19 January 2018 2nd Semester	09 October 2017 1st Semester  12 February 2018 2nd Semester
4) National Certificate: Project Management  Qualification ID: 58395 NQF 5 120 Credits	This qualification is to address the project and general threshold competencies required to manage simple to moderately complex projects. The Global Project Management Standards Initiative has developed an approach to differentiating projects based on their management complexity. This is used as input to the specification of the South African project management qualifications and standards.	R29 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester

5) National Certificate: New Venture Creation  Qualification ID: 66249 NQF: 4 149 Credits	This qualification is intended for persons who wish to start, operate, manage and grow a new small to medium business venture. Learners attempting this qualification will be equipped with a variety of technical, business and managerial and personal skills and strategies to help them succeed in the creation and sustenance of a business. The successful learner will develop a sound foundation to explore a diverse range of entrepreneurial opportunities.	R28 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester
6) National Certificate: Business Administration  Qualification ID: 61595 NQF: 4 140 Credits	This qualification is for learners who want to be involved in the Administration function within any industry, or non-commercial venture/organization. It is a building block towards the National Certificate in Business Administration NQF5.	R28 000	22 September 2017 1st Semester  19 January 2018 2nd Semester	05 October 2017 1st Semester  12 February 2018 2nd Semester
7) National Certificate: Junior Bookkeeping  Qualification ID: 58375 NQF: 3 120 Credits	This Qualification aims at equipping Junior Bookkeepers with skills to perform the Accounting function in an organisation and to provide support to Financial Administrators, Accounting Technicians, Accountants and Financial Managers in medium and large organisations so that the Accounting and Financial Management functions can be performed effectively.	R26 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester
8) National Certificate: Senior Bookkeeping  Qualification ID: 58376 NQF: 4 130 Credits	This Qualification aims at equipping Senior Bookkeepers with skills to perform the Accounting function in an organization and to provide support to Accountants and Financial Managers in medium and large organizations so that the Accounting and Financial Management functions can be performed effectively.	R28 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester

FINANCE AND BOOKKEEPING CERTIFICATES				
PROGRAMME STRUCTURE	QUALIFICATION DESCRIPTION	COST PER DELEGATE	CLOSING DATES JHB/CT	CLOSING DATES JHB/CT
9) National Diploma in Technical Financial Accounting  Qualification ID: 36213 NQF: 5 251 Credits	This Qualification is designed to equip the learner with the knowledge, skills, attitudes and values to be appointed as Financial Accounting Technicians who have an important role to play, either as support staff to the Accountant, where they provide Accounting and Financial Management support in the field of Accounting and Financial Management in medium to large organisations where an outsourced registered Chartered Accountant provides the service of supervision and monitoring.	R29 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester
10) National Diploma in Financial Accounting  Qualification ID: 20366 NQF: 6 280 Credits	This Qualification is designed to equip the learner with the knowledge, skills, attitudes and values to be appointed as Financial Accountant who have an important role to play, either as support staff to the Chartered Accountant, where they provide Accounting and Financial Management support in the field of Accounting and Financial Management in medium to large organizations where an outsourced registered Chartered Accountant provides the service of supervision and monitoring.	R32 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May2018 2nd Semester

PUBLIC SECTOR CERTIFICATES				
PROGRAMME STRUCTURE	QUALIFICATION DESCRIPTION	COST PER DELEGATE	CLOSING DATES JHB/CT	CLOSING DATES JHB/CT
11) Further Education and Training: Certificate in Public Administration  Qualification ID: 57804 NQF: 3 157 Credits	The qualification recognizes the generic skills, knowledge, understanding, attitudes and values expected of a competent person in a wide range of contexts in Public Sector Administration and the public sector in general. Additionally this qualification contributes to the development of information technology, communications, writing, and service delivery competencies.	R26 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May 2018 2nd Semester
12) Further Education and Training: Certificate in Public Administration  Qualification ID: 57824 NQF: 4 146 Credits	The purpose of the FETC: Public Administration is to provide a structured programme for public officials that work in support of senior management officials in providing for service delivery objectives. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. This qualification enables transferability of skills between the private and the public sector.	R28 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May 2018 2nd Semester
13) Further Education and Training: Certificate in Public Administration  Qualification ID: 50060 NQF: 5 141 Credits	The purpose of the NQF level 5 Public Administration qualification is to provide a structured programme for public officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government. It is a qualification in a career pathway towards an accomplished public administration and management specialist.	R29 000	22 September 2017 1st Semester  19 January 2018 2nd Semester	09 October 2017 1st Semester  12 February 2018 2nd Semester
14) National Diploma in Public Administration Qualification ID: 67460 NQF: 6 240 Credits	The purpose of this qualification is to provide a structured programme for public officials that work with senior and executive management officials so as to provide support to strategic leadership and management needed to transform all spheres of government.	R32 000	15 February 2017 1st Semester  15 April 2017 2nd Semester	15 February 2017 1st Semester  15 April 2017 2nd Semester
15) Diploma in Public Management  Qualification ID: 57827 NQF: 7 260 Credits	The purpose of the NQF Level 7 Public Administration qualification is to provide the knowledge, skills, attitudes and values required by public officials that work at a senior management and executive level. These competencies will enable senior public officials to provide the strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is identified as a priority in all the three spheres of government.	R35 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May 2018 2nd Semester

LOCAL GOVERNMENT SECTOR CERTIFICATES				
PROGRAMME STRUCTURE	QUALIFICATION DESCRIPTION	COST PER DELEGATE	CLOSING DATES JHB/CT	CLOSING DATES JHB/CT
16) National Diploma: Public Finance Management and Administration  Qualification ID: 49554 NQF: 5	The purpose of the NQF level 5 Public Finance and Administration qualification is to provide a structured programme for public officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a	R29 000	03 November 2017 1st Semester  15 March 2018 2nd Semester	05 February 2018 1st Semester  07 May 2018 2nd Semester

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<p>17) Certificate: Municipal Financial Management</p> <p>Qualification ID: 48965 NQF: 6 166 Credits</p>	<p>The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing and reporting processes</p>	<p>R32 000</p>	<p>15 February 2017 1st Semester</p> <p>15 April 2017 2nd Semester</p>	<p>15 February 2017 1st Semester</p> <p>15 April 2017 2nd Semester</p>
<p>18) National Certificate: Local Economic Development</p> <p>Qualification ID: 36437 NQF: 6 144 Credits</p>	<p>This qualification has been designed to provide the qualifying learner with the competencies needed to undertake a range of local economic development processes with the strategic intent to mobilise local skills and resources around the tackling of development challenges within a municipality. Identifying, harnessing and using resources to stimulate the economy cannot be sustainable unless it is the result of thorough planning, implementation and monitoring processes.</p>	<p>R32 000</p>	<p>03 November 2017 1st Semester</p> <p>15 March 2018 2nd Semester</p>	<p>05 February 2018 1st Semester</p> <p>07 May 2018 2nd Semester</p>
<p>19) Further Education and Training: Certificate in Municipal Finance and Administration</p> <p>Qualification ID: 50372 NQF: 4 157 Credits</p>	<p>The purpose of the FETC Municipal Finance and Administration Qualification at Level 4 is to provide a structured programme for municipal officials that work with senior management officials so as to provide support to strategic leadership and management needed to transform all spheres of government. The need for well-qualified efficient, client-oriented public officials is therefore identified as a priority in all the three spheres of government</p>	<p>R28 000</p>	<p>22 September 2017 1st Semester</p> <p>19 January 2018 2nd Semester</p>	<p>09 October 2017 1st Semester</p> <p>12 February 2018 2nd Semester</p>
<p>20) National Certificate in Ward Committee Governance</p> <p>Qualification ID: 57823 NQF: 2 120 Credits</p>	<p>The qualification is aimed at learners working in a Ward Committee context within Local Government. The newly created sub-municipal Ward Committees play a critical role in achieving the objectives of Local Government including giving practical meaning and substance to the basic political commitment that 'the People Shall Govern'. Being a representative structure of the community and its citizens, the Ward Committees need to inform the municipality about the aspirations, potentials and problems of the people and form a bridge by facilitating proper communication between the Council and the citizens</p>	<p>R22 000</p>	<p>03 November 2017 1st Semester</p> <p>15 March 2018 2nd Semester</p>	<p>05 February 2018 1st Semester</p> <p>07 May 2018 2nd Semester</p>