

Workplace-Based Learning Programmes (WLP)

Programme Catalogue – February 2026

A choice of leveraged skills programmes for any person
at any level in any department of any company in any industry

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Introducing ProudAfrique Human Capital

ProudAfrique is a dedicated Skills Development Facilitation business assisting companies in B-BBEE accredited training. We offer a range of Learnership and Skills Development training and courses run through accredited institutions. We also help maximise the benefits companies receive from B-BBEE, such as financial incentives.

Our Story

ProudAfrique was formed from a clear and deep understanding of the impact that the Amended B-BBEE Codes will have on companies in terms of the Skills Development. Skills targets increased in almost all categories and with the inclusion of demographics, many companies were increasingly frustrated that their budgets were insufficient to obtain good scores. When we tried to find programmes in the market, we encountered several challenges and decided to get into the market more directly.

The intention was never to be a training company, as there were already many institutions, academies and colleges that were fighting for market share. We also found that the employment and training opportunities for people with disabilities were severely underutilised even though the benefits in the Codes were clear.

We found that many of the programmes that were offered to the market were unaccredited training. The B-BBEE Codes are clear, real, workplace based accredited training that changes the lives of the participants are

Our Mission

ProudAfrique Human Capital will provide a choice of leveraged skills programmes for any person at any level in any department of any company in any industry.

what we need in the economy and that is what the Codes will give the most recognition for. Companies are still welcome to run such unaccredited and informal programmes and on-the-job training, but it can only be a small part of their skills strategies.

This is further amplified with the concession on salaries for employees that were on certain types of programmes. We coined the phrase “leveraged programmes” from this, meaning recognised accredited programmes, where the salaries of staff can be recognised as part of the skills expenditure. We realised that there were many programmes available, but it was often difficult to sift through the stones to find the gems. This became our objective.

ProudAfrique is positioned as a skills facilitation business. We do not want to compete with training providers, we want to facilitate the link between best of breed skills programme providers and the client.

How to use this Catalogue

The catalogue is divided into 16 categories, each aligned with specific job roles across various industries.

Each column contains the following information:

Product Code: Each programme is accompanied by a Skills Programme Sheet, which can be provided upon request.

Supplier ID: This represents each of our providers.

SAQA US (Unit Standard) / SP (Short Programme) ID:
Each programme is aligned to an accreditation number under SAQA.

Credits: Credits are a standardised way to measure and recognise the amount of learning a student has successfully completed.

Online: Learning is delivered online, enabling participants to study and complete courses via computer or mobile device from any location.

NQF (National Qualification Framework): This is a system in South Africa that ranks all types of learning and qualifications so people can understand how skills and education levels compare. Each level will have different entry requirements as listed below:

NQF of Programme enrolled for	Entry Requirement
1	Grade 8
2	NQF 1 Qualification or Grade 9
3	NQF 2 Qualification or Grade 10
4	NQF 3 Qualification or Grade 11
5	NQF 4 Qualification or Matric
6	NQF 5 Qualification i.e. Higher Certificate
7	NQF 6 Qualification i.e. Diploma or Advanced Certificate
8	NQF 7 Qualification i.e. Bachelor's Degree or Advanced Diploma

Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive Workplace-Based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognised as part of the Skills Development Expenditure.

General Terms & Conditions

Pricing

All prices listed in this catalogue exclude Value Added Tax (VAT).

Validity of Pricing

The listed programmes and prices are valid for the month of publication.

Online and Onsite training

The prices are for online training only. Certain programmes are also available for onsite training or a blend of online and onsite. Pricing for these may vary. Please consult with a sales representative for further details.

Programme Availability

At the time of publishing this catalogue, all programmes are available at the listed prices. While every effort has been made to ensure the accuracy of the information contained in this catalogue, programme availability is subject to confirmation at the time of quotation. In the event of supplier or partner constraints, clients are required to confirm programme availability and applicable pricing when placing an order and requesting a quotation.

Scheduling and Payment

Training will be scheduled upon acceptance of quotations and upon receipt of payment.

Participant Entry Requirements

There is a minimum entry requirement for participation in any of the training programmes which will be included in the quotation.

Certification

Upon successful completion of the training and competency in the final assessment, participants will receive the applicable **Certificate of Completion** and **Statement of Results**.

General Disclaimer

ProudAfrique accepts no liability for any errors, omissions, or subsequent changes beyond its control, including but not limited to regulatory, accreditation, or third-party requirements. All training and related services are subject to availability and applicable terms at the time of enrolment.



Administration & Coordination

Overview

Administration and Coordination are essential for ensuring smooth and efficient organisational operations. Administration involves managing daily tasks, maintaining systems and ensuring compliance with organisational policies and procedures. Coordination focuses on aligning people, resources and activities to achieve shared goals, promoting collaboration and minimising duplication or conflict. Together, these functions support productivity, streamline workflows and contribute to overall organisational effectiveness.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Administrative Assistants
- Event or Logistics Coordinators
- HR Administrators
- Office Administrators
- Office Managers
- Operations Managers
- Project Coordinators / Managers
- Records/Document Controllers
- Team Leaders / Supervisors

Benefits to the organisation

Administration and Coordination training benefits an organisation by equipping employees with the skills to manage office operations, organise tasks and coordinate activities efficiently. It improves record-keeping, scheduling, communication and workflow management, ensuring that processes run smoothly and consistently. Well-trained staff enhance interdepartmental collaboration, reduce errors and support informed decision-making. Ultimately, this training strengthens organisational structure, boosts productivity and enables the organisation to operate effectively while maintaining high standards of performance and accountability.



Administration & Coordination

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0191	142	Administrative Competence	This programme develops participants' practical administrative skills to efficiently coordinate meetings, events, and travel, manage office resources, and enhance employability within business environments, including SMMEs.	13929 & 13937	3	5	1	R8 750	R7 875	R7 000	R6 475
PA0586	181	Advanced Office Administration & Supervisory Skills	This programme equips office supervisors with key administrative, record-keeping, data management, communication, and time management skills to enhance office operations, support informed decisions, and maintain professional workplace communication.	110531, 110526, 115823, 12461, 114589	5	22	4	R18 563	R12 375	R10 725	R9 900
PA0822	142	Applied Administrative Systems & Reporting	This programme develops practical skills to design, manage, and maintain effective administrative systems, confidential records, and professional reports that improve organisational efficiency.	110003, 110009, 110023	4	18	3	R10 800	R8 100	R6 750	R6 150
PA0072	175	Business Administration & Office Management	This programme equips individuals with essential skills to manage administrative tasks, communication, budgeting, and organisational procedures effectively in diverse business environments.	7790, 7791, 110003, 110009, 114805, 13941, 242810	4	34	5	R19 800	R19 800	R17 940	R17 196
PA0020	102	Business Administration & Service Coordination	This programme helps participants understand the business environment, adapt to media changes, manage training, and collaborate with service providers for organisational success.	13943, 14357, 15227, 14552, 109999	4	32	4	R28 770	R27 317	R27 317	R27 317
PA0960	172	Business Administration & Telephone Etiquette Skills	This programme equips participants with administrative, communication, and teamwork skills to handle calls professionally, coordinate meetings and events, prepare accurate reports, manage logistics, and work effectively within a team in a business environment.	7790, 13929, 110023, 13912	3	17	3	R11 250	R10 500	R9 750	R9 000

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PA0033	142	Business Administration and Office Management	This programme equips participants with the practical skills and knowledge to manage office operations efficiently, coordinate meetings and events, handle administrative tasks, and support organisational productivity and success.	242820, 13932, 13933, 13934	3	16	3	R7 500	R6 000	R4 800	R4 320
PA0833	185	Business Administration and Talent Acquisition Skills	This programme equips individuals with foundational business knowledge, effective communication and negotiation skills, and the ability to support career development, enabling them to contribute meaningfully within diverse organisational contexts.	14343, 11911, 119472, 13948	4	22	4	R41 400	R39 875	R37 500	R35 000
PA0966	186	Business Administration Fundamentals	This programme introduces foundational administrative functions for individuals entering office-based roles, with a focus on recordkeeping, archiving, time and diary management, and the application of confidentiality and professionalism in the SMME business environment.	14339, 14340, 14342, 8618, 14352	2	20	4	R32 000	R30 000	R28 800	R27 000
PA0258	185	Business Administration Support	This programme equips individuals with foundational business knowledge and practical skills in communication, negotiation, and career development, enabling them to understand organisational functions, contribute to workplace success, and support both personal and professional growth.	242829, 242815, 119472, 119713, 13934	4	28	4	R41 400	R39 875	R37 500	R35 000
PA0384	181	Business Analyst	This programme equips participants with essential business analysis and professional skills—including emotional intelligence, communication, analytical thinking, and requirements-gathering—while training them in industry methodologies, tools, and documentation practices to operate effectively in modern business environments.	110023, 12153, 12155, 15224, 252031, 252027	4	30	4	R18 000	R17 250	R16 500	R15 750

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PA0913	142	Business Communication - Applied Communication Skills	This programme equips participants with the skills to communicate clearly, confidently, and professionally in writing, speech, or sign language, tailored to different audiences and workplace contexts.	119462, 119469, 119459	4	15	3	R9 000	R6 750	R5 625	R5 100
PA0847	172	Business Communication - Oral Communication and Text Analysis	This programme equips participants with advanced oral communication skills, enabling them to critically engage in discussions, evaluate spoken and written discourse, and communicate effectively across diverse contexts.	8974 & 8975	4	10	2	R10 400	R9 000	R8 500	R8 000
PA0099	102	Business Communication & Office Coordination	This programme equips participants with communication, coordination, digital, numerical, and interpersonal skills for success in a professional business environment.	8968, 9960, 13929, 7573, 9010, 10170	3	32	5	R28 770	R27 332	R27 317	R27 317
PA0653	175	Business Reporting and Analytical Management	This programme equips administrative staff with practical skills to prepare, analyse, and present business reports, plan effectively, and make informed workplace decisions in South African organisations.	110023, 13943, 242822, 242817	4	36	5	R23 940	R27 000	R24 300	R22 320
PA0071	175	Communication & Report Writing	This programme develops effective communication and report writing skills essential for clear information sharing, collaboration, decision-making, and professional growth.	110023, 12433, 119471	4	19	4	R19 400	R14 550	R13 527	R13 118
PA0652	186	Construction Project Management: Safety, Planning and Site Administration	This programme equips participants with the skills to uphold construction site quality and administrative procedures, ensuring accurate documentation, compliance, and effective record control.	9964, 9985, 9987	2	31	4	R32 000	R30 000	R28 800	R27 000
PA0144	186	Construction Quality and Administration Essentials	This programme equips participants with the skills to support construction site quality and administration by ensuring proper documentation, compliance, and adherence to site standards.	9986 & 9987	2	22	4	R24 000	R24 000	R23 200	R21 750

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PA0388	186	Construction-Focused Mathematical Literacy	This programme develops mathematical literacy for the construction industry, enabling learners to apply numerical, estimation, and problem-solving skills in practical construction contexts, interpret plans and data, and become competent, self-managing workers who contribute responsibly to the sector and society.	9007 & 7480	2	8	2	R21 000	R22 400	R22 400	R21 000
PA0411	185	Customer Service & Frontline Operations	This programme equips participants with foundational customer service, communication, and ethical skills to interact professionally and effectively in diverse workplace environments.	114974, 114959, 113924, 242829, 8962, 8964, 118028	4	31	4	R41 400	R39 875	R37 500	R35 000
PA0683	186	Effective Meeting Management	This programme equips participants with the practical knowledge, skills, and strategies to plan, organise, and facilitate effective meetings, manage time, engage participants, record accurate minutes, solve workplace problems, and make informed decisions that enhance collaboration, productivity, and organisational goals.	119472, 242816, 242817	4	26	4	R22 500	R19 250	R16 900	R15 600
PA0335	142	Effective Meeting Management and Administrative Recordkeeping	This programme equips participants in administrative roles, including those in SMMEs, with practical skills to manage meetings, records, and office operations efficiently while supporting professional development.	13934 & 110009	4	8	2	R12 000	R10 800	R9 600	R8 880
PA0987	142	Facilitation & Meeting Skills	This programme equips junior managers with the skills and knowledge to lead teams effectively, conduct structured meetings, and understand their role within organisational management structures.	242816, 242824, 242818	5	22	4	R19 800	R17 600	R15 840	R14 520
PA0260	179	Fleet and Freight Logistics	This programme enhances job performance for participants pursuing a national qualification or in supervisory or fleet management roles.	113827	4	12	2	R25 740	R14 535	R12 294	R11 398

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PA0954	101	HR Administration	This programme equips HR professionals and administrators with the skills to manage employee information, ensure legal compliance, and support effective HR systems.	100528, 10171, 7882	5	13	2	R12 000	R12 000	R12 000	R12 000
PA0800	181	HR Administration & Information Management	This programme equips learners with practical HR information systems and labour law skills to manage HR data accurately and ensure compliance in the workplace.	11906, 10171, 117390	5	26	4	R20 000	R15 300	R12 325	R11 900
PA0200	186	Internship Programme – Workplace Conduct and Professionalism	This programme equips learners with professional workplace skills, ethical behaviour, and practical work readiness to perform confidently and responsibly in the workplace.	242811, 242817, 12153, 242815	4	23	4	R22 500	R19 250	R16 900	R15 600
PA0330	191	Manage Administration and Negotiate an Agreement	This programme equips junior managers, supervisors, and administrative staff with practical administrative, financial, and negotiation skills to manage business operations effectively within a workplace environment	114805 & 13948	4	9	2	R9 600	R8 700	R7 800	R7 050
PA0226	172	Manage General Administration	This programme equips participants to process payments accurately, manage promotional activities, and implement control measures while handling confidential information.	114805	4	4	1	R12 000	R9 500	R8 550	R7 790
PA0063	186	Meeting Coordination and Planning	This programme equips participants with the practical skills, knowledge, and strategies to plan, organise, and manage meetings and small events, including coordinating logistics, managing participants, handling documentation, and applying effective task and time management to support organisational goals, collaboration, and productivity.	13929, 13934, 242811	3	12	2	R10 500	R9 075	R7 800	R7 280
PA0445	142	Municipal Financial Reporting and Analysis	This programme equips municipal financial management participants with the skills to prepare, analyse, and report financial information in compliance with legislation and accounting standards.	116363	6	12	3	R15 000	R13 500	R12 000	R11 100

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PA0932	179	Office Administration and Records Management	This programme supports participants in administration and record-keeping, and those using PCs for work or ICT careers.	110009, 116932, 12417	5	11	2	R24 420	R13 736	R11 600	R10 745
PA0145	102	Office Administration Essentials	The programme develops skills to manage office operations efficiently, supporting a well-functioning business environment.	13935, 7706, 13928, 13931, 13937, 13930, 7785	3	27	4	R23 016	R21 866	R21 866	R21 866
PA0650	177	Office Administration Skills	This programme prepares participants to effectively manage office administration by combining theoretical knowledge and practical skills, emphasising customer service, diversity, ethics, and technology.	110003, 110009, 7790, 113836	5	20	4	R19 200	R14 400	R13 407	R13 010
PA0856	172	Office Management	This programme equips administrative staff and managers with knowledge and practical skills to identify, prevent, investigate, and manage fraud in the office environment, with emphasis on legal aspects, internal processes, trends, and control mechanisms.	110026	4	4	1	R12 500	R11 250	R10 000	R9 750
PA0951	142	Office Supplies, Equipment and Workplace Communication Management	This programme equips participants with practical administrative skills to manage office supplies, maintain booking systems, and communicate effectively in the workplace.	13937, 13931, 7706, 9960	3	17	3	R17 000	R15 300	R13 600	R12 580
PA0900	102	Office Technology & Documentation	The programme equips participants to create business documents, manage information, and plan meetings for effective communication and operations.	7567, 7570, 13933, 13934, 9244	3	21	4	R23 016	R21 866	R21 866	R21 866
PA0907	191	Organisation Planning	This programme equips junior managers and team leaders with practical planning, leadership, teamwork, and communication skills to achieve organisational goals effectively in diverse workplace settings.	242822, 242821, 119462, 119469	4	26	4	R25 200	R19 500	R16 500	R15 150

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PA0285	172	Plan and Manage Operations	This programme equips participants responsible for production and operations in new ventures with the skills to optimise productivity through layout design, scheduling, resource management, and quality control.	263434	4	6	1	R11 250	R9 563	R8 500	R8 288
PA0928	172	Project Administrator	This programme equips second-level managers with the skills to plan, implement, and evaluate work-based projects effectively within their units.	252022	5	8	2	R13 000	R11 250	R10 000	R9 750
PA0624	181	Project Management Foundations and Support Skills	This programme provides emerging leaders and managers with essential project management, budgeting, change implementation, scheduling, and communication skills to support effective decision-making and operational leadership in business environments.	120372, 15214, 13941, 114589, 13925	5	22	4	R18 563	R12 375	R10 725	R9 900
PA0771	142	Reception Skills	This programme equips participants with the knowledge, skills, and competence to manage reception areas professionally, ensuring efficient visitor service, workplace safety, and organisational effectiveness in administrative and SMME environments.	13928 & 13930	3	8	2	R10 000	R9 000	R8 000	R7 400
PA0566	186	Reception Skills and Professionalism	The programme equips reception and customer service professionals with the practical skills, ethical awareness, and workplace competencies needed to deliver excellent customer service, manage visitors professionally, and support efficient day-to-day operations.	9009, 113924, 114974, 13930, 242811	2	17	3	R15 000	R12 375	R10 400	R9 750
PA0612	172	Records Administration	This programme equips administrative personnel to effectively manage records, handle confidential information, and implement control measures within an office environment.	110009	4	4	1	R10 000	R8 663	R7 700	R7 508

Administration & Coordination

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PA0526	142	Records and Administrative Management	This programme equips participants with the skills to manage records, maintain efficient office systems and help prevent fraud in South African workplaces.	110003, 110009, 242820, 110026	4	20	4	R12 000	R9 000	R7 500	R6 750
PA0593	172	Report Writing	This programme equips administrative staff in commercial and non-commercial organisations with the skills to write clear, professional reports for effective communication and decision-making.	110023	4	6	2	R7 500	R6 413	R5 700	R5 558
PA0480	172	Telephone Etiquette Skills	This programme teaches individuals in business environments to use the telephone effectively for personal use and message relaying.	7790	3	3	1	R7 500	R6 413	R5 700	R5 130
PA0355	101	The Business Environment - Fundamentals of Business and Teamwork	This programme equips participants with the skills to apply business concepts, assess contracts, represent stakeholders, and work effectively in project teams.	9973, 117495, 12135, 120379	4	27	5	R30 000	R30 000	R30 000	R30 000
PA0901	172	Time Management - Time Management for Teams	This programme equips executives with skills to lead teams by translating strategic goals into effective daily actions.	15234	5	4	1	R10 000	R8 663	R7 700	R6 930
PA0305	186	Workplace Communication & Professional Behaviour	This programme equips participants with essential language, communication, and interpersonal skills by integrating reading, writing, speaking, and literature with professional behaviour, enabling effective communication, text interpretation, and ethical engagement in both workplace and real-life contexts.	8962, 8963, 8964, 8965, 11235, 14359	3	26	4	R27 750	R27 750	R27 200	R25 500
PA0912	186	Workplace Communication and Professional Language	This programme equips participants with practical skills to communicate clearly and professionally in writing, speech, or sign language, build relationships, and collaborate effectively in workplaces.	119467, 12153, 119459, 119462, 119472	4	25	4	R22 500	R19 250	R16 900	R15 600

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PA0351	185	Workplace Communication and Professional Writing	This programme prepares participants to successfully integrate into professional work environments by developing essential skills in communication, ethical conduct, customer service, and business awareness, serving as a foundation for careers in industries like financial services, administration, and general business operations.	114959, 114974, 113924, 8962, 8964, 14341	4	34	5	R41 400	R39 875	R37 500	R35 000
PA0405	142	Workplace Inspections and Vehicle Safety	This programme equips participants with the knowledge, skills, and practical competence to conduct Occupational Health and Safety inspections and to plan, manage, and improve road transport operations in a safe, compliant, and cost-effective manner within the transport and logistics sector.	259619 & 123261	3	11	2	R12 500	R11 250	R10 000	R9 250
PA0945	142	Workplace Literacy: Reading and Writing Skills	This programme equips professionals with practical workplace literacy and business writing skills to interpret texts and produce clear, effective, and professional documents.	119457, 119469, 119465, 119459	4	20	4	R12 000	R9 000	R7 500	R7 500
PA0779	142	Workplace Management Essentials	This programme equips participants with foundational management skills, ethical workplace practices, and record-keeping abilities to effectively lead teams and support disaster management.	14667, 242815, 242820, 119338	5	27	4	R21 600	R19 440	R18 360	R17 820

Communication

Overview

Communication involves the clear and effective exchange of information, ideas and messages through spoken, written or non-verbal methods. Strong communication skills enable individuals to express thoughts, listen actively and engage with others in various contexts, while writing skills focus on organising and presenting information logically, accurately and appropriately for the intended audience. Together, these skills are essential for professional interactions, documentation, collaboration and building understanding in both personal and workplace environments. These programmes are tailored for candidates aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

These programmes are tailored for candidates aiming to develop their skills, bridge gaps in their current responsibilities, and progress in their careers within the organisation, across the various roles outlined below:

- Administrative Assistants / Office Administrators
- Corporate Communications
- Department Heads / Managers
- HR Professionals
- Marketing or Customer Service Teams
- Public Relations Officers
- Receptionists
- Team Leaders / Supervisors

Benefits to the organisation

Communication training benefits an organisation by equipping employees with the skills to convey information clearly, listen actively and interact professionally with colleagues, clients and stakeholders. It improves teamwork, reduces misunderstandings and ensures that everyone is aligned with organisational goals and objectives. Well-developed communication skills foster stronger relationships, enhance problem-solving and support effective decision-making. Ultimately, this training boosts workplace efficiency, employee engagement and the organisation's reputation, contributing to long-term success in the South African business environment.



Communication & Writing

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PA0885	142	Advanced Business Communication	This programme develops participants' ability to communicate effectively in writing, signing, and presenting across diverse business and formal contexts, enhancing clarity, creativity, and professional impact.	12153 & 119459	4	10	2	R15 000	R13 500	R12 000	R11 100
PA0717	186	Advanced Communication and Emotional Intelligence in Debt Recovery	This programme equips debt collection professionals with advanced communication and emotional intelligence skills to manage sensitive interactions ethically, resolve conflict effectively, and uphold organisational integrity in a workplace context.	12433, 252031, 117853, 252042	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0680	120	Basic Communication Skills	This programme builds learners' oral/signed, reading, writing and learning skills so they can communicate confidently, understand and use different texts, and participate effectively in workplace, academic and everyday South African contexts.	119454, 119463, 119456, 119460	2	20	4	R18 000	R17 490	R17 490	R17 490
PA0960	172	Business Administration & Telephone Etiquette Skills	This programme equips participants with administrative, communication, and teamwork skills to handle calls professionally, coordinate meetings and events, prepare accurate reports, manage logistics, and work effectively within a team in a business environment.	7790, 13929, 110023, 13912	3	17	3	R11 250	R10 500	R9 750	R9 000
PA0913	142	Business Communication - Applied Communication Skills	This programme equips participants with the skills to communicate clearly, confidently, and professionally in writing, speech, or sign language, tailored to different audiences and workplace contexts.	119462, 119469, 119459	4	15	3	R9 000	R6 750	R5 625	R5 100
PA0847	172	Business Communication - Oral Communication and Text Analysis	This programme equips participants with advanced oral communication skills, enabling them to critically engage in discussions, evaluate spoken and written discourse, and communicate effectively across diverse contexts.	8974 & 8975	4	10	2	R10 400	R9 000	R8 500	R8 000
PA0099	102	Business Communication & Office Coordination	This programme equips participants with communication, coordination, digital, numerical, and interpersonal skills for success in a professional business environment.	8968, 9960, 13929, 7573, 9010, 10170	3	32	5	R28 770	R27 332	R27 317	R27 317

Communication & Writing

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0328	120	Business Communication Essentials	This programme equips learners with integrated oral/signed, reading, writing, and communication skills needed to participate confidently and effectively in workplace, academic, and real-life contexts.	114974, 13930, 13934	3	10	2	R9 000	R8 745	R8 745	R8 745
PA0609	186	Business Writing – Professional Communication Skills	This programme equips participants with practical skills to communicate clearly and professionally in writing, speech, or sign language and to produce accurate business documents in workplaces.	119471, 119462, 119469, 119459, 114805	4	24	4	R22 500	R19 250	R16 900	R15 600
PA0433	186	Client Communication and Sales Excellence	This programme equips sales and service professionals with the communication and presentation skills needed to engage customers confidently, deliver persuasive messages, and maintain high service standards in competitive South African markets.	119462, 119472, 242840, 242816, 242829	4	22	4	R22 500	R19 250	R16 900	R15 600
PA0109	102	Communication & Language Proficiency	This programme builds strong reading, writing, and speaking skills for effective communication across business and social contexts.	12153, 8970, 8976, 8974, 8969, 8972, 8975	4	33	5	R28 770	R27 332	R27 332	R27 332
PA0645	142	Communication & Presentation Skills	This programme enables participants to communicate confidently and professionally in workplace and learning environments through effective writing, speaking, presenting, and listening skills.	119465, 9960, 19462	4	18	3	R18 000	R16 200	R14 400	R13 320
PA0071	175	Communication & Report Writing	This programme develops effective communication and report writing skills essential for clear information sharing, collaboration, decision-making, and professional growth.	110023, 12433, 119471	4	19	4	R19 400	R14 550	R13 527	R13 118
PA0880	181	Communication Participation & Citizenship Literacy	This programme develops learners' foundational communication, cultural awareness, and numeracy skills, enabling them to interpret information, communicate effectively, apply mathematical reasoning, and engage critically in personal, community, and workplace contexts.	119640, 119636, 119635, 7464, 7463, 7451, 7449, 7461, 14084	1	28	4	R23 250	R19 800	R16 050	R15 000

Communication & Writing

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0041	172	Communication Skills	This programme enables participants to apply a variety of oral and written communication techniques effectively in supervisory or senior technical roles within an organisation.	12433	5	8	2	R11 000	R10 400	R9 880	R9 360
PA0892	191	Communication Skills (Language proficiency Afrikaans)	This programme equips learners with essential spoken, written, and signed communication skills to succeed in workplace and learning environments by enabling effective, adaptable, and context-appropriate interaction.	119472, 119467, 119465, 119457	3	20	4	R19 350	R17 250	R15 300	R13 800
PA0999	185	Core Leadership and Communication Skills	This programme equips junior managers across sectors with core leadership, coaching, communication, and problem-solving skills to lead teams effectively, make informed decisions, and deliver clear, structured messages in workplace settings.	242824, 242817, 119465, 113909	4	30	4	R41 400	R39 875	R37 500	R35 000
PA0579	142	Creative Thinking for Effective Communication	The programme builds confident, creative and clear communicators who can engage diverse audiences and deliver impactful messages in today's fast-paced South African workplaces.	110506, 115789, 115790	5	14	3	R10 500	R8 400	R6 750	R6 150
PA0853	186	Customer Service & Call Centre Skills	This programme equips participants with practical skills in telephone communication, customer service, and problem-solving to perform effectively as call centre agents.	119472 & 242829	4	10	2	R10 500	R9 075	R7 800	R7 280
PA0940	142	Effective Speaking, Writing, and Communication for Professionals	This programme builds participants' confidence and competence in public speaking, professional communication and writing, enabling them to present ideas clearly, engage audiences effectively and produce high-quality professional content in the workplace.	119472, 119457, 119467, 119465, 242840, 119462, 119469, 119459	4	42	6	R25 200	R18 900	R15 750	R14 250
PA0112	186	Foundational Communication and Mathematical Literacy	This programme equips participants with essential language and mathematical literacy skills for confident communication, problem-solving, lifelong learning, and active participation in society	8962, 8963, 8964, 8965, 9009, 7480, 12444, 9007	2	34	5	R27 750	R27 750	R27 125	R26 250

Communication & Writing

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0440	181	Foundational Reading, Writing Communication	This programme provides entry-level learners with essential communication, literacy, cultural awareness, and basic spatial skills to enable effective participation in everyday life, community settings, and the workplace.	119640, 119636, 119635, 7464, 7463, 7461	1	28	4	R23 250	R19 800	R16 050	R15 000
PA0399	186	Foundational Skills for Construction Professionals	This programme develops essential literacy and numeracy skills for effective communication, reading, and financial decision-making in construction, finance, and business environments.	8963, 8965, 7469, 9009	2	15	3	R21 000	R21 000	R20 800	R19 500
PA0821	101	Fundamental Business Communication	This programme equips learners with the essential written communication, research, learning, and teamwork skills needed to communicate effectively and professionally in a business environment.	119457, 119467, 119465, 119469, 12153, 119459	4	30	5	R30 000	R30 000	R30 000	R30 000
PA0465	142	Fundamental Workplace Communication	This programme equips learners with practical communication and learning skills to communicate confidently and effectively in South African workplace and occupational learning environments.	119472, 119457, 119465, 119467	3	20	4	R9 000	R9 000	R7 200	R6 600
PA0136	142	Health and Safety, and Workplace Efficiency Skills	The programme equips learners with practical health, safety, equipment, and communication skills to support safe, compliant, and efficient workplaces.	9964, 114976, 113852, 13915, 13934	3	23	4	R10 350	R8 625	R6 900	R6 210
PA0467	186	Intermediate Public Speaking and Workplace Communication	This programme develops learners' ability to communicate clearly and confidently in the workplace by delivering effective presentations, adapting messages for different audiences, and applying professional verbal and non-verbal communication skills.	242840, 119472, 119462, 119467	4	17	3	R15 000	R12 375	R10 400	R9 750
PA0375	186	Leadership, People Management, and Communication	This programme equips participants with practical leadership, people management, and communication skills, enabling them to lead talent development, manage change, align HR and people strategies with organisational goals, and foster ethical, high-performing teams.	12433 & 252029	5	16	3	R15 000	R12 375	R10 400	R9 750

Communication & Writing

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0659	191	Learn and Communicate in the Workplace	This programme helps adults develop the language, communication, and learning skills needed to succeed in workplace and occupational learning environments.	119467, 119472, 119457, 119465	3	20	4	R19 350	R17 250	R15 300	R13 800
PA0339	142	Negotiation & Influence Skills	This programme equips participants with negotiation skills and strategies to conduct effective, mutually beneficial discussions in workplace and business contexts.	13948	4	5	1	R8 750	R7 875	R7 000	R6 475
PA0951	142	Office Supplies, Equipment and Workplace Communication Management	This programme equips participants with practical administrative skills to manage office supplies, maintain booking systems, and communicate effectively in the workplace.	13937, 13931, 7706, 9960	3	17	3	R17 000	R15 300	R13 600	R12 580
PA0890	175	Personal & Team Effectiveness	This programme develops personal and team effectiveness by enhancing individual skills, motivation, collaboration, and leadership to achieve shared organisational goals.	110021, 242811, 242819, 242821, 120389	4	33	5	R23 100	R19 800	R17 940	R17 196
PA0055	142	Practical Communication for Work and Life	This programme helps ABET Level 4 learners build confidence in reading, writing, speaking and listening so they can communicate effectively at work, in learning, and in their communities.	11963, 119640, 119636, 119635	1	23	4	R10 350	R10 350	R10 350	R10 350
PA0593	172	Report Writing	This programme equips administrative staff in commercial and non-commercial organisations with the skills to write clear, professional reports for effective communication and decision-making.	110023	4	6	2	R7 500	R6 413	R5 700	R5 558
PA0279	175	Strategic Brand Leadership in Sales	The programme equips forward-thinking professionals with strong communication, branding, innovation and ethical leadership skills to drive results, build trust and succeed in today's competitive South African market.	12433, 10048, 252020, 252042	5	27	4	R24 000	R18 000	R16 200	R14 700
PA0711	186	Workplace Communication	This programme enhances workplace oral and written communication skills, enabling participants to interact effectively, document tasks accurately, and communicate within culturally diverse teams.	8962 & 8964	2	10	2	R21 000	R21 000	R19 200	R18 000

Communication & Writing

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0660	181	Workplace Communication & Functional Literacy	This programme equips learners with essential communication and numeracy skills to read, write, speak, listen, and work confidently with numbers, enabling effective participation in everyday life, learning, and the workplace.	119640, 119636, 119635, 7451, 7447, 14084	1	27	4	R20 700	R19 200	R15 750	R14 250
PA0305	186	Workplace Communication & Professional Behaviour	This programme equips participants with essential language, communication, and interpersonal skills by integrating reading, writing, speaking, and literature with professional behaviour, enabling effective communication, text interpretation, and ethical engagement in both workplace and real-life contexts.	8962, 8963, 8964, 8965, 11235, 14359	3	26	4	R27 750	R27 750	R27 200	R25 500
PA0912	186	Workplace Communication and Professional Language	This programme equips participants with practical skills to communicate clearly and professionally in writing, speech, or sign language, build relationships, and collaborate effectively in workplaces.	119467, 12153, 119459, 119462, 119472	4	25	4	R22 500	R19 250	R16 900	R15 600
PA0351	185	Workplace Communication and Professional Writing	This programme prepares participants to successfully integrate into professional work environments by developing essential skills in communication, ethical conduct, customer service, and business awareness, serving as a foundation for careers in industries like financial services, administration, and general business operations.	114959, 114974, 113924, 8962, 8964, 14341	4	34	5	R41 400	R39 875	R37 500	R35 000
PA0945	142	Workplace Literacy: Reading and Writing Skills	This programme equips professionals with practical workplace literacy and business writing skills to interpret texts and produce clear, effective, and professional documents.	119457, 119469, 119465, 119459	4	20	4	R12 000	R9 000	R7 500	R7 500

Construction

Overview

Construction is the process of planning, designing and building physical structures such as houses, buildings, roads, bridges and other infrastructure. It involves various stages, including site preparation, foundation work, structural development, finishing and inspection, while integrating materials, machinery, technology and skilled labour. The industry combines engineering, architecture, project management and safety practices to deliver functional, durable and safe structures that meet human, environmental and economic needs.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Construction Coordinators / Planners
- Construction Managers
- Construction Workers
- Foreman
- Health & Safety Officers
- Operations Directors
- Project Managers
- Site Managers / Site Supervisors

Benefits to the organisation

Construction training benefits an organisation by equipping employees with the technical skills, safety knowledge, and practical expertise required for efficient and high-quality project execution. It ensures compliance with industry regulations and safety standards, reducing the risk of accidents and costly errors. Well trained staff can complete tasks accurately and on time, improving productivity and project outcomes. Additionally, this training enhances employee confidence, professionalism and retention, ultimately contributing to the organisation's reputation, operational efficiency and long-term growth in the South African construction industry.



Construction

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0337	185	Assistant Handyperson	This programme prepares participants to work as Assistant Handypersons by developing practical and foundational skills in minor carpentry, plumbing, electrical work, flooring, painting, glazing, and safe use of tools, enabling them to support the maintenance of functional, safe, and operational facilities in commercial and public buildings.	SP-210501	3	82	6	R30 000	R27 000	R27 000	R27 000
PA0395	186	Construction Business Communication, Operations & Workplace Numeracy	This programme develops communication, numeracy, and business management skills to help individuals confidently start, manage, and operate a small construction business in the South African context.	11553, 8962, 8965, 7480, 12444	2	28	4	R27 750	R27 750	R27 200	R25 500
PA0488	186	Construction Business Management and Tendering	This programme equips current and aspiring construction contractors with the business, financial, and tendering skills needed to start, manage, and sustain a successful and compliant construction contracting business.	9981, 11553, 9976, 9989	2	42	6	R32 800	R30 750	R30 750	R30 750
PA0888	186	Construction Contracting & Industry Fundamentals	This programme equips emerging construction contractors with foundational knowledge of industry structures, procurement, contract documentation, and legal compliance to operate ethically and professionally in the construction sector.	9980, 9982, 9978, 9989	2	28	4	R27 000	R27 000	R26 400	R24 750
PA0652	186	Construction Project Management: Safety, Planning and Site Administration	This programme equips participants with the skills to uphold construction site quality and administrative procedures, ensuring accurate documentation, compliance, and effective record control.	9964, 9985, 9987	2	31	4	R32 000	R30 000	R28 800	R27 000
PA0144	186	Construction Quality and Administration Essentials	This programme equips participants with the skills to support construction site quality and administration by ensuring proper documentation, compliance, and adherence to site standards.	9986 & 9987	2	22	4	R24 000	R24 000	R23 200	R21 750

Construction

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0346	186	Construction Site Supervision and Resource Management	This programme develops foundational skills in construction site supervision, focusing on resource planning and site management to support efficient project execution.	9985 & 9984	2	38	5	R36 000	R33 750	R32 800	R30 750
PA0478	186	Construction Worker Fundamentals	This programme prepares learners for construction work by teaching workplace safety, teamwork, professional behaviour, and practical maths skills needed to work responsibly and effectively on site.	114959, 9008, 9964	2	10	2	R10 500	R9 075	R7 800	R7 280
PA0388	186	Construction-Focused Mathematical Literacy	This programme develops mathematical literacy for the construction industry, enabling learners to apply numerical, estimation, and problem-solving skills in practical construction contexts, interpret plans and data, and become competent, self-managing workers who contribute responsibly to the sector and society.	9007 & 7480	2	8	2	R21 000	R22 400	R22 400	R21 000
PA0661	185	Counterbalanced Lift Truck F1 Driver Skills	This programme prepares participants to safely and competently operate a Counterbalanced Lift Truck F1 by teaching high-risk operational awareness, the basics of momentum and load stability, safe work practices, clear communication in noisy environments, correct handling of loads up to 3,000 kg, and the required skills for pre-start checks, safe load movement, and proper shutdown, enabling certification and progression into related lifting-equipment occupations	SP-220303	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0481	185	Counterbalanced Lift Truck F2 Skills	This programme prepares participants to safely and competently operate a Counterbalanced Lift Truck F2 by teaching high-risk operational awareness, the basics of momentum and load stability, safe workplace practices, clear communication in noisy environments, correct handling of loads up to 7,000 kg, and the required skills for pre-start checks, safe load movement, and proper shutdown, enabling certification and progression into related lifting-equipment pathways.	SP-220304	3	20	4	R22 500	R18 750	R15 000	R13 500

Construction

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PA0378	185	Counterbalanced Lift Truck F3 Driver Skills	This programme prepares participants to safely and effectively operate a Counterbalanced Lift Truck F4 over 15,000 kg by teaching high-risk operational awareness, load-handling physics, safe heavy-duty operating procedures, communication in noisy industrial settings, and the required skills for pre-start checks, safe load movement, and proper shutdown in line with the Driven Machinery Regulations and NCoP.	SP-220305	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0563	185	Counterbalanced Lift Truck F4 Driver Skills	This programme prepares participants to operate as Counterbalanced Lift Truck F4 drivers by teaching safe work practices in high-risk environments, the basics of momentum and load stability, effective communication in noisy settings, proper operation of trucks handling loads over 15,000 kg, and the key skills of pre-start checks, safe load handling, and correct shutdown and refuelling procedures.	SP-220306	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0962	181	Engineering Hand Tools & Maintenance Operations Support	This programme equips participants in the Electrical Engineering, Construction, Renewable Energy, and Water sectors with practical technical, safety, and foundational skills—including tool use, equipment maintenance, first aid, firefighting, teamwork, mathematical literacy, and water meter operations—to enhance employability, career progression, workplace efficiency, and socio-economic transformation.	10252, 254060, 246459, 9965, 12484, 12444, 9322, 254057	2	30	4	R18 570	R17 025	R15 225	R14 625
PA0399	186	Foundational Skills for Construction Professionals	This programme develops essential literacy and numeracy skills for effective communication, reading, and financial decision-making in construction, finance, and business environments.	8963, 8965, 7469, 9009	2	15	3	R21 000	R21 000	R20 800	R19 500

Construction

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0442	181	Hand Tools & Basic Maintenance Support	This programme equips participants with practical skills and knowledge in construction tools, water systems, safety, and communication, enhancing employability, career growth, and entrepreneurial opportunities in the construction, water, and community development sectors.	12878, 113938, 113941, 113966, 12462	1	29	4	R18 420	R16 875	R15 000	R13 920
PA0502	186	Introduction to Construction Industry Operations & Safety	This programme provides participants with the essential knowledge, legal awareness, safety practices, contract interpretation, and literacy and numeracy skills needed to operate effectively within the construction industry.	9978, 9982, 9964, 9980, 8963, 7480	2	37	5	R28 500	R27 000	R27 000	R27 000
PA0662	181	Multi-Skilled Handyman Maintenance Support	This programme equips participants in the construction, plumbing, electrical engineering, and renewable energy sectors with practical, technical, and workplace skills—including building works, interpreting construction drawings, power tool maintenance, time management, and applied mathematics—to enhance employability, career progression, and socio-economic transformation.	11782, 14580, 258961, 9530, 9010	3	29	4	R18 420	R16 875	R15 000	R13 920
PA0322	185	Overhead Crane Cab Controlled C30 Operator	This programme prepares participants to safely and competently operate an Overhead Crane Pendant Radio Controlled C30 by teaching health and safety requirements, equipment and rigging knowledge, practical load handling, crane mobilisation and demobilisation, effective communication, and basic understanding of other crane types in compliance with the National Code of Practice.	SP-211023	3	40	5	R22 500	R18 750	R15 000	R13 500
PA0684	185	Overhead Crane Cab Controlled C31 Operator	This programme prepares participants to safely and competently operate an Overhead Crane Cab Controlled C31 by teaching high-risk operational awareness, safe lifting and moving of suspended loads, compliance with legislation and the NCoP, effective communication in noisy industrial environments, and basic knowledge of other crane types, including pre-start checks, mobilisation, load handling, and shutdown procedures.	SP-211022	3	40	5	R22 500	R18 750	R15 000	R13 500

Construction

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PA0991	185	Reach Lift Truck F5 Driver Skills	This programme equips participants to safely and effectively operate a Reach Lift Truck F5 by teaching high-risk operational awareness, the basics of momentum and load stability, safe manoeuvring in various environments, clear communication in noisy workplaces, correct handling of loads up to 2,500 kg, and the required skills for pre-start checks, safe load operations, and proper shutdown, leading to certification and progression into other lifting-related occupations.	SP-220307	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0377	186	Starting and Managing a Construction Contracting Business	This programme prepares learners to start, manage, and grow a construction contracting business by applying sound business principles, legal and health and safety requirements, and practical data analysis skills within the construction industry.	11553, 9982, 9964, 9009	2	26	4	R27 000	R27 000	R26 350	R25 500
PA0044	177	Team Building and Work Relationships	This programme develops relationship management and team-building skills to foster positive workplace interactions, enhance teamwork, and support organisational growth.	252037 & 252027	5	12	2	R23 100	R19 800	R17 727	R16 898

Customer Service

Overview

Customer service refers to the support and assistance provided to customers before, during and after a purchase or interaction with a business. It involves responding to inquiries, resolving issues and ensuring customer satisfaction through effective communication, professionalism and a helpful attitude. Good customer service builds trust, enhances the customer experience and contributes to customer loyalty and the overall success of the organisation.

These programmes are tailored for candidates aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Customer Service Representatives / Agents
- Receptionists / Front Desk Staff
- Call Center Operators
- Customer Service Supervisors / Team Leaders
- Customer Experience Coordinators
- Customer Service Managers
- Sales Teams
- Public Relations Managers

Benefits to the organisation

Customer Service training benefits an organisation by equipping employees with the skills to engage professionally, address client needs effectively and resolve issues efficiently. It enhances customer satisfaction, loyalty and trust, which can lead to repeat business and positive referrals. Well-trained staff communicate clearly, manage conflicts diplomatically and represent the organisation's brand consistently, improving its reputation. Additionally, this training boosts employee confidence, productivity and teamwork, ultimately contributing to the organisation's growth, competitiveness and long-term success in the South African market.



Customer Service

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PA0717	186	Advanced Communication and Emotional Intelligence in Debt Recovery	This programme equips debt collection professionals with advanced communication and emotional intelligence skills to manage sensitive interactions ethically, resolve conflict effectively, and uphold organisational integrity in a workplace context.	12433, 252031, 117853, 252042	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0011	142	Advanced Customer Service Excellence	This programme equips participants with the knowledge and practical skills to monitor, evaluate, and improve customer service within business or contact centre environments, enhancing overall service quality and customer satisfaction.	10052 & 10054	5	12	2	R19 500	R17 550	R15 600	R14 430
PA0020	102	Business Administration & Service Coordination	This programme helps participants understand the business environment, adapt to media changes, manage training, and collaborate with service providers for organisational success.	13943, 14357, 15227, 14552, 109999	4	32	4	R28 770	R27 317	R27 317	R27 317
PA0960	172	Business Administration & Telephone Etiquette Skills	This programme equips participants with administrative, communication, and teamwork skills to handle calls professionally, coordinate meetings and events, prepare accurate reports, manage logistics, and work effectively within a team in a business environment.	7790, 13929, 110023, 13912	3	17	3	R11 250	R10 500	R9 750	R9 000
PA0433	186	Client Communication and Sales Excellence	This programme equips sales and service professionals with the communication and presentation skills needed to engage customers confidently, deliver persuasive messages, and maintain high service standards in competitive South African markets.	119462, 119472, 242840, 242816, 242829	4	22	4	R22 500	R19 250	R16 900	R15 600
PA0892	191	Communication Skills (Language proficiency Afrikaans)	This programme equips learners with essential spoken, written, and signed communication skills to succeed in workplace and learning environments by enabling effective, adaptable, and context-appropriate interaction.	119472, 119467, 119465, 119457	3	20	4	R19 350	R17 250	R15 300	R13 800

Customer Service

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0232	179	Customer & Team Relations	This programme equips participants with skills for professional customer interaction and effective teamwork.	123258 & 8420	3	14	3	R31 080	R17 483	R14 763	R13 675
PA0810	172	Customer Awareness Skills	This programme enables participants to communicate effectively with tourists from diverse cultures and manage misunderstandings arising from cultural differences to improve service and workplace relationships.	7791	4	4	1	R8 000	R7 600	R7 220	R6 840
PA0783	142	Customer Relationship Excellence	This programme develops practical CRM skills to help professionals build strong customer relationships, deliver consistent service excellence and support a customer-focused culture in South African organisations.	10053 & 10054	5	14	3	R10 500	R8 400	R6 750	R6 300
PA0418	186	Customer Service & Business Environment	This programme provides entry-level workers and emerging leaders with essential workplace skills in customer service, business operations, and HIV/AIDS awareness to support effective, informed, and socially responsible participation in the workplace and community.	14338, 14941, 14343, 14344	2	24	4	R27 750	R27 750	R27 200	R25 500
PA0853	186	Customer Service & Call Centre Skills	This programme equips participants with practical skills in telephone communication, customer service, and problem-solving to perform effectively as call centre agents.	119472 & 242829	4	10	2	R10 500	R9 075	R7 800	R7 280
PA0101	102	Customer Service & Cultural Awareness	This programme develops skills for effective communication, cultural awareness, conflict resolution, and supporting new staff to foster a positive workplace.	7791, 7836, 7790, 9533, 7860	4	14	3	R17 262	R16 400	R16 400	R16 400
PA0411	185	Customer Service & Frontline Operations	This programme equips participants with foundational customer service, communication, and ethical skills to interact professionally and effectively in diverse workplace environments.	114974, 114959, 113924, 242829, 8962, 8964, 118028	4	31	4	R41 400	R39 875	R37 500	R35 000

Customer Service

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0325	179	Customer Service and Teamwork	This programme develops participants' professional behaviour, customer service, teamwork, and self-awareness skills to enhance employability and personal growth, particularly in the transport and service industries.	123258, 8420, 120308	3	16	3	R35 520	R19 980	R16 872	R15 629
PA0554	142	Customer Service Excellence	This programme equips participants with the skills to monitor, evaluate, and improve customer service delivery, ensuring high standards and alignment with organisational goals.	242829, 10052, 10054	5	17	3	R19 125	R17 213	R15 300	R14 153
PA0082	186	Customer Service Excellence and Ethical Leadership	This programme equips frontline managers with the skills to lead ethically, run effective meetings and deliver consistent customer service excellence in South African workplaces.	242816, 242815, 242829	4	15	3	R15 000	R12 375	R10 400	R9 750
PA0421	181	Customer Service Supervisor	This programme provides supervisors, team leaders, and service staff with essential skills in service improvement, mentoring, time management, and customer satisfaction to enhance performance across retail, community, and business unit environments.	118028, 14050, 114215, 114589	4	20	4	R16 875	R11 250	R9 750	R9 000
PA0940	142	Effective Speaking, Writing, and Communication for Professionals	This programme builds participants' confidence and competence in public speaking, professional communication and writing, enabling them to present ideas clearly, engage audiences effectively and produce high-quality professional content in the workplace.	119472, 119457, 119467, 119465, 242840, 119462, 119469, 119459	4	42	6	R25 200	R18 900	R15 750	R14 250
PA0409	185	Information Systems Support, Customer Service and Workplace Problem-Solving	This programme equips learners with practical computer systems, information support and customer service skills to support users, work effectively in teams, and supervise service delivery in business environments.	14917, 14944, 14920, 252210, 14919, 118028	4	34	5	R31 500	R31 500	R28 500	R28 500
PA0467	186	Intermediate Public Speaking and Workplace Communication	This programme develops learners' ability to communicate clearly and confidently in the workplace by delivering effective presentations, adapting messages for different audiences, and applying professional verbal and non-verbal communication skills.	242840, 119472, 119462, 119467	4	17	3	R15 000	R12 375	R10 400	R9 750

Customer Service

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PA0200	186	Internship Programme - Workplace Conduct and Professionalism	This programme equips learners with professional workplace skills, ethical behaviour, and practical work readiness to perform confidently and responsibly in the workplace.	242811, 242817, 12153, 242815	4	23	4	R22 500	R19 250	R16 900	R15 600
PA0330	191	Manage Administration and Negotiate an Agreement	This programme equips junior managers, supervisors, and administrative staff with practical administrative, financial, and negotiation skills to manage business operations effectively within a workplace environment	114805 & 13948	4	9	2	R9 600	R8 700	R7 800	R7 050
PA0339	142	Negotiation & Influence Skills	This programme equips participants with negotiation skills and strategies to conduct effective, mutually beneficial discussions in workplace and business contexts.	13948	4	5	1	R8 750	R7 875	R7 000	R6 475
PA0650	177	Office Administration Skills	This programme prepares participants to effectively manage office administration by combining theoretical knowledge and practical skills, emphasising customer service, diversity, ethics, and technology.	110003, 110009, 7790, 113836	5	20	4	R19 200	R14 400	R13 407	R13 010
PA0157	142	Personal & Professional Effectiveness	This programme equips junior managers and team leaders with the skills to build and motivate high-performing teams, manage conflict, and prioritise work effectively.	9533, 242811, 242819	4	18	3	R18 000	R16 200	R14 400	R13 320
PA0624	181	Project Management Foundations and Support Skills	This programme provides emerging leaders and managers with essential project management, budgeting, change implementation, scheduling, and communication skills to support effective decision-making and operational leadership in business environments.	120372, 15214, 13941, 114589, 13925	5	22	4	R18 563	R12 375	R10 725	R9 900
PA0771	142	Reception Skills	This programme equips participants with the knowledge, skills, and competence to manage reception areas professionally, ensuring efficient visitor service, workplace safety, and organisational effectiveness in administrative and SNME environments.	13928 & 13930	3	8	2	R10 000	R9 000	R8 000	R7 400

Customer Service

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PA0566	186	Reception Skills and Professionalism	The programme equips reception and customer service professionals with the practical skills, ethical awareness, and workplace competencies needed to deliver excellent customer service, manage visitors professionally, and support efficient day-to-day operations.	9009, 113924, 114974, 13930, 242811	2	17	3	R15 000	R12 375	R10 400	R9 750
PA0412	191	Retail Supervisor Skills Development	This programme prepares individuals to lead and motivate a retail team, manage daily operations effectively, and achieve performance targets while upholding strong ethics and efficient workplace practices in a South African retail environment.	242815, 242819, 254596, 242811	4	25	4	R24 450	R22 800	R20 700	R18 750
PA0534	172	Service Provider Management	This programme equips administrative personnel and managers with skills to effectively manage service providers in both commercial and non-commercial organisations.	109999	4	5	1	R12 125	R10 125	R9 000	R8 100
PA0044	177	Team Building and Work Relationships	This programme develops relationship management and team-building skills to foster positive workplace interactions, enhance teamwork, and support organisational growth.	252037 & 252027	5	12	2	R23 100	R19 800	R17 727	R16 898
PA0480	172	Telephone Etiquette Skills	This programme teaches individuals in business environments to use the telephone effectively for personal use and message relaying.	7790	3	3	1	R7 500	R6 413	R5 700	R5 130
PA0504	191	Understand Marketing	This programme equips participants with marketing knowledge and skills to identify opportunities, meet customer needs, and implement strategies that support SMME growth and sustainability.	115857 & 263514	4	11	2	R16 200	R14 850	R11 925	R10 800
PA0788	101	Working with People	This programme equips participants with skills to work effectively in teams, support colleagues, and manage service providers while showing cultural awareness.	10135, 7791, 14552, 109999	4	20	3	R18 000	R18 000	R18 000	R18 000

Entrepreneurship & Innovation

Overview

Entrepreneurship and innovation involve identifying opportunities, creating new ideas and turning them into viable products, services or businesses. Entrepreneurship focuses on initiative, risk-taking and strategic planning required to start and grow a business, while innovation emphasises creative thinking, problem-solving and the development of new or improved solutions. Together, they drive economic growth, competitiveness and adaptability in a constantly changing marketplace.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Business Owners
- Entrepreneurial Coaches / Internal Consultants
- Finance Teams
- Marketing & Business Development Teams
- Operations & Process Improvement Teams
- Product Managers
- Project Managers
- R&D (Research & Development) Teams
- Venture Analysts

Benefits to the organisation

Entrepreneurship and Innovation training benefits an organisation by equipping employees with the skills to think creatively, identify opportunities and develop innovative solutions that add value to the business. It encourages proactive problem-solving, strategic thinking and calculated risk-taking, enabling the organisation to adapt to market changes and stay competitive. Well-trained staff can contribute new ideas, improve processes and drive growth initiatives, fostering a culture of innovation. Ultimately, this training enhances the organisation's efficiency, profitability and long-term sustainability in the South African business environment.



Entrepreneurship & Innovation

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PA0384	181	Business Analyst	This programme equips participants with essential business analysis and professional skills—including emotional intelligence, communication, analytical thinking, and requirements-gathering—while training them in industry methodologies, tools, and documentation practices to operate effectively in modern business environments.	110023, 12153, 12155, 15224, 252031, 252027	4	30	4	R18 000	R17 250	R16 500	R15 750
PA0855	185	Business Fundamentals and Entrepreneurial Skills	This programme equips learners with practical business, entrepreneurial, and workplace skills to operate ethically, communicate effectively, and manage small business or entry-level work successfully.	113924, 114974, 119673, 8963, 7469, 8962, 119713	2	27	4	R41 400	R39 875	R37 500	R35 000
PA0857	142	Business Management – Entrepreneurship, Marketing, and Workforce Diversity	This programme equips entrepreneurs and managers with skills in innovation, marketing, and workforce diversity to grow and sustain competitive SMMEs in South Africa.	114600, 115857, 252043	5	16	3	R12 000	R9 600	R7 800	R7 050
PA0984	120	Business Operations and New Venture Development	This programme equips participants with the sector knowledge, operational skills, and planning competencies needed to manage a new venture effectively and produce a sustainable, industry-aligned business plan.	119667, 119668, 119670	2	24	4	R18 000	R17 490	R17 490	R17 490
PA0544	186	Business Start-Up and Entrepreneurship	This programme equips participants with foundational entrepreneurial skills to identify business opportunities, develop a basic business plan, and manage a small business using essential business and financial principles.	14444, 10006, 10007, 9976, 9989	2	25	4	R27 750	R27 750	R27 200	R25 500

Entrepreneurship & Innovation

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PA0488	186	Construction Business Management and Tendering	This programme equips current and aspiring construction contractors with the business, financial, and tendering skills needed to start, manage, and sustain a successful and compliant construction contracting business.	9981, 11553, 9976, 9989	2	42	6	R32 800	R30 750	R30 750	R30 750
PA0961	191	Create a Business Plan	This programme equips participants with the knowledge and practical skills to develop complete and financially sustainable business plans that address operational, marketing, and economic challenges faced by new ventures.	114592 & 263455	4	14	3	R14 250	R13 200	R11 550	R10 500
PA0522	142	Creative Thinking and Strategic Leadership	The programme equips emerging managers with the strategic thinking, innovative leadership and practical planning skills needed to lead change, empower teams and deliver results in a dynamic South African business environment.	252026, 15224, 252021, 15219	5	22	4	R16 500	R13 200	R10 575	R9 600
PA0579	142	Creative Thinking for Effective Communication	The programme builds confident, creative and clear communicators who can engage diverse audiences and deliver impactful messages in today's fast-paced South African workplaces.	110506, 115789, 115790	5	14	3	R10 500	R8 400	R6 750	R6 150
PA0870	186	Critical Thinking and Problem-Solving	This programme develops practical problem-solving and analytical skills, enabling participants to use structured methods, data, statistics and measurement to make sound decisions and implement effective solutions in real workplace situations.	242817, 9015, 9016	4	18	3	R15 000	R12 375	R10 400	R9 750
PA0043	186	Design Thinking and Innovation for Business	This programme equips professionals with practical design thinking skills to drive innovation and solve business challenges by applying user-centred problem-solving, collaborative ideation, and iterative testing to improve processes, customer experiences, and workplace culture.	252020, 252043, 252031, 252032	5	24	4	R22 500	R19 250	R16 900	R15 600
PA0777	186	Emerging Entrepreneur Development	This programme develops participants' knowledge, mindset, and planning skills to identify opportunities, start, manage, and grow a small business sustainably and ethically.	14444, 10006, 10007, 10009, 9976, 8962, 8964	2	33	4	R27 000	R27 000	R24 800	R23 250

Entrepreneurship & Innovation

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PA0365	191	Entrepreneurial Financial Management & Business Development	This programme equips entrepreneurs with practical financial and business management skills to plan, control, and grow sustainable businesses successfully in South Africa.	114600, 263455, 114584, 263474, 114596, 114593, 263456, 242818, 117156, 242810	4	68	6	R41 700	R36 750	R35 700	R32 250
PA0349	185	Entrepreneurship & Business Start-Up Skills	This programme equips participants with fundamental business and entrepreneurial skills, including ethics, customer service, communication, financial literacy, and human resource practices, to operate effectively and responsibly in a small business environment.	10006, 14444, 10007, 10009, 13994, 446164, 13176	1	24	4	R41 400	R39 875	R37 500	R35 000
PA0456	186	Executive Leadership and Strategic Decision-Making	This programme equips board members and executive leaders with practical leadership, governance, and decision-making skills to drive innovation, empower teams, and lead effectively in complex South African organisations.	252026, 252020, 15224	5	16	3	R15 000	R12 375	R10 400	R9 750
PA0722	191	Finance and Set Up a New Venture	This programme equips participants with the knowledge and practical skills to secure funding, plan finances, and implement action plans that turn new business ideas into sustainable enterprises within the South African SMME sector.	114584 & 263534	4	9	2	R9 600	R8 700	R7 800	R7 050
PA0791	120	Financing a New Venture	This programme provides essential data-processing and financial-planning skills to help participants manage business information accurately and develop the financial foundations needed to start and grow a new venture.	119666 & 14346	2	10	2	R13 500	R13 125	R13 125	R13 125
PA0665	191	Improve New Venture Performance	This programme equips entrepreneurs, small business owners, and emerging managers with practical skills to strategically plan, manage performance, and ensure the financial sustainability of new ventures	263456 & 263474	4	10	2	R13 800	R9 600	R8 525	R7 800

Entrepreneurship & Innovation

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PA0358	120	Innovation & Creativity	This programme provides foundational entrepreneurial and market-analysis skills to help participants identify viable business opportunities, assess their own entrepreneurial potential, and align new venture ideas with market needs.	119673 & 119669	2	13	3	R13 500	R13 125	R13 125	R13 125
PA0380	172	Innovation Creation Skills	This programme equips managers with the skills to foster creativity and lead innovative processes within their teams and units.	252020	5	6	1	R10 000	R9 000	R8 550	R8 100
PA0927	172	Integrated Business Analysis & IT Solutions	This programme trains participants to analyse business needs, elicit and manage requirements, align stakeholder expectations, and recommend suitable IT or business solutions through effective planning, documentation, and evaluation of business analysis activities.	259278, 259257, 259279, 259280, 258838	5	46	4	R19 500	R18 000	R18 000	R18 000
PA0507	142	Integrated Development Planning and Governance	This programme equips participants with knowledge of Integrated Development Planning and Ward Committee structures to actively engage in local governance and community development.	110497 & 242892	4	10	2	R15 000	R13 500	R12 000	R11 100
PA0541	185	Integrated New Venture Management	This programme equips emerging entrepreneurs and SMME operators with foundational business skills in financial control, marketing, contract management, and oral communication to effectively manage new ventures and drive sustainable growth in both commercial and public sector environments.	119674, 119669, 119671, 8962	3	30	5	R41 400	R39 875	R37 500	R35 000
PA0603	186	New Business Venture Management	This programme equips participants with practical management skills to start, operate, and grow a new business, covering production, operations, strategic planning, leadership, and negotiation to optimise performance and achieve sustainable business growth.	263434, 263456, 120389, 13948	4	21	4	R22 500	R19 250	R16 900	R15 600

Entrepreneurship & Innovation

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PA0427	185	New Venture Creation and Entrepreneurship	This programme provides participants with the foundational knowledge and practical skills to start, manage, and grow a small business, covering entrepreneurship, financial and human resource management, communication, occupational learning, and workplace safety for improved self-employment and employability.	119666, 119673, 8963, 8967, 7469, 119713, 9964	4	34	5	R41 400	R39 875	R37 500	R35 000
PA0314	185	Operating a New Venture	This programme equips emerging entrepreneurs and SMME participants with practical business, financial, marketing, and compliance skills to successfully start, operate, and grow a new venture.	119668, 119674, 119669, 8963, 7469, 9964	2	34	5	R41 400	R39 875	R37 500	R35 000
PA0251	191	Research the Viability of New Venture Ideas	This programme equips participants with practical, creative, and analytical skills in manufacturing, small business innovation, and applied statistics to enhance productivity and support informed decision-making.	14596, 114600, 9015	4	15	3	R15 450	R13 800	R11 250	R11 250
PA0241	179	Small Business Start-Up Essentials	This programme guides participants in creating business plans, understanding finance, funding sources, and managing money for new businesses.	117241, 117244, 117500	4	15	3	R33 300	R18 731	R15 818	R14 652
PA0377	186	Starting and Managing a Construction Contracting Business	This programme prepares learners to start, manage, and grow a construction contracting business by applying sound business principles, legal and health and safety requirements, and practical data analysis skills within the construction industry.	11553, 9982, 9964, 9009	2	26	4	R27 000	R27 000	R26 350	R25 500
PA0608	186	Starting and Managing a Small Business	This programme prepares aspiring entrepreneurs to develop viable business ideas, plan and launch new ventures, and manage businesses successfully within the South African economic environment.	114600, 114596, 114592, 263534, 263556, 263514	4	31	5	R12 750	R12 000	R11 250	R10 500
PA0279	175	Strategic Brand Leadership in Sales	The programme equips forward-thinking professionals with strong communication, branding, innovation and ethical leadership skills to drive results, build trust and succeed in today's competitive South African market.	12433, 10048, 252020, 252042	5	27	4	R24 000	R18 000	R16 200	R14 700

Entrepreneurship & Innovation

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<u>PA0721</u>	191	The Entrepreneur	This programme helps participants develop key entrepreneurial traits, understand barriers to success, and build teamwork and goal-setting skills for running a new venture.	263356	4	5	1	R9 563	R8 888	R8 100	R7 650

Finance & Accounting

Overview

Finance and Accounting are essential business functions focused on managing and tracking an organisation's financial resources. Finance involves planning, raising, and controlling funds to support strategic goals and ensure long-term stability, while accounting focuses on recording, classifying and reporting financial transactions to provide accurate insights into a company's performance. Together, they support informed decision making, regulatory compliance, budgeting and financial transparency within an organisation.

These programmes are tailored for candidates aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation, across the various roles outlined below:

- Project Managers
- Accountants
- Accounts Payable / Receivable Clerks
- Payroll Clerks
- Financial Analysts / Finance Officers
- Treasury / Cash Managers
- Credit Controllers
- Finance Managers / Accounting Managers
- Chief Financial Officers (CFO)
- Internal Auditors

Benefits to the organisation

Finance and Accounting training benefits an organisation by equipping employees with the skills to manage financial resources accurately, maintain compliance with regulations and produce reliable financial reports. It enhances budgeting, forecasting and decision making, enabling the organisation to optimise costs, improve profitability and minimise financial risks. Well-trained staff can detect errors, prevent fraud and maintain transparency, fostering trust among stakeholders. Ultimately, this training strengthens financial discipline, supports strategic planning and contributes to the organisation's stability and long-term growth in the South African business environment.



Finance & Accounting

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PA0717	186	Advanced Communication and Emotional Intelligence in Debt Recovery	This programme equips debt collection professionals with advanced communication and emotional intelligence skills to manage sensitive interactions ethically, resolve conflict effectively, and uphold organisational integrity in a workplace context.	12433, 252031, 117853, 252042	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0223	181	Advanced Municipal Finance and Leadership Development	This programme equips public sector professionals in municipal finance and administration with practical skills in municipal accounting, budgeting, project management, and leadership to strengthen financial governance, project implementation, and stakeholder management.	123458, 120385, 120391	4	30	4	R15 900	R15 900	R14 400	R14 400
PA0601	172	Basic Financial Statements	This programme enables participants to understand and interpret financial statements to make informed personal financial decisions.	117156	4	4	1	R10 500	R8 125	R7 313	R6 663
PA0357	120	Basic Mathematical Skills	This programme builds essential maths literacy skills so participants can confidently use maths in everyday life, the workplace and further studies, including personal finance, problem-solving, patterns, geometry, statistics and real-life decision-making.	7469, 7480, 9007, 9008, 9009	2	16	3	R13 500	R13 125	R13 125	R13 125
PA0299	142	Budgeting and Financial Management	This programme equips participants with practical budgeting, financial analysis, and mathematical skills to manage finances, control costs, and make informed decisions across personal, business, and economic contexts in South Africa.	242810 & 7468	4	12	2	R7 200	R5 400	R4 500	R4 050
PA0846	172	Budgeting Skills - Business Budgeting and Financial Management	This programme equips small business managers and junior managers with the knowledge and skills to plan, prepare, present, monitor, and control budgets effectively within a business unit.	13941	4	5	1	R11 000	R9 360	R8 840	R8 320
PA0681	175	Business Finance for Strategic Leaders	This programme equips senior managers with practical financial and analytical skills to interpret data, manage budgets, and make strategic decisions that enhance organisational performance in South Africa.	252040, 15236, 252036, 12761	5	24	4	R18 000	R18 000	R16 200	R14 700

Finance & Accounting

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PA0022	142	Business Financial Management and Decision-Making	This programme equips participants with the skills to manage budgets, interpret financial information, analyse performance, and make informed financial decisions that improve overall business results.	117156, 242810, 252040, 13015	5	30	4	R22 500	R18 000	R14 400	R13 050
PA0470	102	Business Mathematics & Problem Solving	This programme equips participants with practical math and problem-solving skills for business calculations, financial management, and data analysis.	11241, 7456, 7468, 9012, 9013, 12417	4	30	4	R23 016	R21 866	R21 866	R21 866
PA0017	102	Business Operations & Financial Awareness	This programme equips participants to operate business units effectively and ethically through budgeting, compliance, and asset management.	110021, 13941, 10022, 9015, 13945	4	23	4	R23 016	R21 866	R21 866	R21 866
PA0388	186	Construction-Focused Mathematical Literacy	This programme develops mathematical literacy for the construction industry, enabling learners to apply numerical, estimation, and problem-solving skills in practical construction contexts, interpret plans and data, and become competent, self-managing workers who contribute responsibly to the sector and society.	9007 & 7480	2	8	2	R21 000	R22 400	R22 400	R21 000
PA0104	175	Debt Management and Client Engagement	This programme equips support staff with the skills to manage debt collections ethically while guiding clients towards sustainable financial stability in a South African context.	7468, 242810, 117156, 252036, 242655	5	26	4	R22 500	R22 500	R20 250	R18 300
PA0365	191	Entrepreneurial Financial Management & Business Development	This programme equips entrepreneurs with practical financial and business management skills to plan, control, and grow sustainable businesses successfully in South Africa.	114600, 263455, 114584, 263474, 114596, 114593, 263456, 242818, 117156, 242810	4	68	6	R41 700	R36 750	R35 700	R32 250
PA0364	185	Ethics, Governance, and the Financial Services Landscape	This programme equips participants with knowledge of ethics, corporate governance, financial services, and basic economic principles for informed decision-making in South African organisations.	114985, 230078, 117132, 113924	3	24	4	R41 400	R39 875	R37 500	R35 000

Finance & Accounting

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PA0722	191	Finance and Set Up a New Venture	This programme equips participants with the knowledge and practical skills to secure funding, plan finances, and implement action plans that turn new business ideas into sustainable enterprises within the South African SMME sector.	114584 & 263534	4	9	2	R9 600	R8 700	R7 800	R7 050
PA0391	185	Financial & Business Literacy Skills	This programme empowers participants with practical financial management and foundational mathematical skills to solve real-life problems, plan finances effectively, and interpret everyday numeric, spatial, and measurement concepts.	243189, 13999, 119362, 119368, 119373, 110083	1	30	5	R41 400	R39 875	R37 500	R35 000
PA0031	142	Financial Fundamentals for Clerical Staff	This programme equips non-financial staff with practical financial and numeracy skills to understand budgets, interest, and everyday financial information for better decision-making at work and at home.	7456, 9012, 9303	3	13	3	R7 800	R4 875	R3 900	R3 510
PA0484	181	Financial Literacy and Budgeting	This programme provides participants with essential skills in personal and business unit budgeting, enabling them to manage personal finances and departmental budgets effectively, thereby enhancing financial literacy and supporting career growth for junior managers and small business owners.	10718 & 13941	4	8	2	R13 500	R9 000	R7 280	R6 720
PA0663	142	Financial Management and Mathematical Analysis	This programme equips participants with financial literacy, mathematical skills, and analytical competence to manage budgets, monitor expenditure, and apply financial analysis for informed personal, business, and managerial decisions.	242810, 15236, 7456, 7468	5	21	4	R18 900	R16 800	R15 120	R13 860
PA0791	120	Financing a New Venture	This programme provides essential data-processing and financial-planning skills to help participants manage business information accurately and develop the financial foundations needed to start and grow a new venture.	119666 & 14346	2	10	2	R13 500	R13 125	R13 125	R13 125

Finance & Accounting

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0112	186	Foundational Communication and Mathematical Literacy	This programme equips participants with essential language and mathematical literacy skills for confident communication, problem-solving, lifelong learning, and active participation in society	8962, 8963, 8964, 8965, 9009, 7480, 12444, 9007	2	34	5	R27 750	R27 750	R27 125	R26 250
PA0399	186	Foundational Skills for Construction Professionals	This programme develops essential literacy and numeracy skills for effective communication, reading, and financial decision-making in construction, finance, and business environments.	8963, 8965, 7469, 9009	2	15	3	R21 000	R21 000	R20 800	R19 500
PA0941	186	Foundations of Finance	This programme equips learners with foundational financial and accounting skills to manage business finances, analyse data, and make informed decisions.	7449 & 119674	2	12	2	R10 500	R9 075	R7 800	R7 280
PA0505	186	Foundations of Mathematical and Financial Literacy for the Workplace	This programme develops essential mathematical and financial literacy skills to help participants manage personal and workplace finances, understand key financial concepts, and apply numeracy in everyday and business contexts.	7469, 7480, 9007, 9009, 12444, 14353	2	19	4	R30 000	R27 000	R27 000	R27 000
PA0165	186	Fundamental Workplace Numeracy	This programme develops practical mathematical skills that enable learners to use numbers confidently and effectively in the workplace.	9015, 9016, 7468	4	16	3	R15 000	R12 375	R10 400	R9 750
PA0889	191	Fundamentals of Financial Management	This programme equips junior managers with the financial and operational skills to manage budgets, monitor performance, and maintain accurate records for effective workplace decision-making.	7468, 242810, 242820	4	16	3	R15 600	R13 800	R12 000	R10 800
PA0225	181	Integrated Municipal Finance, Project Management & Performance Management	This programme equips public sector professionals, especially in municipalities, with practical skills in municipal accounting, budgeting, project management, and performance management to strengthen financial administration and improve project and team effectiveness.	123458, 120385, 11473	4	30	4	R15 900	R15 900	R14 400	R14 400

Finance & Accounting

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0224	181	Integrated Public Sector Finance and Management Skills	This programme equips public sector and financial services professionals with practical skills in municipal finance management, project management, and basic accounting to support effective financial administration and career advancement.	123458, 120385, 117111	4	26	4	R14 280	R14 280	R12 480	R12 480
PA0485	142	Municipal Budgeting and Financial Planning	This programme equips municipal practitioners with the skills and knowledge to manage budgeting processes, ensure compliance, and align municipal resources with strategic objectives to improve service delivery.	116345 & 116364	6	23	4	R20 125	R19 550	R18 975	R17 250
PA0785	142	Practical Financial Management for Non-Financial Leaders	This programme enables non-financial managers to understand, analyse and manage budgets and financial information to support the effective financial performance of their business unit.	252040, 252036, 7468, 13015	4	32	5	R19 200	R14 363	R12 000	R10 800
PA0607	175	Strategic Financial Management	This programme develops participants' ability to analyse financial information, prepare budgets and financial statements, and apply strategic financial principles to support organisational growth and performance.	252040, 252036, 13015	5	26	4	R15 750	R13 500	R12 150	R10 950
PA0878	191	Understand Financial Statements	This programme equips participants with mathematical and analytical skills to manage, interpret, and make informed decisions about financial matters at personal, business, and broader economic levels.	7468 & 117156	4	10	2	R15 525	R14 400	R12 375	R11 700
PA0813	101	Working with Finances	This programme equips participants with skills to manage budgets, stock, fixed assets, and assist in preventing fraud in a business unit.	13941, 13945, 110026	4	11	2	R12 000	R12 000	R12 000	R12 000
PA0077	175	Workplace Finance Mastery	This programme equips participants with practical financial and analytical skills to manage budgets, interpret financial information, use financial systems, and support sound decision-making within their organisation.	242810, 117156, 252036, 12998	5	24	4	R21 000	R18 000	R16 200	R14 700

Health, Safety & Hygiene

Overview

Health, Safety and Hygiene refer to the practices and policies put in place to protect the physical and mental well-being of individuals in the workplace or public environments. Health focuses on preventing illness and promoting wellness, safety involves identifying and managing risks to prevent accidents and injuries and hygiene ensures cleanliness and sanitation to reduce the spread of diseases. Together, these elements create a safe, healthy and compliant environment that supports productivity, legal compliance and the overall well-being of employees and the community.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Sanitation Officers
- Cleaning Supervisors
- Compliance Officers
- Department Heads / Supervisors
- EHS Manager (Environmental, Health, and Safety)
- Emergency Response Teams
- First Aid Officers
- Health and Safety Managers
- Health and Safety Officers
- Hygiene Officers
- Safety Coordinators
- Safety Specialists
- Site or Operations Managers

Benefits to the organisation

Health, Safety and Hygiene training benefits an organisation by equipping employees with the knowledge and skills to maintain a safe and healthy workplace. It reduces the risk of accidents, injuries and occupational illnesses, ensuring compliance with South African legal and industry safety standards. Well-trained staff follow proper safety protocols, use equipment correctly and maintain hygiene practices, which enhances overall employee well-being and productivity. Ultimately, this training minimises operational disruptions, protects the organisation's reputation and fosters a culture of responsibility and care, contributing to long-term organisational success.



Health, Safety & Hygiene

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PA0652	186	Construction Project Management: Safety, Planning and Site Administration	This programme equips participants with the skills to uphold construction site quality and administrative procedures, ensuring accurate documentation, compliance, and effective record control.	9964, 9985, 9987	2	31	4	R32 000	R30 000	R28 800	R27 000
PA0478	186	Construction Worker Fundamentals	This programme prepares learners for construction work by teaching workplace safety, teamwork, professional behaviour, and practical maths skills needed to work responsibly and effectively on site.	114959, 9008, 9964	2	10	2	R10 500	R9 075	R7 800	R7 280
PA0418	186	Customer Service & Business Environment	This programme provides entry-level workers and emerging leaders with essential workplace skills in customer service, business operations, and HIV/AIDS awareness to support effective, informed, and socially responsible participation in the workplace and community.	14338, 14941, 14343, 14344	2	24	4	R27 750	R27 750	R27 200	R25 500
PA0401	173	Forklift and Crane Operation with Supervisory Skills	This programme equips participants with the operational and supervisory skills needed to safely use forklifts and overhead/gantry cranes in compliance with safety legislation.	244365, 113845, 116231, 242976	3	25	4	R55 328	R41 496	R33 280	R30 160
PA0804	186	Foundations for Effective Workplace Participation	This programme equips participants with essential personal, interpersonal, and soft skills—including teamwork, leadership, self-awareness, workplace safety, and HIV/AIDS awareness—to succeed in modern work environments.	8420, 110064, 120308, 244608, 13915	2	18	3	R21 000	R21 000	R20 800	R19 500
PA0197	142	Health and Safety – Implementing Best Practices	The programme equips managers and safety practitioners with practical health and safety skills to comply with the Occupational Health and Safety Act and create safe, efficient, and legally compliant South African workplaces.	242668, 113852, 252024	5	18	3	R13 500	R10 800	R8 700	R7 950

Health, Safety & Hygiene

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PA0139	173	Health and Safety Risk Control and Supervision in the Workplace	This programme provides participants with the essential knowledge and supervisory skills needed to ensure legal compliance, manage workplace risks, and uphold health and safety standards, particularly in occupational and mining environments.	120344, 120335, 120330, 113845, 259624, 120370	4	31	5	R47 082	R41 496	R34 125	R31 200
PA0990	173	Health and Safety with Supervisory Responsibilities	This programme equips participants with the essential knowledge and practical skills to implement, monitor, and maintain health, safety, and environmental (SHE) standards in the workplace, particularly for those in supervisory or safety representative roles.	259639, 259622, 259604, 113845	3	21	4	R34 913	R26 534	R21 840	R19 740
PA0801	142	Health and Safety, and Environmental Fundamentals	The programme equips learners with essential health, safety, wellness, and workplace communication skills to support safe, organised, and compliant work environments.	9964, 13915, 113852, 13934, 114976	2	23	4	R10 350	R10 350	R10 350	R10 350
PA0136	142	Health and Safety, and Workplace Efficiency Skills	The programme equips learners with practical health, safety, equipment, and communication skills to support safe, compliant, and efficient workplaces.	9964, 114976, 113852, 13915, 13934	3	23	4	R10 350	R8 625	R6 900	R6 210
PA0123	181	Health, Safety, and Risk Management Officer	This programme prepares participants in manufacturing and engineering environments to uphold health and safety standards, manage stress, respond to emergencies, and effectively use firefighting equipment, supporting key outcomes in occupational qualifications.	13224, 15096, 16534, 12484	5	23	4	R19 407	R12 938	R11 213	R10 350
PA0502	186	Introduction to Construction Industry Operations & Safety	This programme provides participants with the essential knowledge, legal awareness, safety practices, contract interpretation, and literacy and numeracy skills needed to operate effectively within the construction industry.	9978, 9982, 9964, 9980, 8963, 7480	2	37	5	R28 500	R27 000	R27 000	R27 000
PA0220	191	Lead Auditor Development	This programme equips managers and practitioners with practical leadership, SHEQ, and ISO audit skills to manage teams, ensure workplace compliance, and conduct effective, ethical audits in operational environments.	242824, 242817, 12153, 242816, 119462, 119469, 242821, 242822, 242815	4	61	6	R23 100	R22 350	R21 750	R21 000

Health, Safety & Hygiene

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PA0823	181	Monitoring and Evaluation (M&E) Practitioner	This programme equips professionals in public service, NGOs, and development sectors with essential Monitoring & Evaluation (M&E) and learning programme design skills, enabling them to develop M&E systems, interpret data, and create targeted training interventions aligned with organisational or project needs.	337063, 337059, 123394	6	30	4	R25 313	R16 875	R14 625	R13 500
PA0709	142	Occupational Health, Safety and Environmental Awareness	This programme equips participants with the skills and knowledge to maintain occupational health and safety standards, promote environmental awareness, and ensure safe and compliant workplace practices.	8016 & 113852	3	18	3	R15 750	R14 175	R12 600	R11 655
PA0959	173	Practical Supervisory Skills with Task Observation and COIDA Awareness	This programme equips participants with the skills to manage occupational injury and disease claims, understand COIDA legislation, and fulfil supervisory responsibilities related to workplace health and safety.	259610, 113845, 120337, 120344	4	18	3	R29 260	R22 743	R18 720	R16 920
PA0642	172	Risk Management	This programme prepares mid-level managers across all sectors to proactively manage risks by developing and implementing effective risk management plans.	252025	4	8	1	R14 500	R12 375	R11 000	R9 900
PA0551	191	SHEQ Officer Development	This programme equips managers and SHEQ officers with practical leadership, communication, problem-solving and SHEQ management skills to lead teams ethically and ensure safe, compliant operations across diverse organisations.	242824, 242817, 12153, 242816, 119462, 119469, 242821, 242822, 242815	4	61	6	R25 350	R24 600	R23 850	R22 500
PA0514	181	Waste Management Operator	This programme equips professionals in environmental and manufacturing fields with the skills and knowledge to manage waste responsibly and legally, apply sound environmental practices, and implement quality assurance systems in line with regulatory and operational standards.	119555, 119557, 13235	4	20	4	R16 875	R11 250	R9 750	R9 000

Health, Safety & Hygiene

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PA0392	173	Workplace Emergency Response & Supervision Skills	This programme prepares manufacturing and engineering professionals to handle workplace emergencies, deliver advanced first aid, and perform key supervisory functions to enhance safety, health, and leadership.	12484, 259597, 376480, 120496, 113845	3	30	4	R47 082	R35 910	R31 200	R28 200
PA0405	142	Workplace Inspections and Vehicle Safety	This programme equips participants with the knowledge, skills, and practical competence to conduct Occupational Health and Safety inspections and to plan, manage, and improve road transport operations in a safe, compliant, and cost-effective manner within the transport and logistics sector.	259619 & 123261	3	11	2	R12 500	R11 250	R10 000	R9 250
PA0301	173	Workplace Supervision and Fall Protection Safety	This programme equips participants with the supervisory skills and safety knowledge required to manage teams and ensure compliance when working at heights, including the use of fall protection and rescue systems.	113845, 229998, 120362, 229994, 229995	4	21	4	R34 913	R26 534	R21 840	R19 740
PA0207	173	Workplace Supervision and Permit to Work Systems	This programme equips participants with the knowledge and skills to manage work permits in hazardous environments and apply fault tree analysis (FTA) for effective accident investigation and safety supervision.	120359, 113845, 256871	4	16	3	R25 536	R20 216	R17 600	R16 000

Human Resources

Overview

Human Resources (HR) refers to the function within an organisation responsible for managing people and their development throughout the employee lifecycle. This includes recruitment and selection, onboarding, training and development, performance management, employee relations, compensation and benefits and compliance with labour laws. The goal of HR is to support both individual and organisational success by creating a productive, fair and motivational work environment that aligns people strategies with business objectives.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Compensation & Benefit Managers
- Employee Relations Managers
- HR Directors / Chief Human Resources Officers (CHRO)
- HR Managers, Assistants or Administrators
- Legal / Compliance Officers
- Line Managers / Supervisors
- Payroll Officers
- Recruitment / Talent Acquisition Specialists
- Training & Development Managers

Benefits to the organisation

Human Resource training benefits an organisation by equipping HR professionals and managers with the skills to effectively recruit, develop and retain talent while ensuring compliance with South African labour laws and organisational policies. It enhances employee engagement, performance management, conflict resolution and fostering a positive workplace culture. Well-trained HR staff can implement efficient processes for payroll, benefits, training and employee relations, reducing errors and improving operational efficiency. Ultimately, this training strengthens workforce management, supports strategic decision-making and contributes to the organisation's productivity, growth and long-term success.



Human Resources

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PA0824	101	Advanced Human Resources	This programme gives learners the practical skills and know-how to recruit and select staff, manage inductions, assess organisational needs, and develop strategies to improve overall productivity.	12140, 7848, 12138, 114882	5	34	6	R36 000	R36 000	R36 000	R36 000
PA0826	101	An Introduction into Labour Relations	This programme equips learners with the essential knowledge and skills to understand modern labour relations, manage disputes, handle grievances and disciplinary hearings, and apply the Labour Relations framework effectively in the workplace.	12139, 11286, 10985, 114886	5	26	4	R24 000	R24 000	R24 000	R24 000
PA0833	185	Business Administration and Talent Acquisition Skills	This programme equips individuals with foundational business knowledge, effective communication and negotiation skills, and the ability to support career development, enabling them to contribute meaningfully within diverse organisational contexts.	14343, 11911, 119472, 13948	4	22	4	R41 400	R39 875	R37 500	R35 000
PA0848	172	Business Ethics	This programme enables second-level managers to understand and apply ethical principles in business, aligning values, culture, and conduct to support organisational goals.	252042	5	5	1	R11 250	R10 000	R9 000	R8 200
PA0126	185	Business Ethics & Conduct	This programme equips participants with essential knowledge and practical skills to engage ethically, professionally, and effectively in workplace environments, focusing on ethical behaviour, professional conduct, communication, reading comprehension, and health and safety practices.	113924, 114959, 8962, 8963, 9964	2	12	3	R41 400	R39 875	R37 500	R35 000
PA0830	101	CCMA processes & Awards	This programme equips participants with the essential skills and knowledge to handle condonation applications, advisory awards, arbitration awards, and rescission or variation applications in labour relations.	119934, 119933, 119925, 119945	5	25	4	R24 000	R24 000	R24 000	R24 000

Human Resources

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PA0309	179	Coaching & Mentorship in the Workplace	This programme equips professionals with coaching skills and knowledge to improve individual and team performance in business environments.	113909 & 114215	4	8	2	R17 760	R9 990	R8 436	R7 814
PA0079	172	Coaching and Mentoring	This programme equips mid-level managers with the skills to develop, implement, and evaluate operational plans to achieve organisational goals effectively.	252035	5	8	2	R13 750	R11 000	R9 900	R9 625
PA0873	101	Conciliations & Arbitrations	This programme equips learners with the practical skills and knowledge to conduct disciplinary hearings, manage conciliation and arbitration processes, and apply CCMA procedures, including pre-conciliation and in limine hearings.	10985, 119930, 114229, 119946, 119941, 119929	5	49	8	R48 000	R48 000	R48 000	R48 000
PA0066	177	Conflict / Change Management and Risk Management	This programme equips managers with conflict management, risk assessment, and change management skills to enhance workplace effectiveness and support organisational sustainability.	114226, 252021, 252025, 242816, 242817	5	37	5	R19 800	R19 800	R17 940	R17 196
PA0978	172	Conflict Management	This programme equips participants with the knowledge and skills to identify, manage, and resolve workplace conflicts proactively, using appropriate strategies and techniques to promote lasting peace and harmony.	SP - 210409	5	8	2	R12 000	R11 400	R10 830	R10 260
PA0693	172	Conflict Management and Resolution Skills	This programme equips participants with the skills to identify, manage, and resolve personal conflict, particularly in the workplace.	114226	5	8	2	R11 000	R11 000	R10 450	R9 900
PA0300	102	Conflict, Team & Workplace Relations	This programme develops teamwork, project contribution, and conflict management skills through effective communication and collaboration.	8420, 10135, 114226, 9533	4	23	4	R23 016	R21 866	R21 866	R21 866
PA0232	179	Customer & Team Relations	This programme equips participants with skills for professional customer interaction and effective teamwork.	123258 & 8420	3	14	3	R31 080	R17 483	R14 763	R13 675

Human Resources

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PA0101	102	Customer Service & Cultural Awareness	This programme develops skills for effective communication, cultural awareness, conflict resolution, and supporting new staff to foster a positive workplace.	7791, 7836, 7790, 9533, 7860	4	14	3	R17 262	R16 400	R16 400	R16 400
PA0944	172	Diversity and Employment Equity Management	This programme prepares managers to effectively manage workplace diversity and implement employment equity by fostering inclusion, addressing discrimination, and ensuring compliance with relevant legislation.	252043 & 116394	5	15	3	R18 000	R18 000	R17 100	R16 200
PA0852	172	Diversity Skills	This programme equips participants with skills to effectively manage and embrace workplace diversity.	252043	5	6	2	R9 600	R9 000	R9 000	R8 100
PA0755	181	Diversity, Ethics, and Social Development Champion	This programme develops participants' personal, interpersonal, and professional competencies to navigate diversity, manage stress and values, apply basic project tools, and deliver quality customer service within South Africa's varied workplace and community settings.	263936, 120385, 8648, 15096, 14050	5	26	4	R21 938	R14 625	R12 675	R11 700
PA0187	142	Ethics and Regulatory Compliance in the Workplace	This programme develops managers and professionals to apply ethical principles, meet South African compliance requirements, and drive ethical decision-making and change within the workplace.	12891 & 252021	5	13	3	R19 125	R17 213	R15 300	R14 153
PA0577	186	Ethics, Corporate Governance, and Risk Management	This programme equips participants to apply ethical principles, promote organisational values, and manage risks effectively in the workplaces.	252042 & 252025	5	13	3	R15 000	R12 375	R10 400	R9 750
PA0598	142	Facilitation and Trainer Development	This programme equips participants with practical facilitation and training skills to lead learning, discussions, and meetings effectively across business, education, and community settings.	117871, 117874, 117877	5	20	4	R15 000	R12 000	R9 600	R8 700

Human Resources

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PA0108	185	Foundational Workplace Management Skills	This programme provides participants with practical skills and knowledge in workplace management, focusing on employment legislation, human resource practices, customer service, and oral communication to support ethical, lawful, and efficient business operations.	113915, 119713, 114974, 8962	3	13	3	R41 400	R39 875	R37 500	R35 000
PA0682	186	High Performance Management for Senior Leaders	This programme equips senior and middle managers with practical skills to manage performance, develop talent, and drive accountable, high-performing teams in line with organisational goals.	252034, 252029, 252035	5	24	4	R22 500	R19 250	R16 900	R15 600
PA0954	101	HR Administration	This programme equips HR professionals and administrators with the skills to manage employee information, ensure legal compliance, and support effective HR systems.	100528, 10171, 7882	5	13	2	R12 000	R12 000	R12 000	R12 000
PA0800	181	HR Administration & Information Management	This programme equips learners with practical HR information systems and labour law skills to manage HR data accurately and ensure compliance in the workplace.	11906, 10171, 117390	5	26	4	R20 000	R15 300	R12 325	R11 900
PA0080	172	Human Resource and Labour Relations Policies and Acts	This programme enables participants to analyse and improve workplace policies and employment conditions, implement systems to manage trends, and apply business principles to enhance productivity in agricultural and workplace settings.	116394	5	9	2	R10 400	R10 000	R9 500	R9 000
PA0952	142	Human Resources Management Fundamentals	This programme equips junior HR staff and supervisors with key HR skills to foster a fair, productive, and engaging workplace.	13952, 11909, 252043, 252041, 12140, 10980, 11473	5	47	6	R35 250	R28 200	R23 250	R21 000
PA0802	101	Introduction to Labour Dispute Forums	This programme equips learners with the knowledge and skills to understand and apply the roles of mediating bodies, CCMA Rules, and bargaining council rules in labour relations.	119950, 114224, 114228	5	16	3	R18 000	R18 000	R18 000	R18 000

Human Resources

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PA0803	101	Labour Relations Statutes	This programme equips learners with the skills and knowledge to apply employment legislation, including the Basic Conditions of Employment Act and Employment Equity Act, in workplace and industry contexts.	11907, 114274, 114273, 119924, 119955, 119943	5	35	6	R36 000	R36 000	R36 000	R36 000
PA0835	179	Leadership & Workplace Mentoring	This programme supports participants pursuing a national qualification or working in logistics, HR, or management roles.	11286, 117171, 114215, 113835	5	23	4	R51 060	R28 721	R24 254	R22 466
PA0965	186	Leadership and Effective Problem-Solving	The programme equips learners with practical leadership, problem-solving, team management, financial, and customer service skills to lead teams and improve workplace performance.	242810, 242816, 242817, 242819, 242822, 242824, 242829	4	56	6	R27 000	R26 250	R25 500	R24 750
PA0375	186	Leadership, People Management, and Communication	This programme equips participants with practical leadership, people management, and communication skills, enabling them to lead talent development, manage change, align HR and people strategies with organisational goals, and foster ethical, high-performing teams.	12433 & 252029	5	16	3	R15 000	R12 375	R10 400	R9 750
PA0790	172	Learning and Development Facilitator	This programme prepares Learning and Development Facilitators to plan, adapt, and deliver effective learning interventions within occupational contexts, while understanding the statutory training environment and diverse participant needs.	SP - 220319	5	36	5	R20 000	R19 000	R18 050	R17 100
PA0362	181	Learning Design and Development	This programme trains participants to design, develop, pilot, and evaluate learning programmes aligned with organisational goals and skills development legislation.	123394, 123401, 15221	6	29	4	R24 470	R16 313	R14 138	R13 050
PA0808	172	Learning Support Facilitator	This programme equips participants with the skills to overcome learning barriers and prepare effectively for employment through personal development, communication, and workplace readiness.	SP - 211007	5	20	4	R16 000	R15 000	R14 250	R13 500

Human Resources

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PA0772	101	Litigation skills for Labour Relations	This programme equips learners with the skills and knowledge to apply dispute management principles and legal frameworks in labour relations.	119953, 119940, 119944, 119937, 119939, 115326, 119952	5	47	8	R48 000	R48 000	R48 000	R48 000
PA0413	191	Manage Staff	This programme equips junior managers, team leaders, and supervisors with essential knowledge of South African labour laws, HR practices, and motivation strategies to build compliant, motivated, and productive workplaces.	13952, 116394, 120389	4	23	4	R20 550	R18 900	R17 550	R16 050
PA0111	142	Managing Employee Performance, Discipline, and Workplace Conflict	This programme equips managers, supervisors, and HR practitioners with the practical skills to manage employee performance, incapacity, and workplace conflict in line with South African labour legislation, while promoting fair processes, legal compliance, and a positive, people-centred work environment.	11473, 252034, 11909, 117853	5	29	4	R21 750	R17 400	R13 950	R12 600
PA0834	101	Managing Performance	This programme equips learners with the skills and knowledge to manage, supervise, and improve individual and team performance effectively.	10981, 117877, 11473	4	11	2	R12 000	R12 000	R12 000	R12 000
PA0081	172	Organisational Wellness	This programme equips professionals to understand, assess, and improve organisational wellness and its impact on employee wellbeing and productivity.	114212	4	3	1	R10 000	R8 663	R7 700	R7 508
PA0602	172	People Development & Talent Management	This programme equips second-level managers with the skills to identify training needs, develop and implement people development plans, and lead talent management within their teams.	252029	5	8	2	R13 750	R11 813	R10 500	R10 238
PA0807	142	People Management and Team Leadership	This programme equips participants with the practical knowledge and skills to manage workplace relationships, lead and develop high-performing teams, set and evaluate goals, and foster a collaborative and growth-oriented work environment.	252027, 252037, 252029, 11911, 252035, 252034, 15220	5	49	6	R36 750	R29 400	R23 550	R21 300

Human Resources

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PA0042	186	Performance and Conduct Management in the Workplace	This programme develops supervisors and middle managers with the practical leadership, ethical, and decision-making skills needed to build positive workplace relationships, uphold organisational values, motivate teams, and drive high performance and accountability.	252042, 120300, 252026, 252027	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0820	101	Performance Management	This programme equips South African HR professionals and employees with the skills to assess, improve, and manage workplace productivity and performance for organisational growth.	10981, 117877, 11475	4	11	2	R12 000	R12 000	R12 000	R12 000
PA0280	172	Performance Management for Team Leaders	This programme equips managers with the skills to set performance standards, monitor progress, and conduct effective performance reviews for team members.	252034	5	8	2	R14 500	R12 375	R11 000	R10 725
PA0012	102	Policy Development & Learning Outcomes Analysis	This programme equips participants to support skills development by advising on quality systems, managing time, and coordinating training activities.	15228, 15234, 15232	5	20	4	R23 016	R21 866	R21 866	R21 866
PA0959	173	Practical Supervisory Skills with Task Observation and COIDA Awareness	This programme equips participants with the skills to manage occupational injury and disease claims, understand COIDA legislation, and fulfil supervisory responsibilities related to workplace health and safety.	259610, 113845, 120337, 120344	4	18	3	R29 260	R22 743	R18 720	R16 920
PA0872	120	Professional Behaviour	This programme introduces participants to ethical conduct, professionalism, teamwork, and HIV/AIDS awareness to help them function responsibly and effectively in the workplace.	113924, 114959, 13912, 13915	3	15	3	R13 500	R13 125	R13 125	R13 125
PA0937	172	Recruitment	This programme trains individuals in recruiting and selecting suitable candidates based on their ability and potential for defined roles within an organisation or the recruitment industry.	12140	5	8	2	R15 000	R13 163	R11 700	R10 530

Human Resources

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PA0447	142	Recruitment Talent & Performance Management	This programme equips managers and HR practitioners with the knowledge, tools, and strategies to lead people development, manage talent, recruit effectively, and enhance performance in alignment with organisational goals.	252029, 12140, 11473, 252034	5	33	5	R23 100	R22 440	R21 780	R19 800
PA0667	172	Self-Awareness Skills	This programme helps participants assess personal and team strengths and weaknesses to enhance team performance through self-awareness and understanding of group dynamics.	13912	3	5	1	R12 500	R10 913	R9 700	R8 730
PA0065	102	Skills Development Coordination & Time Management	This programme enables individuals to contribute to organisational policy development and analyse learning outcomes for skills and strategic growth.	230448 & 15218	5	12	3	R17 262	R16 400	R16 400	R16 400
PA0217	142	Skills Development Facilitation	This programme equips Skills Development Facilitators and HR practitioners with the skills to plan, manage, and evaluate workplace skills development in line with South African legislation, SETA requirements, and organisational needs.	15221, 15218, 15217, 15232, 123397	5	30	4	R22 500	R18 000	R14 400	R13 050
PA0871	181	Skills Development Planning and Coordination	This programme equips human resource development practitioners with skills to conduct skills audits, analyse organisational needs, and develop compliant training and development plans.	15221, 123396, 15217, 15218	6	20	4	R16 875	R11 250	R9 750	R9 000
PA0816	142	Staff Recruitment, Onboarding, and HIV Awareness	This programme equips participants with practical skills to recruit and select suitable candidates, induct new employees, and apply HIV/AIDS awareness within a specific South African business and workplace context.	10978, 10980, 114941	4	11	2	R6 600	R4 950	R4 125	R3 750
PA0471	101	Statutory considerations within Labour Disputes	This programme equips learners with the skills and knowledge to apply occupational health and safety, mine safety, and related legislation in mediation and dispute resolution.	11935, 119936, 119927, 119928, 119948, 11991	5	28	5	R30 000	R30 000	R30 000	R30 000

Human Resources

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0947	172	Team Building	This programme prepares managers across all sectors who lead teams to effectively recognise performance, encourage participation, delegate tasks, and review progress.	15224	5	4	1	R12 125	R10 125	R9 000	R8 100
PA0044	177	Team Building and Work Relationships	This programme develops relationship management and team-building skills to foster positive workplace interactions, enhance teamwork, and support organisational growth.	252037 & 252027	5	12	2	R23 100	R19 800	R17 727	R16 898
PA0030	142	Team Leadership and Performance Management	This programme equips junior managers, team leaders, and supervisors with practical skills in leadership, performance management, and resource coordination, enabling them to enhance individual and team productivity, align outputs with organisational goals, and foster a culture of continuous improvement.	242821, 242822, 11473	4	24	4	R14 400	R10 800	R9 000	R8 100
PA0931	142	Teamwork and Collaboration Skills	This programme equips participants with teamwork, communication, and induction skills to collaborate effectively, manage team dynamics, and contribute positively to organisational performance in a South African workplace.	13912, 119465, 242812	3	14	3	R6 300	R5 250	R4 200	R4 200
PA0222	102	Training & Development	This programme enables participants to support employee growth through on-the-job training and development planning.	117877, 15221, 15217	6	15	3	R17 262	R16 400	R16 400	R16 400
PA0110	175	Workforce Development and Leadership	This programme equips current and aspiring middle managers with the practical leadership and people development skills needed to build inclusive, high-performing teams, promote continuous learning, and support talent development and change initiatives within a organisational context.	252041, 15224, 252029, 252043, 252021	5	31	5	R21 000	R18 000	R16 200	R14 700
PA0788	101	Working with People	This programme equips participants with skills to work effectively in teams, support colleagues, and manage service providers while showing cultural awareness.	10135, 7791, 14552, 109999	4	20	3	R18 000	R18 000	R18 000	R18 000

Human Resources

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PA0973	172	Workplace Diversity and Employment Equity	This programme empowers second-level managers to manage workplace diversity, promote employment equity, and foster inclusive team practices to enhance performance.	252043 & 15224	5	10	3	R18 000	R18 000	R18 000	R16 200
PA0814	101	Workplace Education & Training	This programme equips learners with the skills and knowledge to facilitate learning, conduct outcomes-based assessments, and foster a learning culture in an organisation.	117871, 115753, 252041	5	30	5	R30 000	R30 000	R30 000	R30 000
PA0633	185	Workplace Ethics, Conduct & Legislation	This programme provides foundational training in ethical conduct, professional behaviour, team motivation, inclusion, and negotiation to prepare individuals for effective participation and leadership in diverse workplace settings.	113924, 114959, 242819, 119272, 13948	4	31	4	R41 400	R39 875	R37 500	R35 000
PA0393	142	Workplace Legal and Ethical Foundations	This programme equips emerging managers and HR professionals with practical knowledge of employment law, regulatory compliance, and ethical practices to ensure a legally compliant and value-driven workplace in South Africa.	11909, 13936, 119713, 252042, 252030	5	20	4	R15 000	R12 000	R9 600	R8 700
PA0199	172	Workplace Management	This programme prepares second-level managers across all sectors to build and maintain constructive relationships within their teams and with stakeholders.	252027	5	6	2	R11 000	R10 500	R10 500	R9 450
PA0027	181	Workplace Training and Mentoring	This programme equips supervisors and managers with skills to effectively deliver one-to-one training and mentoring, enhancing workplace learning and development.	117877, 114215, 117865, 117874	5	16	3	R18 000	R10 800	R8 840	R8 160

Information Technology (IT) & Digital Transformation

Overview

Information Technology (IT) and Digital Transformation refer to the use of digital tools, systems and technologies to improve, and innovate business processes and services. IT provides the infrastructure and software necessary for data management, communication and operational efficiency, while digital transformation involves a strategic shift in how organisations operate and deliver value through technology. Together, they drive innovation, enhance customer experience, improve decision making and enable organisations to remain competitive in an increasingly digital world.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Business or Data Analysts
- Cybersecurity Officers
- Database Administrators
- Digital Transformation Managers
- Helpdesk Staff
- Innovation Managers
- IT Managers or Coordinators
- IT Security Specialists
- IT Support
- Network Administrators
- Project Managers (Digital Transformation Projects)
- System Administrators

Benefits to the organisation

IT & Digital Transformation training benefits an organisation by equipping employees with the skills to effectively use technology, streamline processes and drive innovation. It improves efficiency through automation, enhances data management, cybersecurity and supports informed decision making using digital tools and analytics. Well trained staff can adapt to new technologies, improve collaboration across departments and respond to changing market demands. Ultimately, this training boosts organisational productivity, competitiveness and agility, positioning the organisation for sustainable growth in a rapidly evolving South African business environment.



IT & Digital Transformation

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0887	115	Advanced End User Computing	This programme equips participants with advanced digital competencies to create, integrate, and automate complex tasks across word processing, spreadsheets, presentations, and email applications, enhancing productivity, communication, and problem-solving in professional environments.	SP-240203	5	20	4	R24 000	R31 500	R17 250	R15 750
PA0218	172	Advanced Microsoft Access/ Database	This programme equips individuals with the foundational skills to create, manage, and use GUI-based databases to solve problems and support ICT-related functions.	117927	4	6	2	R8 750	R7 500	R6 600	R6 050
PA0474	172	Advanced Microsoft Excel	This programme equips participants with basic skills to enhance spreadsheet functionality and presentation using a GUI-based application for data visualisation and manipulation.	116943	4	3	1	R9 000	R8 550	R7 125	R6 413
PA0150	115	Basic End User Computing	This programme develops participants' foundational computer literacy by teaching them to operate systems safely, manage files, and use essential software applications effectively to enhance workplace productivity and employability.	SP-240201	3	30	5	R24 000	R21 000	R17 250	R15 750
PA0303	172	Basic Microsoft Access/ Database	This programme teaches participants to improve spreadsheet appearance using GUI-based applications for general or ICT career use.	258881	4	5	1	R6 000	R4 625	R4 163	R3 793
PA0647	172	Basic Microsoft Excel	This programme teaches participants to create and edit spreadsheets using GUI-based applications for general or ICT career use.	116937	2	4	1	R8 750	R5 750	R5 175	R4 715
PA0850	172	Basic Microsoft Office PowerPoint	This programme teaches participants to plan, create, customise, and evaluate presentations using a GUI-based application for personal, professional, or ICT-related use.	117923	2	5	1	R6 900	R5 625	R5 063	R4 613

IT & Digital Transformation

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PA0202	172	Basic Microsoft Word	This programme teaches participants to apply advanced formatting and editing techniques using a GUI-based word processor to create professional, error-free documents.	117924	2	5	1	R8 750	R5 750	R5 175	R4 715
PA0574	186	Beginner's WordPress Website Design	This programme equips participants with practical skills to design, build, and manage a WordPress website for personal, business, or professional use.	115391 & 116931	2	7	3	R12 000	R10 500	R9 750	R9 000
PA0221	185	Computer Programming and Web Application Development	This programme equips learners with foundational programming and systems development skills to design and build basic web-based applications for practical use in IT and business environments.	14909, 14918, 14912, 14910, 14933, 14930	4	32	5	R31 500	R31 500	R28 500	R28 500
PA0651	172	Cybersecurity Defender	This programme prepares Cybersecurity Defenders to proactively protect and harden organisational information systems, respond to cyber threats and breaches, and ensure compliance with cybersecurity legislation.	SP - 220330	4	60	6	R24 000	R22 000	R20 900	R19 800
PA0455	185	Digital Literacy & ICT Skills	This programme equips individuals with practical ICT skills, enabling them to operate personal computers, navigate GUI-based applications, manage files, create documents and presentations, and apply ergonomic and safety principles, either for general use or as a foundation for an ICT career.	116932, 117867, 117902, 9357, 117943, 116938, 116933, 117925	1	28	4	R41 400	R39 875	R37 500	R35 000
PA0342	186	Digital Literacy and AI-Enhanced Productivity with ChatGPT	This programme teaches learners basic computer skills and how to use ChatGPT to work smarter, create documents, find information online, and communicate confidently in modern workplaces and everyday life.	117924, 116937, 116931	2	15	3	R15 000	R12 375	R10 400	R9 750
PA0100	186	End User Computing: Microsoft Excel Advanced - Spreadsheet Creation and Editing	This programme equips participants with the skills to create, manage, and analyse spreadsheets effectively for practical business problem-solving in South African workplaces.	116937, 116940, 116943	4	13	3	R15 000	R12 375	R10 400	R9 750

IT & Digital Transformation

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PA0318	186	End User Computing: Microsoft Office Fundamentals	This programme equips participants with basic computer skills and Microsoft Office knowledge to work confidently and ethically in a professional environments.	117924, 116937, 117923, 116931, 116945, 116935	2	25	4	R22 500	R19 250	R16 900	R15 600
PA0909	186	End User Computing: Microsoft Word - Document Formatting	This programme introduces participants to basic computer concepts, Microsoft Office applications, and email and internet use for effective workplace productivity in South Africa.	117924, 1119078, 116942	3	13	3	R15 000	R12 375	R10 400	R9 750
PA0881	186	End User Computing: Microsoft Word - Tables and Columns	This programme equips participants with the skills to create, manage and format documents, tables, and columns efficiently for improved productivity in South African workplaces.	116942 & 119078	3	8	2	R10 500	R9 075	R7 800	R7 280
PA0189	142	Essential IT and Equipment Management	This programme trains learners to safely maintain, troubleshoot, and manage computers, office equipment, and basic networks to keep workplaces running smoothly and efficiently.	114636, 13931, 14913	3	15	3	R9 000	R5 625	R4 500	R4 050
PA0391	185	Financial & Business Literacy Skills	This programme empowers participants with practical financial management and foundational mathematical skills to solve real-life problems, plan finances effectively, and interpret everyday numeric, spatial, and measurement concepts.	243189, 13999, 119362, 119368, 119373, 110083	1	30	5	R41 400	R39 875	R37 500	R35 000
PA0845	186	Foundations of Computer Literacy	This programme equips participants with essential computer skills and digital confidence to work productively in the South African workplace and community using everyday software, the internet, and email.	117924, 116937, 116931, 116945	2	15	3	R15 000	R12 375	R10 400	R9 750
PA0472	185	Foundations of Problem Solving, Information Systems, and Software Development	This programme equips learners with essential problem-solving, computing and systems development skills to work effectively in business, communication and IT environments, and to support further learning in these fields.	14927, 14924, 14930, 14915, 14917, 14944, 14920	4	35	5	R31 500	R31 500	R28 500	R28 500

IT & Digital Transformation

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PA0618	172	Front-End Web Designer	This programme equips front-end web designers to translate conceptual ideas into visually engaging, responsive websites that effectively combine design elements like images, typography, colour, and animation for clear user communication. Typography, colours, text, negative space and structure together, offering a user experience and a conduit for communicating ideas	SP - 230202	4	60	6	R24 000	R22 000	R20 900	R19 800
PA0540	102	GUI-Based Computer Applications with CompTIA A+	This programme equips participants with essential computer application skills in spreadsheets, word processing, email, and presentations using GUI-based software, while providing practical digital skills for administrative, business, and ICT environments and preparing them for the CompTIA A+ certification.	116937, 116945, 116943, 116942, 116945, 117923, 117924	3	24	4	R74 550	R71 550	R68 550	R65 550
PA0800	181	HR Administration & Information Management	This programme equips learners with practical HR information systems and labour law skills to manage HR data accurately and ensure compliance in the workplace.	11906, 10171, 117390	5	26	4	R20 000	R15 300	R12 325	R11 900
PA0409	185	Information Systems Support, Customer Service and Workplace Problem-Solving	This programme equips learners with practical computer systems, information support and customer service skills to support users, work effectively in teams, and supervise service delivery in business environments.	14917, 14944, 14920, 252210, 14919, 118028	4	34	5	R31 500	R31 500	R28 500	R28 500
PA0380	172	Innovation Creation Skills	This programme equips managers with the skills to foster creativity and lead innovative processes within their teams and units.	252020	5	6	1	R10 000	R9 000	R8 550	R8 100
PA0927	172	Integrated Business Analysis & IT Solutions	This programme trains participants to analyse business needs, elicit and manage requirements, align stakeholder expectations, and recommend suitable IT or business solutions through effective planning, documentation, and evaluation of business analysis activities.	259278, 259257, 259279, 259280, 258838	5	46	4	R19 500	R18 000	R18 000	R18 000

IT & Digital Transformation

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PA0151	115	Intermediate End User Computing	This programme improves learners' employability and workplace efficiency by developing intermediate-level computer application skills and professional digital practices.	SP-240202	4	20	4	R24 000	R21 000	R17 250	R15 750
PA0448	172	Intermediate Microsoft Access/ Database	This programme equips participants with the skills to design and use forms, reports, and graphs in small-scale GUI database applications for effective data management and interpretation.	258875	4	4	1	R6 000	R4 625	R3 700	R3 330
PA0636	172	Intermediate Microsoft Excel	This programme equips individuals with the skills to plan, create, and use GUI-based spreadsheets to solve problems, including applying formulas, formatting, and evaluating spreadsheet solutions.	116940	3	6	2	R8 250	R6 250	R5 000	R4 500
PA0811	172	Intermediate Microsoft Office PowerPoint	This programme equips participants with the skills to enhance presentation visuals using a GUI-based application through the creation and manipulation of graphics, images, charts, animations, and customised master slides.	116930	3	5	1	R8 250	R6 250	R5 000	R4 500
PA0998	172	Intermediate Microsoft Word	This programme equips participants with the skills to enhance document appearance by creating and formatting tables and columns using a GUI-based word processor.	119078	3	5	1	R8 250	R6 250	R5 000	R4 500
PA0546	186	Introduction to Personal Computer Operations and Equipment Usage	This programme provides participants with essential computer literacy and practical skills to operate, maintain, and safely use personal computers, software applications, and business equipment commonly found in workplace environments.	7547, 7566, 7568, 7571, 8104	2	17	3	R24 000	R24 000	R22 400	R21 000
PA0390	172	Java Programmer	This programme equips Java Programmers with the skills to develop efficient, well-structured Java solutions to real-life problems, while applying best coding practices and using tools like Git for collaboration and version control.	SP - 220329	4	53	6	R24 000	R22 000	R20 900	R19 800

IT & Digital Transformation

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PA0308	172	JavaScript Programme	This programme equips JavaScript Programmers to efficiently solve real-life problems by applying sound programming principles, writing clean, readable code, and collaborating effectively using version control tools.	SP - 220373	4	60	6	R24 000	R22 000	R20 900	R19 800
PA0596	172	Microsoft Outlook	This programme enables participants to effectively use electronic mail for communication while understanding legal, ethical, and organisational considerations.	116935	2	2	1	R6 000	R4 625	R4 163	R3 793
PA0908	186	Microsoft PowerPoint – Presentation Skills	This programme equips participants with practical skills to design and deliver professional, engaging presentations using presentation software, incorporating effective visuals, multimedia, and communication techniques to inform and captivate audiences in a workplace or learning context.	117923 & 116930	3	10	2	R10 500	R9 075	R7 800	R7 280
PA0900	102	Office Technology & Documentation	The programme equips participants to create business documents, manage information, and plan meetings for effective communication and operations.	7567, 7570, 13933, 13934, 9244	3	21	4	R23 016	R21 866	R21 866	R21 866
PA0203	181	Project Management with Microsoft Azure Administrator Associate	This programme equips IT professionals with the practical skills and knowledge to manage Microsoft Azure environments, including subscriptions, identities, networking, storage, virtual machines, web apps, containers, backups, and monitoring, while also developing project and operational management competencies to support organisational goals.	243824, 119343, 114585, 252040	5	35	5	R30 000	R29 250	R28 500	R27 750
PA0321	181	Project Management with Microsoft Azure Fundamentals (AZ-900)	This programme provides participants with foundational knowledge of Microsoft Azure cloud computing and essential project management skills, enabling them to manage cloud-based projects, handle and analyse data, ensure security, coordinate teams, and apply practical cloud solutions to meet technical and organisational requirement.	14913, 117926, 258876, 117923, 14917, 242811	4	30	5	R18 000	R17 250	R16 500	R15 750

IT & Digital Transformation

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0307	172	Python Programme	This programme equips Python Programmers to efficiently solve real-life problems by applying core programming principles, writing clean and well-documented code, and collaborating effectively through version control.	SP - 230375	4	60	6	R24 000	R22 000	R20 900	R19 800
PA0612	172	Records Administration	This programme equips administrative personnel to effectively manage records, handle confidential information, and implement control measures within an office environment.	110009	4	4	1	R10 000	R8 663	R7 700	R7 508
PA0140	186	Spreadsheet Fundamentals for the Workplace	This programme provides participants with practical Microsoft Excel skills to create, manage, analyse, and present workplace data accurately and efficiently in a business environment.	116937, 116940	3	10	2	R10 500	R9 075	R7 800	R7 280
PA0154	172	Technical Support Skills with CompTIA A+	This programme equips participants with practical PC and mobile device repair skills, hardware and software testing abilities, and foundational networking knowledge while preparing them for the CompTIA A+ certification and professional IT support roles.	14935, 14908, 14913	5	20	4	R18 473	R18 473	R18 473	R18 473
PA0069	172	Technopreneur	This programme teaches technopreneurs how to start, manage, and grow innovative businesses using 4IR skills to create local employment.	SP - 220328	4	60	6	R24 000	R22 000	R22 000	R19 800
PA0901	172	Time Management - Time Management for Teams	This programme equips executives with skills to lead teams by translating strategic goals into effective daily actions.	15234	5	4	1	R10 000	R8 663	R7 700	R6 930

Leadership & Management

Overview

Leadership and Management are complementary functions essential to guiding and overseeing individuals and teams within an organisation. Leadership focuses on inspiring, influencing and motivating people toward a shared vision or goal, often emphasising innovation, change and personal development. Management, on the other hand, involves planning, organising, coordinating, and controlling resources to achieve specific objectives efficiently and effectively. Together, leadership and management ensure both strategic direction and operational success in any organisational setting.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Chief Executive Officers (CEO)
- Department Heads / Managers
- Directors
- Executive Assistants / Leadership Support Staff
- Operations Managers
- Programme Managers
- Project Managers
- Senior Executives
- Shift Leaders / Coordinators
- Team Leaders / Supervisors

Benefits to the organisation

Leadership and Management training benefits an organisation by developing the skills of current and future leaders to guide teams effectively, make strategic decisions and achieve organisational goals. It enhances abilities in planning, delegation, motivation and performance management, fostering a productive and positive work environment. Well-trained leaders can inspire and retain talent, resolve conflicts and adapt to challenges with confidence. Ultimately, this training strengthens organisational direction, efficiency and resilience, contributing to sustainable growth, innovation and long-term success in the South African business context.



Leadership & Management

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PA0223	181	Advanced Municipal Finance and Leadership Development	This programme equips public sector professionals in municipal finance and administration with practical skills in municipal accounting, budgeting, project management, and leadership to strengthen financial governance, project implementation, and stakeholder management.	123458, 120385, 120391	4	30	4	R15 900	R15 900	R14 400	R14 400
PA0586	181	Advanced Office Administration & Supervisory Skills	This programme equips office supervisors with key administrative, record-keeping, data management, communication, and time management skills to enhance office operations, support informed decisions, and maintain professional workplace communication.	110531, 110526, 115823, 12461, 114589	5	22	4	R18 563	R12 375	R10 725	R9 900
PA0632	185	Advanced Team Supervision and Goal Achievement	This programme equips junior managers and team leaders with the skills to plan, coordinate, and monitor work within a business plan, while developing adaptable and effective communication for successful leadership in diverse workplace contexts.	10981, 242822, 119472	4	27	4	R41 400	R39 875	R37 500	R35 000
PA0374	186	Applied Management and Leadership	This programme equips current and aspiring managers with practical leadership, communication, and decision-making skills to manage diversity, resolve conflict, and drive sustainable team performance.	252043, 114226, 252027, 12433, 252026	5	34	5	R17 000	R12 000	R11 250	R10 500
PA0812	142	Applied Management in the Workplace	This programme equips participants with practical administrative, records management, and professional reporting skills to improve organisational efficiency.	242821, 242822, 242817	4	24	4	R14 400	R10 800	R9 000	R8 100
PA0125	175	Board-Level Leadership and Risk Management	This programme equips current and aspiring directors with practical leadership, risk management, and compliance skills to fulfil their governance duties and guide organisations effectively.	252030, 120300, 252025	5	20	4	R15 750	R13 500	R12 150	R10 950

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PA0299	142	Budgeting and Financial Management	This programme equips participants with practical budgeting, financial analysis, and mathematical skills to manage finances, control costs, and make informed decisions across personal, business, and economic contexts in South Africa.	242810 & 7468	4	12	2	R7 200	R5 400	R4 500	R4 050
PA0846	172	Budgeting Skills - Business Budgeting and Financial Management	This programme equips small business managers and junior managers with the knowledge and skills to plan, prepare, present, monitor, and control budgets effectively within a business unit.	13941	4	5	1	R11 000	R9 360	R8 840	R8 320
PA0072	175	Business Administration & Office Management	This programme equips individuals with essential skills to manage administrative tasks, communication, budgeting, and organisational procedures effectively in diverse business environments.	7790, 7791, 110003, 110009, 114805, 13941, 242810	4	34	5	R19 800	R19 800	R17 940	R17 196
PA0966	186	Business Administration Fundamentals	This programme introduces foundational administrative functions for individuals entering office-based roles, with a focus on recordkeeping, archiving, time and diary management, and the application of confidentiality and professionalism in the SMME business environment.	14339, 14340, 14342, 8618, 14352	2	20	4	R32 000	R30 000	R28 800	R27 000
PA0848	172	Business Ethics	This programme enables second-level managers to understand and apply ethical principles in business, aligning values, culture, and conduct to support organisational goals.	252042	5	5	1	R11 250	R10 000	R9 000	R8 200
PA0681	175	Business Finance for Strategic Leaders	This programme equips senior managers with practical financial and analytical skills to interpret data, manage budgets, and make strategic decisions that enhance organisational performance in South Africa.	252040, 15236, 252036, 12761	5	24	4	R18 000	R18 000	R16 200	R14 700
PA0022	142	Business Financial Management and Decision-Making	This programme equips participants with the skills to manage budgets, interpret financial information, analyse performance, and make informed financial decisions that improve overall business results.	117156, 242810, 252040, 13015	5	30	4	R22 500	R18 000	R14 400	R13 050

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PA0857	142	Business Management – Entrepreneurship, Marketing, and Workforce Diversity	This programme equips entrepreneurs and managers with skills in innovation, marketing, and workforce diversity to grow and sustain competitive SMMEs in South Africa.	114600, 115857, 252043	5	16	3	R12 000	R9 600	R7 800	R7 050
PA0379	172	Business Research Skills	This programme equips participants with the knowledge to analyse current socio-economic, labour, and environmental issues affecting a specific business sector or industry.	13943	4	10	2	R10 000	R9 500	R7 600	R6 840
PA0849	172	Change Management	This programme equips middle managers with the knowledge and skills to identify, analyze, and recommend effective change management processes within their organizational units. It also provides the ability to formulate and propose actionable change strategies.	252021	5	8	2	R12 000	R10 175	R10 175	R9 625
PA0433	186	Client Communication and Sales Excellence	This programme equips sales and service professionals with the communication and presentation skills needed to engage customers confidently, deliver persuasive messages, and maintain high service standards in competitive South African markets.	119462, 119472, 242840, 242816, 242829	4	22	4	R22 500	R19 250	R16 900	R15 600
PA0079	172	Coaching and Mentoring	This programme equips mid-level managers with the skills to develop, implement, and evaluate operational plans to achieve organisational goals effectively.	252035	5	8	2	R13 750	R11 000	R9 900	R9 625
PA0066	177	Conflict / Change Management and Risk Management	This programme equips managers with conflict management, risk assessment, and change management skills to enhance workplace effectiveness and support organisational sustainability.	114226, 252021, 252025, 242816, 242817	5	37	5	R19 800	R19 800	R17 940	R17 196
PA0997	142	Conflict, Diversity & Change Management	This programme equips managers and team leaders with the skills and mindset to manage diversity, resolve workplace conflict, and lead change initiatives that strengthen team performance and organisational effectiveness.	114226, 252043, 252021	5	29	4	R20 300	R19 720	R19 140	R17 400

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PA0395	186	Construction Business Communication, Operations & Workplace Numeracy	This programme develops communication, numeracy, and business management skills to help individuals confidently start, manage, and operate a small construction business in the South African context.	11553, 8962, 8965, 7480, 12444	2	28	4	R27 750	R27 750	R27 200	R25 500
PA0488	186	Construction Business Management and Tendering	This programme equips current and aspiring construction contractors with the business, financial, and tendering skills needed to start, manage, and sustain a successful and compliant construction contracting business.	9981, 11553, 9976, 9989	2	42	6	R32 800	R30 750	R30 750	R30 750
PA0346	186	Construction Site Supervision and Resource Management	This programme develops foundational skills in construction site supervision, focusing on resource planning and site management to support efficient project execution.	9985 & 9984	2	38	5	R36 000	R33 750	R32 800	R30 750
PA0999	185	Core Leadership and Communication Skills	This programme equips junior managers across sectors with core leadership, coaching, communication, and problem-solving skills to lead teams effectively, make informed decisions, and deliver clear, structured messages in workplace settings.	242824, 242817, 119465, 113909	4	30	4	R41 400	R39 875	R37 500	R35 000
PA0452	142	Corporate Governance: Ethics, Accountability, and Anti-Corruption Practices	The programme equips learners with ethical leadership, financial understanding, and anti-corruption skills to promote good governance, transparency, and responsible decision-making in line with King IV principles.	252042, 252036, 252039	5	16	3	R12 000	R9 600	R7 800	R7 050
PA0870	186	Critical Thinking and Problem-Solving	This programme develops practical problem-solving and analytical skills, enabling participants to use structured methods, data, statistics and measurement to make sound decisions and implement effective solutions in real workplace situations.	242817, 9015, 9016	4	18	3	R15 000	R12 375	R10 400	R9 750
PA0783	142	Customer Relationship Excellence	This programme develops practical CRM skills to help professionals build strong customer relationships, deliver consistent service excellence and support a customer-focused culture in South African organisations.	10053 & 10054	5	14	3	R10 500	R8 400	R6 750	R6 300

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PA0421	181	Customer Service Supervisor	This programme provides supervisors, team leaders, and service staff with essential skills in service improvement, mentoring, time management, and customer satisfaction to enhance performance across retail, community, and business unit environments.	118028, 14050, 114215, 114589	4	20	4	R16 875	R11 250	R9 750	R9 000
PA0944	172	Diversity and Employment Equity Management	This programme prepares managers to effectively manage workplace diversity and implement employment equity by fostering inclusion, addressing discrimination, and ensuring compliance with relevant legislation.	252043 & 116394	5	15	3	R18 000	R18 000	R17 100	R16 200
PA0335	142	Effective Meeting Management and Administrative Recordkeeping	This programme equips participants in administrative roles, including those in SMMEs, with practical skills to manage meetings, records, and office operations efficiently while supporting professional development.	13934 & 110009	4	8	2	R12 000	R10 800	R9 600	R8 880
PA0809	186	Emerging Leaders: Supervisory Skills Development	This Programme equips participants with practical supervisory skills to prioritise tasks, manage teams, monitor service standards, run effective meetings, and control budgets in the workplace.	242811, 242829, 242816, 242810	4	21	4	R22 500	R19 250	R16 900	R15 600
PA0365	191	Entrepreneurial Financial Management & Business Development	This programme equips entrepreneurs with practical financial and business management skills to plan, control, and grow sustainable businesses successfully in South Africa.	114600, 263455, 114584, 263474, 114596, 114593, 263456, 242818, 117156, 242810	4	68	6	R41 700	R36 750	R35 700	R32 250
PA0189	142	Essential IT and Equipment Management	This programme trains learners to safely maintain, troubleshoot, and manage computers, office equipment, and basic networks to keep workplaces running smoothly and efficiently.	114636, 13931, 14913	3	15	3	R9 000	R5 625	R4 500	R4 050
PA0798	186	Ethical Leadership and Organisational Change	This programme is aimed at managers and leaders who are responsible for multiple teams or departments, and it focuses on building the ethical, analytical, and change-management abilities needed to strengthen organisational culture and drive effective change	252042 & 252021	5	13	3	R21 000	R17 875	R15 600	R15 080

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PA0102	142	Ethics and Professional Conduct in Municipal Management	This programme equips public sector and municipal employees with the knowledge and skills to uphold ethical principles, professional conduct, and good governance in their workplaces.	116343, 242858, 119342	5	22	4	R19 800	R17 600	R15 840	R14 520
PA0187	142	Ethics and Regulatory Compliance in the Workplace	This programme develops managers and professionals to apply ethical principles, meet South African compliance requirements, and drive ethical decision-making and change within the workplace.	12891 & 252021	5	13	3	R19 125	R17 213	R15 300	R14 153
PA0456	186	Executive Leadership and Strategic Decision-Making	This programme equips board members and executive leaders with practical leadership, governance, and decision-making skills to drive innovation, empower teams, and lead effectively in complex South African organisations.	252026, 252020, 15224	5	16	3	R15 000	R12 375	R10 400	R9 750
PA0401	173	Forklift and Crane Operation with Supervisory Skills	This programme equips participants with the operational and supervisory skills needed to safely use forklifts and overhead/gantry cranes in compliance with safety legislation.	244365, 113845, 116231, 242976	3	25	4	R55 328	R41 496	R33 280	R30 160
PA0105	175	Foundational Leadership and Management Skills	This programme develops essential leadership and management skills to effectively lead teams, promote ethical practices, and support organisational goals.	242824, 252031, 252042, 242818, 242822	5	36	5	R23 100	R19 800	R17 940	R17 196
PA0889	191	Fundamentals of Financial Management	This programme equips junior managers with the financial and operational skills to manage budgets, monitor performance, and maintain accurate records for effective workplace decision-making.	7468, 242810, 242820	4	16	3	R15 600	R13 800	R12 000	R10 800
PA0666	191	Fundamentals of Supervision	This programme equips junior managers and team leaders with the skills, knowledge, and attitudes to lead, motivate, and manage teams effectively in line with organisational goals.	242812, 242824, 242819, 11473, 119459	4	39	5	R29 700	R25 200	R21 900	R19 950

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PA0799	186	Generic Management Essentials	This programme equips learners with practical management knowledge and skills to communicate effectively, make informed decisions, manage finances, and apply ethical leadership.	12433, 120300, 252026, 252044, 252036, 252040, 252042	5	47	6	R27 000	R26 250	R25 500	R24 750
PA0139	173	Health and Safety Risk Control and Supervision in the Workplace	This programme provides participants with the essential knowledge and supervisory skills needed to ensure legal compliance, manage workplace risks, and uphold health and safety standards, particularly in occupational and mining environments.	120344, 120335, 120330, 113845, 259624, 120370	4	31	5	R47 082	R41 496	R34 125	R31 200
PA0990	173	Health and Safety with Supervisory Responsibilities	This programme equips participants with the essential knowledge and practical skills to implement, monitor, and maintain health, safety, and environmental (SHE) standards in the workplace, particularly for those in supervisory or safety representative roles.	259639, 259622, 259604, 113845	3	21	4	R34 913	R26 534	R21 840	R19 740
PA0682	186	High Performance Management for Senior Leaders	This programme equips senior and middle managers with practical skills to manage performance, develop talent, and drive accountable, high-performing teams in line with organisational goals.	252034, 252029, 252035	5	24	4	R22 500	R19 250	R16 900	R15 600
PA0225	181	Integrated Municipal Finance, Project Management & Performance Management	This programme equips public sector professionals, especially in municipalities, with practical skills in municipal accounting, budgeting, project management, and performance management to strengthen financial administration and improve project and team effectiveness.	123458, 120385, 11473	4	30	4	R15 900	R15 900	R14 400	R14 400
PA0541	185	Integrated New Venture Management	This programme equips emerging entrepreneurs and SMME operators with foundational business skills in financial control, marketing, contract management, and oral communication to effectively manage new ventures and drive sustainable growth in both commercial and public sector environments.	119674, 119669, 119671, 8962	3	30	5	R41 400	R39 875	R37 500	R35 000

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PA0224	181	Integrated Public Sector Finance and Management Skills	This programme equips public sector and financial services professionals with practical skills in municipal finance management, project management, and basic accounting to support effective financial administration and career advancement.	123458, 120385, 117111	4	26	4	R14 280	R14 280	R12 480	R12 480
PA0239	185	Intermediate Quality Control and Team Leadership	This programme equips junior managers and team leaders in manufacturing or technical environments with the skills to lead teams, maintain quality standards, set objectives, and apply mathematical literacy to support effective operational performance.	242821, 242822, 9015, 14586	4	30	5	R41 400	R39 875	R37 500	R35 000
PA0113	172	Knowledge Management	This programme equips mid-level managers with the knowledge and skills to understand, analyse, and implement effective knowledge management practices within their units.	252044	5	6	2	R10 400	R10 000	R9 500	R9 000
PA0965	186	Leadership and Effective Problem-Solving	The programme equips learners with practical leadership, problem-solving, team management, financial, and customer service skills to lead teams and improve workplace performance.	242810, 242816, 242817, 242819, 242822, 242824, 242829	4	56	6	R27 000	R26 250	R25 500	R24 750
PA0664	186	Leadership and Management Essentials	This programme equips learners with practical leadership and management skills to lead teams, manage knowledge, and develop staff effectively.	120300, 252044, 252035, 252029	3	30	4	R22 500	R19 250	R16 900	R15 600
PA0698	142	Leadership and Personal Empowerment for Team and Business Success	This programme equips participants with leadership, self-awareness and knowledge management skills to motivate and manage teams effectively, improve performance, and research and evaluate new business opportunities within a workplace context.	13912, 120392, 242819, 114596	4	28	4	R16 800	R12 600	R10 500	R9 450
PA0410	142	Leadership and Strategic Management Excellence	This programme equips current and aspiring managers with leadership, communication, and strategic management skills to effectively lead teams and drive organisational performance in the workplace.	252037, 264408, 12138, 252043	6	25	4	R13 125	R13 125	R13 125	R13 125

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PA0605	186	Leadership and Team Management	This programme equips learners with practical leadership and team management skills to guide, motivate, and develop teams for high performance.	242824, 242821, 242819	4	28	4	R22 500	R19 250	R16 900	R15 600
PA0169	172	Leadership Skills	This programme equips participants with the knowledge and skills to understand and apply leadership principles effectively in the workplace.	120300	5	8	2	R12 000	R11 000	R10 450	R9 900
PA0050	175	Leaderships Skills and Operations Management	This programme equips participants with skills to lead people, manage resources, develop operational plans, and improve team performance and customer satisfaction.	242824, 252029, 252020, 252037, 252032	5	37	5	R23 100	R19 800	R17 940	R17 196
PA0330	191	Manage Administration and Negotiate an Agreement	This programme equips junior managers, supervisors, and administrative staff with practical administrative, financial, and negotiation skills to manage business operations effectively within a workplace environment	114805 & 13948	4	9	2	R9 600	R8 700	R7 800	R7 050
PA0226	172	Manage General Administration	This programme equips participants to process payments accurately, manage promotional activities, and implement control measures while handling confidential information.	114805	4	4	1	R12 000	R9 500	R8 550	R7 790
PA0413	191	Manage Staff	This programme equips junior managers, team leaders, and supervisors with essential knowledge of South African labour laws, HR practices, and motivation strategies to build compliant, motivated, and productive workplaces.	13952, 116394, 120389	4	23	4	R20 550	R18 900	R17 550	R16 050
PA0111	142	Managing Employee Performance, Discipline, and Workplace Conflict	This programme equips managers, supervisors, and HR practitioners with the practical skills to manage employee performance, incapacity, and workplace conflict in line with South African labour legislation, while promoting fair processes, legal compliance, and a positive, people-centred work environment.	11473, 252034, 11909, 117853	5	29	4	R21 750	R17 400	R13 950	R12 600

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PA0740	120	Managing Resources	This programme provides foundational knowledge of workplace structures, organisational roles, marketing, and entrepreneurial thinking to help participants operate effectively and identify viable new venture opportunities.	14343 & 119713	3	12	2	R9 000	R8 745	R8 745	R8 745
PA0450	120	Marketing & Management	This programme equips participants with marketing, sales, and business-document skills to manage new ventures or SMMEs and access commercial and public sector opportunities.	119672	2	7	2	R9 000	R8 745	R8 745	R8 745
PA0932	179	Office Administration and Records Management	This programme supports participants in administration and record-keeping, and those using PCs for work or ICT careers.	110009, 116932, 12417	5	11	2	R24 420	R13 736	R11 600	R10 745
PA0856	172	Office Management	This programme equips administrative staff and managers with knowledge and practical skills to identify, prevent, investigate, and manage fraud in the office environment, with emphasis on legal aspects, internal processes, trends, and control mechanisms.	110026	4	4	1	R12 500	R11 250	R10 000	R9 750
PA0951	142	Office Supplies, Equipment and Workplace Communication Management	This programme equips participants with practical administrative skills to manage office supplies, maintain booking systems, and communicate effectively in the workplace.	13937, 13931, 7706, 9960	3	17	3	R17 000	R15 300	R13 600	R12 580
PA0369	142	Operational Logistics and Supply Chain Excellence	This programme equips participants with practical skills and knowledge to plan, manage and optimise supply chain, materials, logistics, and cost performance within a South African business environment, enabling effective material flow, accurate inventory control, informed cost analysis, and improved operational decision-making.	11273, 9897, 12996	5	21	4	R15 750	R12 600	R10 125	R9 150

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PA0806	186	Operational Management and Innovation	This programme equips participants with the knowledge and practical skills to manage operational functions, plan and implement projects, assess and mitigate risks, foster innovation and creativity, and lead teams to achieve strategic objectives.	252025, 252022, 252032, 252020	5	30	4	R22 500	R19 250	R16 900	R15 600
PA0829	172	Operational Planning Skills	This programme equips mid-level managers with the skills to develop, implement, and evaluate operational plans to achieve organisational goals.	252032	5	8	2	R15 000	R12 375	R11 000	R10 725
PA0477	191	Organisation Ethics and Operations	This programme equips junior managers with ethical, analytical, and communication skills to lead meetings effectively and make informed, data-driven decisions in the workplace.	242815, 242816, 9015	4	16	3	R15 600	R13 800	R12 000	R10 800
PA0042	186	Performance and Conduct Management in the Workplace	This programme develops supervisors and middle managers with the practical leadership, ethical, and decision-making skills needed to build positive workplace relationships, uphold organisational values, motivate teams, and drive high performance and accountability.	252042, 120300, 252026, 252027	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0820	101	Performance Management	This programme equips South African HR professionals and employees with the skills to assess, improve, and manage workplace productivity and performance for organisational growth.	10981, 117877, 11473	4	11	2	R12 000	R12 000	R12 000	R12 000
PA0280	172	Performance Management for Team Leaders	This programme equips managers with the skills to set performance standards, monitor progress, and conduct effective performance reviews for team members.	252034	5	8	2	R14 500	R12 375	R11 000	R10 725
PA0677	186	Personal and Leadership Empowerment for Career and Life Success	This programme helps participants build self-awareness, leadership, and communication skills to succeed in personal, workplace, and community settings.	120308, 244608, 8962, 8964	2	16	3	R24 750	R26 400	R25 575	R24 750
PA0171	179	Personal and Professional Development for Entrepreneurs	This programme equips supervisors, managers, and HR staff with business principles, time management, and personal finance skills to boost productivity in freight handling.	8000, 114215, 117171, 243189	4	22	4	R48 840	R27 473	R23 199	R21 490

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PA0285	172	Plan and Manage Operations	This programme equips participants responsible for production and operations in new ventures with the skills to optimise productivity through layout design, scheduling, resource management, and quality control.	263434	4	6	1	R11 250	R9 563	R8 500	R8 288
PA0057	191	Plan and Manage Production	This programme equips aspiring entrepreneurs and small business owners with practical operations management and mathematical skills to plan, manage, and optimise production processes in a new venture.	263434 & 9016	4	10	2	R10 350	R9 600	R8 250	R7 800
PA0785	142	Practical Financial Management for Non-Financial Leaders	This programme enables non-financial managers to understand, analyse and manage budgets and financial information to support the effective financial performance of their business unit.	252040, 252036, 7468, 13015	4	32	5	R19 200	R14 363	R12 000	R10 800
PA0797	186	Practical Management and Leadership	This programme equips learners across all sectors with practical leadership and ethical skills to lead people effectively and uphold high moral standards in the South African workplace.	242824, 242819, 242815	4	27	4	R22 500	R19 250	R16 900	R15 600
PA0882	142	Problem Solving & Risk Management	This programme is designed to equip public sector officials and junior to middle managers with the knowledge and practical skills to identify, analyse, and solve workplace problems effectively, make informed decisions, manage risks responsibly, and enhance service delivery, operational efficiency, and accountability in line with organisational goals and public sector standards.	242902, 242817, 252025	5	22	4	R19 800	R17 600	R15 840	R14 520
PA0178	185	Project and Quality Management Essentials	This programme equips participants with foundational business knowledge, communication and motivational skills, and basic financial literacy to prepare them for junior management roles in various organisational settings.	14343, 11911, 242819, 119472, 7469, 13948	4	34	5	R41 400	R39 875	R37 500	R35 000

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PA0117	175	Project Management & Planning	This programme teaches project management and planning skills to organise resources, develop project plans, and effectively collaborate with teams to achieve project goals.	10135, 10140, 252022, 263434	4	30	4	R17 850	R15 300	R14 127	R13 658
PA0326	181	Project Management Administration (Intermediate)	This programme provides learners with practical project management skills to support and manage small projects, contribute to larger projects, and apply tools, administration processes, and quality controls in line with organisational requirements.	120377, 120381, 110009, 120385	4	23	4	R15 000	R13 500	R12 000	R10 875
PA0331	142	Project Management Essentials	This programme equips participants with the practical knowledge and skills to plan, manage, and evaluate projects across their full life cycle, using key project management tools and techniques to improve performance and support organisational success in a South African context.	110481, 120385, 252022, 252035	5	31	5	R21 700	R21 080	R20 460	R18 600
PA0624	181	Project Management Foundations and Support Skills	This programme provides emerging leaders and managers with essential project management, budgeting, change implementation, scheduling, and communication skills to support effective decision-making and operational leadership in business environments.	120372, 15214, 13941, 114589, 13925	5	22	4	R18 563	R12 375	R10 725	R9 900
PA0759	181	Project Supervision and Progress Monitoring	This programme equips project supervisors with the skills to lead teams, track and evaluate progress, manage risks, implement changes, and ensure project goals are achieved within set timelines, scope, and quality standards across various industries.	243812 & 10148	5	26	4	R21 938	R14 625	R12 675	R11 700
PA0441	142	Public Sector Project and Committee Management	This programme equips councillors, municipal officials, and public sector practitioners with the knowledge, skills, and ethical understanding to perform governance functions effectively, ensuring compliance, transparency, and sustainable community development within the public sector.	337061, 119338, 244183	5	29	4	R20 300	R19 720	R19 140	R17 400

Leadership & Management

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0526	142	Records and Administrative Management	This programme equips participants with the skills to manage records, maintain efficient office systems and help prevent fraud in South African workplaces.	110003, 110009, 242820, 110026	4	20	4	R12 000	R9 000	R7 500	R6 750
PA0447	142	Recruitment Talent & Performance Management	This programme equips managers and HR practitioners with the knowledge, tools, and strategies to lead people development, manage talent, recruit effectively, and enhance performance in alignment with organisational goals.	252029, 12140, 11473, 252034	5	33	5	R23 100	R22 440	R21 780	R19 800
PA0412	191	Retail Supervisor Skills Development	This programme prepares individuals to lead and motivate a retail team, manage daily operations effectively, and achieve performance targets while upholding strong ethics and efficient workplace practices in a South African retail environment.	242815, 242819, 254596, 242811	4	25	4	R24 450	R22 800	R20 700	R18 750
PA0642	172	Risk Management	This programme prepares mid-level managers across all sectors to proactively manage risks by developing and implementing effective risk management plans.	252025	4	8	1	R14 500	R12 375	R11 000	R9 900
PA0534	172	Service Provider Management	This programme equips administrative personnel and managers with skills to effectively manage service providers in both commercial and non-commercial organisations.	109999	4	5	1	R12 125	R10 125	R9 000	R8 100
PA0377	186	Starting and Managing a Construction Contracting Business	This programme prepares learners to start, manage, and grow a construction contracting business by applying sound business principles, legal and health and safety requirements, and practical data analysis skills within the construction industry.	11553, 9982, 9964, 9009	2	26	4	R27 000	R27 000	R26 350	R25 500
PA0385	172	Stock and Fixed Assets Management	This programme equips small business managers and junior business unit managers with the knowledge to manage assets and stock effectively.	13945	4	2	1	R8 750	R7 088	R6 300	R5 670

Leadership & Management

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PA0741	142	Strategic and Legislative Frameworks in Municipal Management	This programme equips political executives, municipal managers, and senior officials with the knowledge and skills to contribute to municipal strategic planning, interpret relevant legislation, and support sound financial management for improved service delivery and local development.	116358 & 116361	6	23	4	R20 125	R19 550	R18 975	R17 250
PA0279	175	Strategic Brand Leadership in Sales	The programme equips forward-thinking professionals with strong communication, branding, innovation and ethical leadership skills to drive results, build trust and succeed in today's competitive South African market.	12433, 10048, 252020, 252042	5	27	4	R24 000	R18 000	R16 200	R14 700
PA0607	175	Strategic Financial Management	This programme develops participants' ability to analyse financial information, prepare budgets and financial statements, and apply strategic financial principles to support organisational growth and performance.	252040, 252036, 13015	5	26	4	R15 750	R13 500	R12 150	R10 950
PA0654	186	Strategic Leadership and Conflict Management	This programme equips managers and leaders to implement industry best practices and effectively manage workplace conflict to improve operational efficiency and create a productive work environment.	252024 & 114226	5	12	2	R10 500	R9 075	R7 800	R7 280
PA0096	191	Strategic Management	This programme equips junior managers with management, problem-solving, and professional communication skills to support organisational strategy and operate effectively within their roles.	242813, 242814, 242817, 12153	4	24	4	R23 700	R19 050	R16 200	R14 850
PA0147	142	Supervisory and Leadership Development	This programme equips junior managers and team leaders with practical leadership and supervisory skills to motivate teams, manage operations, and support performance in the workplace.	242814, 13912, 242812, 242819, 242820	3	29	4	R14 550	R10 875	R8 700	R7 830
PA0877	172	Supervisory Performance Management Skills	This programme trains second-level managers across all sectors to effectively supervise teams by developing skills in performance management.	15230	5	4	1	R12 500	R10 913	R9 700	R8 730

Leadership & Management

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PA0336	191	Supervisory Scheduling	This programme equips junior managers with customer service, time management, and mathematical reasoning skills to enhance team performance and make informed workplace decisions.	242829, 242811, 9016	4	14	3	R14 250	R12 600	R10 950	R10 050
PA0550	101	Supervisory Skills	This programme equips South African learners with the skills to manage time, monitor service levels, conduct meetings, and control budgets effectively.	242811, 242829, 242816, 242810	4	21	4	R24 000	R24 000	R24 000	R24 000
PA0963	142	Supply Chain and Procurement Management in the Public Sector	This programme equips participants with the knowledge and skills to design, implement, and manage effective Supply Chain Management systems in the South African public and municipal sectors, ensuring compliance, efficiency, and value for money.	119345 & 116353	6	27	4	R23 625	R22 950	R22 275	R20 250
PA0947	172	Team Building	This programme prepares managers across all sectors who lead teams to effectively recognise performance, encourage participation, delegate tasks, and review progress.	15224	5	4	1	R12 125	R10 125	R9 000	R8 100
PA0030	142	Team Leadership and Performance Management	This programme equips junior managers, team leaders, and supervisors with practical skills in leadership, performance management, and resource coordination, enabling them to enhance individual and team productivity, align outputs with organisational goals, and foster a culture of continuous improvement.	242821, 242822, 11473	4	24	4	R14 400	R10 800	R9 000	R8 100
PA0141	185	Wealth Management and Investment Principles	This programme equips participants in the financial services industry with essential skills in professional communication, reinsurance, life insurance products, and anti-money laundering compliance, enabling them to operate effectively in both local and international contexts while upholding industry integrity and enhancing client relationships.	243137, 243174, 114983, 242593, 115030	4	20	4	R41 400	R39 875	R37 500	R35 000

Leadership & Management

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PA0110	175	Workforce Development and Leadership	This programme equips current and aspiring middle managers with the practical leadership and people development skills needed to build inclusive, high-performing teams, promote continuous learning, and support talent development and change initiatives within a organisational context.	252041, 15224, 252029, 252043, 252021	5	31	5	R21 000	R18 000	R16 200	R14 700
PA0973	172	Workplace Diversity and Employment Equity	This programme empowers second-level managers to manage workplace diversity, promote employment equity, and foster inclusive team practices to enhance performance.	252043 & 15224	5	10	3	R18 000	R18 000	R18 000	R16 200
PA0392	173	Workplace Emergency Response & Supervision Skills	This programme prepares manufacturing and engineering professionals to handle workplace emergencies, deliver advanced first aid, and perform key supervisory functions to enhance safety, health, and leadership.	12484, 259597, 376480, 120496, 113845	3	30	4	R47 082	R35 910	R31 200	R28 200
PA0333	186	Workplace Leadership and Management Essentials	This programme equips participants with practical supervisory and leadership skills to motivate teams, achieve objectives, manage time, and solve workplace challenges.	242824, 242822, 242817	4	30	4	R22 500	R19 250	R16 900	R15 600
PA0199	172	Workplace Management	This programme prepares second-level managers across all sectors to build and maintain constructive relationships within their teams and with stakeholders.	252027	5	6	2	R11 000	R10 500	R10 500	R9 450
PA0301	173	Workplace Supervision and Fall Protection Safety	This programme equips participants with the supervisory skills and safety knowledge required to manage teams and ensure compliance when working at heights, including the use of fall protection and rescue systems.	113845, 229998, 120362, 229994, 229995	4	21	4	R34 913	R26 534	R21 840	R19 740
PA0207	173	Workplace Supervision and Permit to Work Systems	This programme equips participants with the knowledge and skills to manage work permits in hazardous environments and apply fault tree analysis (FTA) for effective accident investigation and safety supervision.	120359, 113845, 256871	4	16	3	R25 536	R20 216	R17 600	R16 000
PA0027	181	Workplace Training and Mentoring	This programme equips supervisors and managers with skills to effectively deliver one-to-one training and mentoring, enhancing workplace learning and development.	117877, 114215, 117865, 117874	5	16	3	R18 000	R10 800	R8 840	R8 160

Legal & Compliance

Overview

Legal and Compliance refer to the processes and frameworks that ensure an organisation operates within the boundaries of laws, regulations and internal policies. The legal function focuses on interpreting and applying relevant legislation, managing contracts and addressing legal risks, while compliance ensures that the organisation's activities adhere to regulatory requirements and ethical standards. Together, they protect the organisation from legal liabilities, promote accountability and support a culture of integrity and responsible governance.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Chief Compliance Officers (CCO)
- Chief Legal Officers (CLO)
- Compliance Officers or Managers
- Executive Leadership
- In-House Legal Teams
- Internal Auditors
- Legal Counsel
- HR Managers or Coordinators

Benefits to the organisation

Legal and Compliance training benefits an organisation by equipping employees with the knowledge to understand and adhere to South African laws, regulations and internal policies, reducing the risk of legal disputes, fines and reputational damage. It enables staff to identify compliance issues, implement ethical practices and maintain accurate records. Well-trained employees foster a culture of accountability, transparency and integrity, supporting informed decision making and effective risk management. Ultimately, this training safeguards the organisation's operations, strengthens stakeholder trust and contributes to long-term stability and success.



Legal & Compliance

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PA0826	101	An Introduction into Labour Relations	This programme equips learners with the essential knowledge and skills to understand modern labour relations, manage disputes, handle grievances and disciplinary hearings, and apply the Labour Relations framework effectively in the workplace.	12139, 11286, 10985, 114886	5	26	4	R24 000	R24 000	R24 000	R24 000
PA0125	175	Board-Level Leadership and Risk Management	This programme equips current and aspiring directors with practical leadership, risk management, and compliance skills to fulfil their governance duties and guide organisations effectively.	252030, 120300, 252025	5	20	4	R15 750	R13 500	R12 150	R10 950
PA0126	185	Business Ethics & Conduct	This programme equips participants with essential knowledge and practical skills to engage ethically, professionally, and effectively in workplace environments, focusing on ethical behaviour, professional conduct, communication, reading comprehension, and health and safety practices.	113924, 114959, 8962, 8963, 9964	2	12	3	R41 400	R39 875	R37 500	R35 000
PA0653	175	Business Reporting and Analytical Management	This programme equips administrative staff with practical skills to prepare, analyse, and present business reports, plan effectively, and make informed workplace decisions in South African organisations.	110023, 13943, 242822, 242817	4	36	5	R23 940	R27 000	R24 300	R22 320
PA0830	101	CCMA processes & Awards	This programme equips participants with the essential skills and knowledge to handle condonation applications, advisory awards, arbitration awards, and rescission or variation applications in labour relations.	119934, 119933, 119925, 119945	5	25	4	R24 000	R24 000	R24 000	R24 000
PA0873	101	Conciliations & Arbitrations	This programme equips learners with the practical skills and knowledge to conduct disciplinary hearings, manage conciliation and arbitration processes, and apply CCMA procedures, including pre-conciliation and in limine hearings.	10985, 119930, 114229, 119946, 119941, 119929	5	49	8	R48 000	R48 000	R48 000	R48 000

Legal & Compliance

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PA0888	186	Construction Contracting & Industry Fundamentals	This programme equips emerging construction contractors with foundational knowledge of industry structures, procurement, contract documentation, and legal compliance to operate ethically and professionally in the construction sector.	9980, 9982, 9978, 9989	2	28	4	R27 000	R27 000	R26 400	R24 750
PA0144	186	Construction Quality and Administration Essentials	This programme equips participants with the skills to support construction site quality and administration by ensuring proper documentation, compliance, and adherence to site standards.	9986 & 9987	2	22	4	R24 000	R24 000	R23 200	R21 750
PA0755	181	Diversity, Ethics, and Social Development Champion	This programme develops participants' personal, interpersonal, and professional competencies to navigate diversity, manage stress and values, apply basic project tools, and deliver quality customer service within South Africa's varied workplace and community settings.	263936, 120385, 8648, 15096, 14050	5	26	4	R21 938	R14 625	R12 675	R11 700
PA0102	142	Ethics and Professional Conduct in Municipal Management	This programme equips public sector and municipal employees with the knowledge and skills to uphold ethical principles, professional conduct, and good governance in their workplaces.	116343, 242858, 119342	5	22	4	R19 800	R17 600	R15 840	R14 520
PA0187	142	Ethics and Regulatory Compliance in the Workplace	This programme develops managers and professionals to apply ethical principles, meet South African compliance requirements, and drive ethical decision-making and change within the workplace.	12891 & 252021	5	13	3	R19 125	R17 213	R15 300	R14 153
PA0401	173	Forklift and Crane Operation with Supervisory Skills	This programme equips participants with the operational and supervisory skills needed to safely use forklifts and overhead/gantry cranes in compliance with safety legislation.	244365, 113845, 116231, 242976	3	25	4	R55 328	R41 496	R33 280	R30 160
PA0108	185	Foundational Workplace Management Skills	This programme provides participants with practical skills and knowledge in workplace management, focusing on employment legislation, human resource practices, customer service, and oral communication to support ethical, lawful, and efficient business operations.	113915, 119713, 114974, 8962	3	13	3	R41 400	R39 875	R37 500	R35 000

Legal & Compliance

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PA0600	102	Fraud, Security & Ethics in the Office	The programme develops skills and awareness to prevent fraud and ensure a secure office environment.	110026 & 7796	4	5	1	R9 590	R9 110	R7 470	R7 288
PA0197	142	Health and Safety - Implementing Best Practices	The programme equips managers and safety practitioners with practical health and safety skills to comply with the Occupational Health and Safety Act and create safe, efficient, and legally compliant South African workplaces.	242668, 113852, 252024	5	18	3	R13 500	R10 800	R8 700	R7 950
PA0123	181	Health, Safety, and Risk Management Officer	This programme prepares participants in manufacturing and engineering environments to uphold health and safety standards, manage stress, respond to emergencies, and effectively use firefighting equipment, supporting key outcomes in occupational qualifications.	13224, 15096, 16534, 12484	5	23	4	R19 407	R12 938	R11 213	R10 350
PA0080	172	Human Resource and Labour Relations Policies and Acts	This programme enables participants to analyse and improve workplace policies and employment conditions, implement systems to manage trends, and apply business principles to enhance productivity in agricultural and workplace settings.	116394	5	9	2	R10 400	R10 000	R9 500	R9 000
PA0952	142	Human Resources Management Fundamentals	This programme equips junior HR staff and supervisors with key HR skills to foster a fair, productive, and engaging workplace.	13952, 11909, 252043, 252041, 12140, 10980, 11473	5	47	6	R35 250	R28 200	R23 250	R21 000
PA0802	101	Introduction to Labour Dispute Forums	This programme equips learners with the knowledge and skills to understand and apply the roles of mediating bodies, CCMA Rules, and bargaining council rules in labour relations.	119950, 114224, 114228	5	16	3	R18 000	R18 000	R18 000	R18 000
PA0803	101	Labour Relations Statutes	This programme equips learners with the skills and knowledge to apply employment legislation, including the Basic Conditions of Employment Act and Employment Equity Act, in workplace and industry contexts.	11907, 114274, 114273, 119924, 119955, 119943	5	35	6	R36 000	R36 000	R36 000	R36 000

Legal & Compliance

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PA0220	191	Lead Auditor Development	This programme equips managers and practitioners with practical leadership, SHEQ and ISO audit skills to manage teams, ensure workplace compliance, and conduct effective, ethical audits in operational environments.	242824, 242817, 12153, 242816, 119462, 119469, 242821, 242822, 242815	4	61	6	R23 100	R22 350	R21 750	R21 000
PA0158	120	Legislation	This programme equips participants with the knowledge and skills to identify, assess, and control workplace hazards while applying health and safety legislation to maintain a safe environment.	9964	2	8	2	R9 000	R8 745	R8 745	R8 745
PA0772	101	Litigation skills for Labour Relations	This programme equips learners with the skills and knowledge to apply dispute management principles and legal frameworks in labour relations.	119953, 119940, 119944, 119937, 119939, 115326, 119952	5	47	8	R48 000	R48 000	R48 000	R48 000
PA0119	142	Local Economic Development (LED) Strategy	This programme equips participants with knowledge of Local Economic Development in South Africa, including legislation, challenges, and tools to promote sustainable local economic growth.	110479 & 110501	4	12	3	R12 000	R10 800	R9 600	R8 880
PA0701	142	Monitoring and Evaluation (M&E) for Municipal Performance	This programme equips participants with the skills and tools to apply monitoring and evaluation principles to assess organisational or programme performance and support evidence-based decision-making.	337059 & 337063	6	20	4	R22 500	R20 000	R18 000	R16 500
PA0709	142	Occupational Health, Safety and Environmental Awareness	This programme equips participants with the skills and knowledge to maintain occupational health and safety standards, promote environmental awareness, and ensure safe and compliant workplace practices.	8016 & 113852	3	18	3	R15 750	R14 175	R12 600	R11 655
PA0477	191	Organisation Ethics and Operations	This programme equips junior managers with ethical, analytical, and communication skills to lead meetings effectively and make informed, data-driven decisions in the workplace.	242815, 242816, 9015	4	16	3	R15 600	R13 800	R12 000	R10 800

Legal & Compliance

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PA0959	173	Practical Supervisory Skills with Task Observation and COIDA Awareness	This programme equips participants with the skills to manage occupational injury and disease claims, understand COIDA legislation, and fulfil supervisory responsibilities related to workplace health and safety.	259610, 113845, 120337, 120344	4	18	3	R29 260	R22 743	R18 720	R16 920
PA0700	142	Risk Management in South African Municipalities	This programme equips municipal officials and public sector employees with the skills and knowledge to apply effective risk management and communication practices, promoting good governance, accountability, and efficient service delivery in South African municipalities.	116339 & 119346	6	20	4	R21 875	R21 250	R20 625	R18 750
PA0551	191	SHEQ Officer Development	This programme equips managers and SHEQ officers with practical leadership, communication, problem-solving and SHEQ management skills to lead teams ethically and ensure safe, compliant operations across diverse organisations.	242824, 242817, 12153, 242816, 119462, 119469, 242821, 242822, 242815	4	61	6	R25 350	R24 600	R23 850	R22 500
PA0471	101	Statutory considerations within Labour Disputes	This programme equips learners with the skills and knowledge to apply occupational health and safety, mine safety, and related legislation in mediation and dispute resolution.	11935, 119936, 119927, 119928, 119948, 11991	5	28	5	R30 000	R30 000	R30 000	R30 000
PA0741	142	Strategic and Legislative Frameworks in Municipal Management	This programme equips political executives, municipal managers, and senior officials with the knowledge and skills to contribute to municipal strategic planning, interpret relevant legislation, and support sound financial management for improved service delivery and local development.	116358 & 116361	6	23	4	R20 125	R19 550	R18 975	R17 250
PA0514	181	Waste Management Operator	This programme equips professionals in environmental and manufacturing fields with the skills and knowledge to manage waste responsibly and legally, apply sound environmental practices, and implement quality assurance systems in line with regulatory and operational standards.	119555, 119557, 13235	4	20	4	R16 875	R11 250	R9 750	R9 000

Legal & Compliance

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PA0973	172	Workplace Diversity and Employment Equity	This programme empowers second-level managers to manage workplace diversity, promote employment equity, and foster inclusive team practices to enhance performance.	252043 & 15224	5	10	3	R18 000	R18 000	R18 000	R16 200
PA0633	185	Workplace Ethics, Conduct & Legislation	This programme provides foundational training in ethical conduct, professional behaviour, team motivation, inclusion, and negotiation to prepare individuals for effective participation and leadership in diverse workplace settings.	113924, 114959, 242819, 119272, 13948	4	31	4	R41 400	R39 875	R37 500	R35 000
PA0393	142	Workplace Legal and Ethical Foundations	This programme equips emerging managers and HR professionals with practical knowledge of employment law, regulatory compliance, and ethical practices to ensure a legally compliant and value-driven workplace in South Africa.	11909, 13936, 119713, 252042, 252030	5	20	4	R15 000	R12 000	R9 600	R8 700
PA0301	173	Workplace Supervision and Fall Protection Safety	This programme equips participants with the supervisory skills and safety knowledge required to manage teams and ensure compliance when working at heights, including the use of fall protection and rescue systems.	113845, 229998, 120362, 229994, 229995	4	21	4	R34 913	R26 534	R21 840	R19 740
PA0207	173	Workplace Supervision and Permit to Work Systems	This programme equips participants with the knowledge and skills to manage work permits in hazardous environments and apply fault tree analysis (FTA) for effective accident investigation and safety supervision.	120359, 113845, 256871	4	16	3	R25 536	R20 216	R17 600	R16 000

Operations & Project Management

Overview

Operations and Project Management are critical disciplines that focus on ensuring efficiency, consistency and successful execution within an organisation. Operations management involves overseeing the day-to-day processes that produce goods or deliver services, aiming to optimise resources, quality and productivity. Project management, meanwhile, is the structured planning, execution and monitoring of specific, timebound initiatives to achieve defined goals within scope, time and budget constraints. Together, they enable organisations to run smoothly while also driving innovation and change through targeted projects.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Chief Operations Officers (COO)
- Department Heads
- Executive Leadership
- Operations Managers and Directors
- Portfolio Managers
- Process Managers
- Programme Manager
- Project Coordinators or Assistants
- Project Managers
- Project Team Members
- Supervisors
- Team Leaders
- Workflow Coordinators

Benefits to the organisation

Operations and Project Management training benefits an organisation by equipping employees with the skills to plan, execute and monitor projects and day-to-day operations efficiently. It improves resource allocation, time management and workflow coordination, reducing delays and operational costs. Well-trained staff can identify risks, solve problems proactively and ensure projects are delivered on time, within scope and budget. This training enhances team collaboration, accountability and overall productivity, ultimately supporting the organisation's strategic goals, competitiveness and long-term success.



Operations & Project Management

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0223	181	Advanced Municipal Finance and Leadership Development	This programme equips public sector professionals in municipal finance and administration with practical skills in municipal accounting, budgeting, project management, and leadership to strengthen financial governance, project implementation, and stakeholder management.	123458, 120385, 120391	4	30	4	R15 900	R15 900	R14 400	R14 400
PA0384	181	Business Analyst	This programme equips participants with essential business analysis and professional skills—including emotional intelligence, communication, analytical thinking, and requirements-gathering—while training them in industry methodologies, tools, and documentation practices to operate effectively in modern business environments.	110023, 12153, 12155, 15224, 252031, 252027	4	30	4	R18 000	R17 250	R16 500	R15 750
PA0022	142	Business Financial Management and Decision-Making	This programme equips participants with the skills to manage budgets, interpret financial information, analyse performance, and make informed financial decisions that improve overall business results.	117156, 242810, 252040, 13015	5	30	4	R22 500	R18 000	R14 400	R13 050
PA0420	179	Business Fundamentals	This programme provides foundational business knowledge for effective application in the freight handling environment to boost productivity, efficiency, and performance.	8000	3	9	2	R19 980	R11 239	R9 491	R8 791
PA0017	102	Business Operations & Financial Awareness	This programme equips participants to operate business units effectively and ethically through budgeting, compliance, and asset management.	110021, 13941, 10022, 9015, 13945	4	23	4	R23 016	R21 866	R21 866	R21 866
PA0984	120	Business Operations and New Venture Development	This programme equips participants with the sector knowledge, operational skills, and planning competencies needed to manage a new venture effectively and produce a sustainable, industry-aligned business plan.	119667, 119668, 119670	2	24	4	R18 000	R17 490	R17 490	R17 490

Operations & Project Management

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PA0653	175	Business Reporting and Analytical Management	This programme equips administrative staff with practical skills to prepare, analyse, and present business reports, plan effectively, and make informed workplace decisions in South African organisations.	110023, 13943, 242822, 242817	4	36	5	R23 940	R27 000	R24 300	R22 320
PA0544	186	Business Start-Up and Entrepreneurship	This programme equips participants with foundational entrepreneurial skills to identify business opportunities, develop a basic business plan, and manage a small business using essential business and financial principles.	14444, 10006, 10007, 9976, 9989	2	25	4	R27 750	R27 750	R27 200	R25 500
PA0346	186	Construction Site Supervision and Resource Management	This programme develops foundational skills in construction site supervision, focusing on resource planning and site management to support efficient project execution.	9985 & 9984	2	38	5	R36 000	R33 750	R32 800	R30 750
PA0418	186	Customer Service & Business Environment	This programme provides entry-level workers and emerging leaders with essential workplace skills in customer service, business operations, and HIV/AIDS awareness to support effective, informed, and socially responsible participation in the workplace and community.	14338, 14941, 14343, 14344	2	24	4	R27 750	R27 750	R27 200	R25 500
PA0411	185	Customer Service & Frontline Operations	This programme equips participants with foundational customer service, communication, and ethical skills to interact professionally and effectively in diverse workplace environments.	114974, 114959, 113924, 242829, 8962, 8964, 118028	4	31	4	R41 400	R39 875	R37 500	R35 000
PA0798	186	Ethical Leadership and Organisational Change	This programme is aimed at managers and leaders who are responsible for multiple teams or departments, and it focuses on building the ethical, analytical, and change-management abilities needed to strengthen organisational culture and drive effective change	252042 & 252021	5	13	3	R21 000	R17 875	R15 600	R15 080
PA0401	173	Forklift and Crane Operation with Supervisory Skills	This programme equips participants with the operational and supervisory skills needed to safely use forklifts and overhead/gantry cranes in compliance with safety legislation.	244365, 113845, 116231, 242976	3	25	4	R55 328	R41 496	R33 280	R30 160

Operations & Project Management

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PA0773	142	Foundations of Quality and Operational Excellence	This programme equips middle and senior managers with the skills to improve operational practices, manage change, and enhance communication in line with best practice to drive organisational performance.	252024, 252032, 264408, 252021	5	23	4	R17 250	R13 800	R11 100	R10 050
PA0666	191	Fundamentals of Supervision	This programme equips junior managers and team leaders with the skills, knowledge, and attitudes to lead, motivate, and manage teams effectively in line with organisational goals.	242812, 242824, 242819, 11473, 119459	4	39	5	R29 700	R25 200	R21 900	R19 950
PA0500	142	Fundamentals of Supply Chain Management	This programme equips beginners with key supply chain and administrative skills for procurement and support roles.	242814, 242810, 110009, 109999	4	21	4	R12 600	R9 450	R7 875	R7 200
PA0136	142	Health and Safety, and Workplace Efficiency Skills	The programme equips learners with practical health, safety, equipment, and communication skills to support safe, compliant, and efficient workplaces.	9964, 114976, 113852, 13915, 13934	3	23	4	R10 350	R8 625	R6 900	R6 210
PA0927	172	Integrated Business Analysis & IT Solutions	This programme trains participants to analyse business needs, elicit and manage requirements, align stakeholder expectations, and recommend suitable IT or business solutions through effective planning, documentation, and evaluation of business analysis activities.	259278, 259257, 259279, 259280, 258838	5	46	4	R19 500	R18 000	R18 000	R18 000
PA0225	181	Integrated Municipal Finance, Project Management & Performance Management	This programme equips public sector professionals, especially in municipalities, with practical skills in municipal accounting, budgeting, project management, and performance management to strengthen financial administration and improve project and team effectiveness.	123458, 120385, 11473	4	30	4	R15 900	R15 900	R14 400	R14 400
PA0224	181	Integrated Public Sector Finance and Management Skills	This programme equips public sector and financial services professionals with practical skills in municipal finance management, project management, and basic accounting to support effective financial administration and career advancement.	123458, 120385, 117111	4	26	4	R14 280	R14 280	R12 480	R12 480

Operations & Project Management

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PA0050	175	Leaderships Skills and Operations Management	This programme equips participants with skills to lead people, manage resources, develop operational plans, and improve team performance and customer satisfaction.	242824, 252029, 252020, 252037, 252032	5	37	5	R23 100	R19 800	R17 940	R17 196
PA0145	102	Office Administration Essentials	The programme develops skills to manage office operations efficiently, supporting a well-functioning business environment.	13935, 7706, 13928, 13931, 13937, 13930, 7785	3	27	4	R23 016	R21 866	R21 866	R21 866
PA0900	102	Office Technology & Documentation	The programme equips participants to create business documents, manage information, and plan meetings for effective communication and operations.	7567, 7570, 13933, 13934, 9244	3	21	4	R23 016	R21 866	R21 866	R21 866
PA0314	185	Operating a New Venture	This programme equips emerging entrepreneurs and SMME participants with practical business, financial, marketing, and compliance skills to successfully start, operate, and grow a new venture.	119668, 119674, 119669, 8963, 7469, 9964	2	34	5	R41 400	R39 875	R37 500	R35 000
PA0806	186	Operational Management and Innovation	This programme equips participants with the knowledge and practical skills to manage operational functions, plan and implement projects, assess and mitigate risks, foster innovation and creativity, and lead teams to achieve strategic objectives.	252025, 252022, 252032, 252020	5	30	4	R22 500	R19 250	R16 900	R15 600
PA0829	172	Operational Planning Skills	This programme equips mid-level managers with the skills to develop, implement, and evaluate operational plans to achieve organisational goals.	252032	5	8	2	R15 000	R12 375	R11 000	R10 725
PA0477	191	Organisation Ethics and Operations	This programme equips junior managers with ethical, analytical, and communication skills to lead meetings effectively and make informed, data-driven decisions in the workplace.	242815, 242816, 9015	4	16	3	R15 600	R13 800	R12 000	R10 800
PA0907	191	Organisation Planning	This programme equips junior managers and team leaders with practical planning, leadership, teamwork, and communication skills to achieve organisational goals effectively in diverse workplace settings.	242822, 242821, 119462, 119469	4	26	4	R25 200	R19 500	R16 500	R15 150

Operations & Project Management

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PA0285	172	Plan and Manage Operations	This programme equips participants responsible for production and operations in new ventures with the skills to optimise productivity through layout design, scheduling, resource management, and quality control.	263434	4	6	1	R11 250	R9 563	R8 500	R8 288
PA0057	191	Plan and Manage Production	This programme equips aspiring entrepreneurs and small business owners with practical operations management and mathematical skills to plan, manage, and optimise production processes in a new venture.	263434 & 9016	4	10	2	R10 350	R9 600	R8 250	R7 800
PA0928	172	Project Administrator	This programme equips second-level managers with the skills to plan, implement, and evaluate work-based projects effectively within their units.	252022	5	8	2	R13 000	R11 250	R10 000	R9 750
PA0178	185	Project and Quality Management Essentials	This programme equips participants with foundational business knowledge, communication and motivational skills, and basic financial literacy to prepare them for junior management roles in various organisational settings.	14343, 11911, 242819, 119472, 7469, 13948	4	34	5	R41 400	R39 875	R37 500	R35 000
PA0117	175	Project Management & Planning	This programme teaches project management and planning skills to organise resources, develop project plans, and effectively collaborate with teams to achieve project goals.	10135, 10140, 252022, 263434	4	30	4	R17 850	R15 300	R14 127	R13 658
PA0326	181	Project Management Administration (Intermediate)	This programme provides learners with practical project management skills to support and manage small projects, contribute to larger projects, and apply tools, administration processes, and quality controls in line with organisational requirements.	120377, 120381, 110009, 120385	4	23	4	R15 000	R13 500	R12 000	R10 875
PA0331	142	Project Management Essentials	This programme equips participants with the practical knowledge and skills to plan, manage, and evaluate projects across their full life cycle, using key project management tools and techniques to improve performance and support organisational success in a South African context.	110481, 120385, 252022, 252035	5	31	5	R21 700	R21 080	R20 460	R18 600

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PA0624	181	Project Management Foundations and Support Skills	This programme provides emerging leaders and managers with essential project management, budgeting, change implementation, scheduling, and communication skills to support effective decision-making and operational leadership in business environments.	120372, 15214, 13941, 114589, 13925	5	22	4	R18 563	R12 375	R10 725	R9 900
PA0759	181	Project Supervision and Progress Monitoring	This programme equips project supervisors with the skills to lead teams, track and evaluate progress, manage risks, implement changes, and ensure project goals are achieved within set timelines, scope, and quality standards across various industries.	243812 & 10148	5	26	4	R21 938	R14 625	R12 675	R11 700
PA0526	142	Records and Administrative Management	This programme equips participants with the skills to manage records, maintain efficient office systems and help prevent fraud in South African workplaces.	110003, 110009, 242820, 110026	4	20	4	R12 000	R9 000	R7 500	R6 750
PA0700	142	Risk Management in South African Municipalities	This programme equips municipal officials and public sector employees with the skills and knowledge to apply effective risk management and communication practices, promoting good governance, accountability, and efficient service delivery in South African municipalities.	116339 & 119346	6	20	4	R21 875	R21 250	R20 625	R18 750
PA0096	191	Strategic Management	This programme equips junior managers with management, problem-solving, and professional communication skills to support organisational strategy and operate effectively within their roles.	242813, 242814, 242817, 12153	4	24	4	R23 700	R19 050	R16 200	R14 850
PA0963	142	Supply Chain and Procurement Management in the Public Sector	This programme equips participants with the knowledge and skills to design, implement, and manage effective Supply Chain Management systems in the South African public and municipal sectors, ensuring compliance, efficiency, and value for money.	119345 & 116353	6	27	4	R23 625	R22 950	R22 275	R20 250

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PA0861	186	Teamwork and Project Management	This programme equips participants with practical project management and team leadership skills to drive project success and build high-performing teams.	252022 & 242819	4	18	3	R15 000	R12 375	R10 400	R9 750
PA0901	172	Time Management - Time Management for Teams	This programme equips executives with skills to lead teams by translating strategic goals into effective daily actions.	15234	5	4	1	R10 000	R8 663	R7 700	R6 930
PA0262	179	Warehouse Operation Basics	This programme equips participants with skills to safely handle freight, manage stock storage, and apply basic logistics in warehouse or distribution settings.	117898, 123262, 8025, 242875, 123260	4	30	4	R66 600	R37 463	R31 635	R29 304
PA0514	181	Waste Management Operator	This programme equips professionals in environmental and manufacturing fields with the skills and knowledge to manage waste responsibly and legally, apply sound environmental practices, and implement quality assurance systems in line with regulatory and operational standards.	119555, 119557, 13235	4	20	4	R16 875	R11 250	R9 750	R9 000

Sales & Marketing

Overview

Sales and Marketing are interconnected business functions focused on promoting and delivering products or services to customers. Marketing involves researching customer needs, developing strategies and creating campaigns to build brand awareness, generate interest and attract potential buyers. Sales focuses on direct interactions with customers to convert that interest into purchases, build relationships and drive revenue. Together, Sales and Marketing work to understand the market, influence consumer behaviour and achieve business growth by aligning customer needs with product or service offerings.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Brand Managers
- Client Relationship Managers
- Content/Creative Teams
- Marketing Executives or Specialists
- Marketing Managers
- Product Managers
- Sales Executives
- Sales Managers
- Sales Representatives
- Sales Supervisors

Benefits to the organisation

Sales and Marketing training benefits an organisation by equipping employees with the skills to understand customer needs, develop effective strategies and drive revenue growth. It enhances abilities in market research, brand positioning, customer relationship management and persuasive communication, leading to increased sales and customer loyalty. Well-trained staff can identify opportunities, respond to market trends and implement campaigns that deliver measurable results. Ultimately, this training improves the organisation's competitiveness, market presence and long-term profitability.



Sales & Marketing

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PA0011	142	Advanced Customer Service Excellence	This programme equips participants with the knowledge and practical skills to monitor, evaluate, and improve customer service within business or contact centre environments, enhancing overall service quality and customer satisfaction.	10052 & 10054	5	12	2	R19 500	R17 550	R15 600	R14 430
PA0857	142	Business Management – Entrepreneurship, Marketing, and Workforce Diversity	This programme equips entrepreneurs and managers with skills in innovation, marketing, and workforce diversity to grow and sustain competitive SMMEs in South Africa.	114600, 115857, 252043	5	16	3	R12 000	R9 600	R7 800	R7 050
PA0433	186	Client Communication and Sales Excellence	This programme equips sales and service professionals with the communication and presentation skills needed to engage customers confidently, deliver persuasive messages, and maintain high service standards in competitive South African markets.	119462, 119472, 242840, 242816, 242829	4	22	4	R22 500	R19 250	R16 900	R15 600
PA0645	142	Communication & Presentation Skills	This programme enables participants to communicate confidently and professionally in workplace and learning environments through effective writing, speaking, presenting, and listening skills.	119465, 9960, 19462	4	18	3	R18 000	R16 200	R14 400	R13 320
PA0488	186	Construction Business Management and Tendering	This programme equips current and aspiring construction contractors with the business, financial, and tendering skills needed to start, manage, and sustain a successful and compliant construction contracting business.	9981, 11553, 9976, 9989	2	42	6	R32 800	R30 750	R30 750	R30 750
PA0232	179	Customer & Team Relations	This programme equips participants with skills for professional customer interaction and effective teamwork.	123258 & 8420	3	14	3	R31 080	R17 483	R14 763	R13 675
PA0783	142	Customer Relationship Excellence	This programme develops practical CRM skills to help professionals build strong customer relationships, deliver consistent service excellence and support a customer-focused culture in South African organisations.	10053 & 10054	5	14	3	R10 500	R8 400	R6 750	R6 300

Sales & Marketing

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PA0325	179	Customer Service and Teamwork	This programme develops participants' professional behaviour, customer service, teamwork, and self-awareness skills to enhance employability and personal growth, particularly in the transport and service industries.	123258, 8420, 120308	3	16	3	R35 520	R19 980	R16 872	R15 629
PA0554	142	Customer Service Excellence	This programme equips participants with the skills to monitor, evaluate, and improve customer service delivery, ensuring high standards and alignment with organisational goals.	242829, 10052, 10054	5	17	3	R19 125	R17 213	R15 300	R14 153
PA0082	186	Customer Service Excellence and Ethical Leadership	This programme equips frontline managers with the skills to lead ethically, run effective meetings and deliver consistent customer service excellence in South African workplaces.	242816, 242815, 242829	4	15	3	R15 000	R12 375	R10 400	R9 750
PA0421	181	Customer Service Supervisor	This programme provides supervisors, team leaders, and service staff with essential skills in service improvement, mentoring, time management, and customer satisfaction to enhance performance across retail, community, and business unit environments.	118028, 14050, 114215, 114589	4	20	4	R16 875	R11 250	R9 750	R9 000
PA0176	179	Introduction to Trade and Logistics	The programme helps participants understand local and international trade and their organisation's role in the global market.	117668	4	15	3	R33 300	R18 731	R15 818	R14 652
PA0226	172	Manage General Administration	This programme equips participants to process payments accurately, manage promotional activities, and implement control measures while handling confidential information.	114805	4	4	1	R12 000	R9 500	R8 550	R7 790
PA0450	120	Marketing & Management	This programme equips participants with marketing, sales, and business-document skills to manage new ventures or SMMEs and access commercial and public sector opportunities.	119672	2	7	2	R9 000	R8 745	R8 745	R8 745
PA0854	172	Marketing Skills	This programme equips participants with foundational marketing and economic knowledge to operate effectively in competitive business environments.	263514	4	5	2	R10 500	R8 125	R7 313	R6 663

Sales & Marketing

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PA0251	191	Research the Viability of New Venture Ideas	This programme equips participants with practical, creative, and analytical skills in manufacturing, small business innovation, and applied statistics to enhance productivity and support informed decision-making.	14596, 114600, 9015	4	15	3	R15 450	R13 800	R11 250	R11 250
PA0412	191	Retail Supervisor Skills Development	This programme prepares individuals to lead and motivate a retail team, manage daily operations effectively, and achieve performance targets while upholding strong ethics and efficient workplace practices in a South African retail environment.	242815, 242819, 254596, 242811	4	25	4	R24 450	R22 800	R20 700	R18 750
PA0279	175	Strategic Brand Leadership in Sales	The programme equips forward-thinking professionals with strong communication, branding, innovation and ethical leadership skills to drive results, build trust and succeed in today's competitive South African market.	12433, 10048, 252020, 252042	5	27	4	R24 000	R18 000	R16 200	R14 700
PA0865	175	Tendering and Business Acquisition Skills	This programme equips participants with practical skills to identify tender opportunities, evaluate bids, and secure contracts for their business in a competitive South African market.	114593	3	5	1	R9 000	R7 500	R6 210	R5 750
PA0504	191	Understand Marketing	This programme equips participants with marketing knowledge and skills to identify opportunities, meet customer needs, and implement strategies that support SMME growth and sustainability.	115857 & 263514	4	11	2	R16 200	R14 850	R11 925	R10 800

Soft Skills & Personal Development

Overview

Soft skills and Personal Development refer to the interpersonal, emotional, and cognitive abilities that enable individuals to work effectively with others and grow both personally and professionally. Soft skills include communication, teamwork, problem-solving, adaptability, emotional intelligence and time management. These are traits that are essential for building relationships and succeeding in diverse work environments. Personal development involves the continuous process of self-improvement through learning, reflection and goal-setting, empowering individuals to reach their full potential and adapt to changing personal and professional demands.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Department Heads
- HR Business Partners
- HR Managers
- Individual Employees
- Learning & Development (L&D) Specialists
- Managers
- Supervisors
- Talent Development Officers
- Team Leaders

Benefits to the organisation

Soft Skills and Personal Development training benefits an organisation by enhancing employees' interpersonal, communication and problem-solving abilities, which are essential for effective teamwork and leadership. It fosters emotional intelligence, adaptability and professional behaviour, improving workplace relationships and overall morale. Well-developed soft skills enable staff to handle conflict, engage with clients confidently and perform under pressure boosting productivity and efficiency. Ultimately, this training contributes to a positive organisational culture, higher employee retention and long-term growth and success.



Soft Skills & Personal Development

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PA0717	186	Advanced Communication and Emotional Intelligence in Debt Recovery	This programme equips debt collection professionals with advanced communication and emotional intelligence skills to manage sensitive interactions ethically, resolve conflict effectively, and uphold organisational integrity in a workplace context.	12433, 252031, 117853, 252042	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0632	185	Advanced Team Supervision and Goal Achievement	This programme equips junior managers and team leaders with the skills to plan, coordinate, and monitor work within a business plan, while developing adaptable and effective communication for successful leadership in diverse workplace contexts.	10981, 242822, 119472	4	27	4	R41 400	R39 875	R37 500	R35 000
PA0126	185	Business Ethics & Conduct	This programme equips participants with essential knowledge and practical skills to engage ethically, professionally, and effectively in workplace environments, focusing on ethical behaviour, professional conduct, communication, reading comprehension, and health and safety practices.	113924, 114959, 8962, 8963, 9964	2	12	3	R41 400	R39 875	R37 500	R35 000
PA0544	186	Business Start-Up and Entrepreneurship	This programme equips participants with foundational entrepreneurial skills to identify business opportunities, develop a basic business plan, and manage a small business using essential business and financial principles.	14444, 10006, 10007, 9976, 9989	2	25	4	R27 750	R27 750	R27 200	R25 500
PA0066	177	Conflict / Change Management and Risk Management	This programme equips managers with conflict management, risk assessment, and change management skills to enhance workplace effectiveness and support organisational sustainability.	114226, 252021, 252025, 242816, 242817	5	37	5	R19 800	R19 800	R17 940	R17 196
PA0978	172	Conflict Management	This programme equips participants with the knowledge and skills to identify, manage, and resolve workplace conflicts proactively, using appropriate strategies and techniques to promote lasting peace and harmony.	SP - 210409	5	8	2	R12 000	R11 400	R10 830	R10 260

Soft Skills & Personal Development

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PA0693	172	Conflict Management and Resolution Skills	This programme equips participants with the skills to identify, manage, and resolve personal conflict, particularly in the workplace.	114226	5	8	2	R11 000	R11 000	R10 450	R9 900
PA0997	142	Conflict, Diversity & Change Management	This programme equips managers and team leaders with the skills and mindset to manage diversity, resolve workplace conflict, and lead change initiatives that strengthen team performance and organisational effectiveness.	114226, 252043, 252021	5	29	4	R20 300	R19 720	R19 140	R17 400
PA0300	102	Conflict, Team & Workplace Relations	This programme develops teamwork, project contribution, and conflict management skills through effective communication and collaboration.	8420, 10135, 114226, 9533	4	23	4	R23 016	R21 866	R21 866	R21 866
PA0851	172	Decision Making Skills	This programme equips mid-level managers with the skills to apply a systems approach to decision-making by critically analysing problems, engaging stakeholders, identifying and prioritising feasible solutions, and effectively formulating and communicating decisions for implementation.	252026	5	6	2	R10 400	R10 400	R9 880	R9 360
PA0944	172	Diversity and Employment Equity Management	This programme prepares managers to effectively manage workplace diversity and implement employment equity by fostering inclusion, addressing discrimination, and ensuring compliance with relevant legislation.	252043 & 116394	5	15	3	R18 000	R18 000	R17 100	R16 200
PA0852	172	Diversity Skills	This programme equips participants with skills to effectively manage and embrace workplace diversity.	252043	5	6	2	R9 600	R9 000	R9 000	R8 100
PA0918	186	Effective Stress and Time Management	This programme equips participants with core management, problem-solving, time management, and meeting skills to work effectively and manage responsibilities across any workplace.	242811 & 242816	4	10	2	R10 500	R9 075	R7 800	R7 280
PA0083	186	Effective Time Management – Teamwork and Task Prioritization	This programme equips participants with practical time management and productivity skills to organise tasks, coordinate teams, and achieve objectives efficiently.	242811 & 242822	4	15	3	R15 000	R12 375	R10 400	R9 750

Soft Skills & Personal Development

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PA0809	186	Emerging Leaders: Supervisory Skills Development	This Programme equips participants with practical supervisory skills to prioritise tasks, manage teams, monitor service standards, run effective meetings, and control budgets in the workplace.	242811, 242829, 242816, 242810	4	21	4	R22 500	R19 250	R16 900	R15 600
PA0748	186	Emotional Intelligence (EQ) Development	This programme develops participants' emotional intelligence to enhance self-awareness, relationship management, and success in both personal and professional settings.	252031	5	4	1	R7 500	R6 325	R5 200	R4 680
PA0875	186	Emotional Intelligence and Anger Control	This programme equips participants with emotional intelligence, communication, and anger-management skills to regulate emotions, reduce conflict, and build healthy, professional relationships in personal and workplace settings.	252031, 12433, 252027	5	18	3	R15 000	R12 375	R10 400	R9 750
PA0915	142	Employee Wellness and Financial Literacy	This programme builds employee wellness, HIV/AIDS awareness and practical financial skills to support healthier, more informed decision-making in South African communities and organisations.	13915, 7469, 9012	3	11	2	R6 600	R4 125	R3 300	R2 970
PA0349	185	Entrepreneurship & Business Start-Up Skills	This programme equips participants with fundamental business and entrepreneurial skills, including ethics, customer service, communication, financial literacy, and human resource practices, to operate effectively and responsibly in a small business environment.	10006, 14444, 10007, 10009, 13994, 446164, 13176	1	24	4	R41 400	R39 875	R37 500	R35 000
PA0804	186	Foundations for Effective Workplace Participation	This programme equips participants with essential personal, interpersonal, and soft skills—including teamwork, leadership, self-awareness, workplace safety, and HIV/AIDS awareness—to succeed in modern work environments.	8420, 110064, 120308, 244608, 13915	2	18	3	R21 000	R21 000	R20 800	R19 500
PA0165	186	Fundamental Workplace Numeracy	This programme develops practical mathematical skills that enable learners to use numbers confidently and effectively in the workplace.	9015, 9016, 7468	4	16	3	R15 000	R12 375	R10 400	R9 750

Soft Skills & Personal Development

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0259	186	Hand Tools & Team Efficiency in the Workplace	This programme equips employees with practical skills in using and maintaining hand tools, while also developing competencies in teamwork, leadership, communication, and basic human resource practices for effective workplace operations.	116167, 116714, 116394, 8963, 8962	2	24	4	R24 000	R25 600	R25 600	R24 000
PA0948	142	Internship Programme – Personal and Professional Development	This programme equips participants with essential communication, interpersonal problem-solving, and time management skills to perform confidently and effectively in workplaces.	12433, 252027, 252031, 252026, 15234, 117853	5	36	5	R27 000	R21 600	R17 400	R15 750
PA0965	186	Leadership and Effective Problem-Solving	The programme equips learners with practical leadership, problem-solving, team management, financial, and customer service skills to lead teams and improve workplace performance.	242810, 242816, 242817, 242819, 242822, 242824, 242829	4	56	6	R27 000	R26 250	R25 500	R24 750
PA0698	142	Leadership and Personal Empowerment for Team and Business Success	This programme equips participants with leadership, self-awareness and knowledge management skills to motivate and manage teams effectively, improve performance, and research and evaluate new business opportunities within a workplace context.	13912, 120392, 242819, 114596	4	28	4	R16 800	R12 600	R10 500	R9 450
PA0339	142	Negotiation & Influence Skills	This programme equips participants with negotiation skills and strategies to conduct effective, mutually beneficial discussions in workplace and business contexts.	13948	4	5	1	R8 750	R7 875	R7 000	R6 475
PA0635	172	Negotiation Skills	This programme equips small business and junior managers with essential negotiation skills to handle business-related discussions and agreements effectively.	13948	4	5	2	R9 000	R9 000	R8 550	R8 100
PA0603	186	New Business Venture Management	This programme equips participants with practical management skills to start, operate, and grow a new business, covering production, operations, strategic planning, leadership, and negotiation to optimise performance and achieve sustainable business growth.	263434, 263456, 120389, 13948	4	21	4	R22 500	R19 250	R16 900	R15 600

Soft Skills & Personal Development

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PA0427	185	New Venture Creation and Entrepreneurship	This programme provides participants with the foundational knowledge and practical skills to start, manage, and grow a small business, covering entrepreneurship, financial and human resource management, communication, occupational learning, and workplace safety for improved self-employment and employability.	119666, 119673, 8963, 8967, 7469, 119713, 9964	4	34	5	R41 400	R39 875	R37 500	R35 000
PA0314	185	Operating a New Venture	This programme equips emerging entrepreneurs and SMME participants with practical business, financial, marketing, and compliance skills to successfully start, operate, and grow a new venture.	119668, 119674, 119669, 8963, 7469, 9964	2	34	5	R41 400	R39 875	R37 500	R35 000
PA0042	186	Performance and Conduct Management in the Workplace	This programme develops supervisors and middle managers with the practical leadership, ethical, and decision-making skills needed to build positive workplace relationships, uphold organisational values, motivate teams, and drive high performance and accountability.	252042, 120300, 252026, 252027	5	25	4	R22 500	R19 250	R16 900	R15 600
PA0157	142	Personal & Professional Effectiveness	This programme equips junior managers and team leaders with the skills to build and motivate high-performing teams, manage conflict, and prioritise work effectively.	9533, 242811, 242819	4	18	3	R18 000	R16 200	R14 400	R13 320
PA0677	186	Personal and Leadership Empowerment for Career and Life Success	This programme helps participants build self-awareness, leadership, and communication skills to succeed in personal, workplace, and community settings.	120308, 244608, 8962, 8964	2	16	3	R24 750	R26 400	R25 575	R24 750
PA0171	179	Personal and Professional Development for Entrepreneurs	This programme equips supervisors, managers, and HR staff with business principles, time management, and personal finance skills to boost productivity in freight handling.	8000, 114215, 117171, 243189	4	22	4	R48 840	R27 473	R23 199	R21 490
PA0468	172	Personal Effectiveness in the Workplace	This programme equips administrative professionals with the skills to organise their work, maintain effective relationships, and manage records to support daily office operations.	110021	4	6	2	R11 250	R9 000	R8 000	R7 800

Soft Skills & Personal Development

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PA0872	120	Professional Behaviour	This programme introduces participants to ethical conduct, professionalism, teamwork, and HIV/AIDS awareness to help them function responsibly and effectively in the workplace.	113924, 114959, 13912, 13915	3	15	3	R13 500	R13 125	R13 125	R13 125
PA0667	172	Self-Awareness Skills	This programme helps participants assess personal and team strengths and weaknesses to enhance team performance through self-awareness and understanding of group dynamics.	13912	3	5	1	R12 500	R10 913	R9 700	R8 730
PA0241	179	Small Business Start-Up Essentials	This programme guides participants in creating business plans, understanding finance, funding sources, and managing money for new businesses.	117241, 117244, 117500	4	15	3	R33 300	R18 731	R15 818	R14 652
PA0837	179	Small Business Start-Up Skills	This programme equips participants with skills to develop business plans and manage financial aspects effectively.	117241, 117500, 114738	4	19	4	R42 180	R23 726	R20 036	R18 559
PA0608	186	Starting and Managing a Small Business	This programme prepares aspiring entrepreneurs to develop viable business ideas, plan and launch new ventures, and manage businesses successfully within the South African economic environment.	114600, 114596, 114592, 263534, 263356, 263514	4	31	5	R12 750	R12 000	R11 250	R10 500
PA0877	172	Supervisory Performance Management Skills	This programme trains second-level managers across all sectors to effectively supervise teams by developing skills in performance management.	15230	5	4	1	R12 500	R10 913	R9 700	R8 730
PA0044	177	Team Building and Work Relationships	This programme develops relationship management and team-building skills to foster positive workplace interactions, enhance teamwork, and support organisational growth.	252037 & 252027	5	12	2	R23 100	R19 800	R17 727	R16 898
PA0931	142	Teamwork and Collaboration Skills	This programme equips participants with teamwork, communication, and induction skills to collaborate effectively, manage team dynamics, and contribute positively to organisational performance in a South African workplace.	13912, 119465, 242812	3	14	3	R6 300	R5 250	R4 200	R4 200

Soft Skills & Personal Development

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PA0069	172	Technopreneur	This programme teaches technopreneurs how to start, manage, and grow innovative businesses using 4IR skills to create local employment.	SP - 220328	4	60	6	R24 000	R22 000	R22 000	R19 800
PA0480	172	Telephone Etiquette Skills	This programme teaches individuals in business environments to use the telephone effectively for personal use and message relaying.	7790	3	3	1	R7 500	R6 413	R5 700	R5 130
PA0721	191	The Entrepreneur	This programme helps participants develop key entrepreneurial traits, understand barriers to success, and build teamwork and goal-setting skills for running a new venture.	263356	4	5	1	R9 563	R8 888	R8 100	R7 650
PA0789	142	Time Management and Personal Productivity for Business	This programme develops practical time management, self-management and organisational skills to help employees plan, prioritise and work efficiently, build effective working relationships, manage records, and deliver results aligned with organisational goals.	110021 & 15234	4	10	2	R6 000	R4 500	R3 750	R3 450
PA0633	185	Workplace Ethics, Conduct & Legislation	This programme provides foundational training in ethical conduct, professional behaviour, team motivation, inclusion, and negotiation to prepare individuals for effective participation and leadership in diverse workplace settings.	113924, 114959, 242819, 119272, 13948	4	31	4	R41 400	R39 875	R37 500	R35 000
PA0024	186	Workplace Productivity with Hand Tools & Self-Management	This programme equips general workers and junior staff with practical hand tool skills and foundational knowledge in marketing, production systems, self-leadership, and numeracy, enabling them to work safely, efficiently, and independently in the workplace.	116167, 116164, 116115, 14063, 7451, 12444	3	23	4	R24 000	R24 000	R24 000	R24 000

Training & Development

Overview

Training and Development refer to the structured processes through which individuals acquire new knowledge, skills and competencies to enhance their performance and support organisational growth. Training typically focuses on short-term, job-specific skills needed for immediate application, while development is a broader, long-term approach aimed at fostering personal and professional growth, leadership potential and career advancement. Together, they contribute to a skilled, motivated workforce capable of meeting current and future challenges.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities and progress in their careers within the organisation across the various roles outlined below:

- Department Heads / Managers
- HR Managers
- Learning & Development (L&D) Specialists
- Mentors
- Senior Staff
- Talent Development Officers
- Team Leaders / Supervisors
- Training Coordinators
- Training Facilitators

Benefits to the organisation

Training and Development training benefits an organisation by equipping employees with the knowledge and skills needed to perform their roles effectively and adapt to changing business needs. It enhances workforce competence, productivity and efficiency, while identifying and addressing skill gaps that could hinder performance. Well-structured training programmes boost employee motivation, engagement and retention, fostering a culture of continuous learning. Ultimately, this investment strengthens the organisation's capability, competitiveness and long-term growth in the South African business environment.



Training & Development

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0379	172	Business Research Skills	This programme equips participants with the knowledge to analyse current socio-economic, labour, and environmental issues affecting a specific business sector or industry.	13943	4	10	2	R10 000	R9 500	R7 600	R6 840
PA0079	172	Coaching and Mentoring	This programme equips mid-level managers with the skills to develop, implement, and evaluate operational plans to achieve organisational goals effectively.	252035	5	8	2	R13 750	R11 000	R9 900	R9 625
PA0598	142	Facilitation and Trainer Development	This programme equips participants with practical facilitation and training skills to lead learning, discussions, and meetings effectively across business, education, and community settings.	117871, 117874, 117877	5	20	4	R15 000	R12 000	R9 600	R8 700
PA0835	179	Leadership & Workplace Mentoring	This programme supports participants pursuing a national qualification or working in logistics, HR, or management roles.	11286, 117171, 114215, 113835	5	23	4	R51 060	R28 721	R24 254	R22 466
PA0659	191	Learn and Communicate in the Workplace	This programme helps adults develop the language, communication, and learning skills needed to succeed in workplace and occupational learning environments.	119467, 119472, 119457, 119465	3	20	4	R19 350	R17 250	R15 300	R13 800
PA0790	172	Learning and Development Facilitator	This programme prepares Learning and Development Facilitators to plan, adapt, and deliver effective learning interventions within occupational contexts, while understanding the statutory training environment and diverse participant needs.	SP - 220319	5	36	5	R20 000	R19 000	R18 050	R17 100
PA0362	181	Learning Design and Development	This programme trains participants to design, develop, pilot, and evaluate learning programmes aligned with organisational goals and skills development legislation.	123394, 123401, 15221	6	29	4	R24 470	R16 313	R14 138	R13 050
PA0332	181	Learning Readiness & Academic Foundations	This programme develops learners' foundational communication, learning, and spatial awareness skills, enabling them to read, write, speak, listen, study strategically, interpret spatial information, and participate confidently in learning, community, and workplace contexts	119640, 119636, 119635, 119631, 7463, 7461	1	26	4	R19 800	R16 500	R13 200	R12 480

Training & Development

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0808	172	Learning Support Facilitator	This programme equips participants with the skills to overcome learning barriers and prepare effectively for employment through personal development, communication, and workplace readiness.	SP – 211007	5	20	4	R16 000	R15 000	R14 250	R13 500
PA0162	142	Moderation Practice for Outcomes-Based Assessments	This programme equips participants with the knowledge and skills to plan, conduct, and manage moderation of outcomes-based assessments, ensuring fairness, consistency, and alignment with required outcomes in education, training, and human resource development.	115759	5	10	2	R7 500	R6 000	R4 800	R4 425
PA0012	102	Policy Development & Learning Outcomes Analysis	This programme equips participants to support skills development by advising on quality systems, managing time, and coordinating training activities.	15228, 15234, 15232	5	20	4	R23 016	R21 866	R21 866	R21 866
PA0065	102	Skills Development Coordination & Time Management	This programme enables individuals to contribute to organisational policy development and analyse learning outcomes for skills and strategic growth.	230448 & 15218	5	12	3	R17 262	R16 400	R16 400	R16 400
PA0217	142	Skills Development Facilitation	This programme equips Skills Development Facilitators and HR practitioners with the skills to plan, manage, and evaluate workplace skills development in line with South African legislation, SETA requirements, and organisational needs.	15221, 15218, 15217, 15232, 123397	5	30	4	R22 500	R18 000	R14 400	R13 050
PA0871	181	Skills Development Planning and Coordination	This programme equips human resource development practitioners with skills to conduct skills audits, analyse organisational needs, and develop compliant training and development plans.	15221, 123396, 15217, 15218	6	20	4	R16 875	R11 250	R9 750	R9 000
PA0222	102	Training & Development	This programme enables participants to support employee growth through on-the-job training and development planning.	117877, 15221, 15217	6	15	3	R17 262	R16 400	R16 400	R16 400

Training & Development

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PA0110	175	Workforce Development and Leadership	This programme equips current and aspiring middle managers with the practical leadership and people development skills needed to build inclusive, high-performing teams, promote continuous learning, and support talent development and change initiatives within a organisational context.	252041, 15224, 252029, 252043, 252021	5	31	5	R21 000	R18 000	R16 200	R14 700
PA0814	101	Workplace Education & Training	This programme equips learners with the skills and knowledge to facilitate learning, conduct outcomes-based assessments, and foster a learning culture in an organisation.	117871, 115753, 252041	5	30	5	R30 000	R30 000	R30 000	R30 000
PA0027	181	Workplace Training and Mentoring	This programme equips supervisors and managers with skills to effectively deliver one-to-one training and mentoring, enhancing workplace learning and development.	117877, 114215, 117865, 117874	5	16	3	R18 000	R10 800	R8 840	R8 160

Warehouse & Logistics

Overview

Warehouse and Logistics refer to the systems and processes involved in the storage, movement, and distribution of goods within a supply chain. Warehousing focuses on the safe and efficient storage, handling, and inventory management of products, while logistics encompasses the planning, transportation, and coordination required to ensure timely delivery from suppliers to customers. Together, they play a critical role in maintaining supply chain efficiency, reducing operational costs and meeting customer demand effectively.

These programmes are tailored for participants aiming to develop their skills, bridge gaps in their current responsibilities, and progress in their careers within the organisation across the various roles outlined below:

- Head of Logistics
- Inventory and Stock Controllers
- Logistics Coordinators
- Logistics Managers
- Pickers & Packers
- Procurement / Supply Chain Directors
- Store Managers
- Supply Chain Coordinators
- Transport / Fleet Managers
- Warehouse Management System Specialists
- Warehouse Managers
- Warehouse Supervisors
- Warehouse Workers

Benefits to the organisation

Warehouse and Logistics training benefits an organisation by equipping employees with the skills to manage inventory, streamline supply chain operations and ensure the timely and accurate movement of goods. It improves efficiency, reduces errors and losses, and promotes safe handling and storage practices. Well-trained staff can optimise processes, manage resources effectively, and respond quickly to operational challenges. Ultimately, this training enhances productivity, cost-effectiveness, and customer satisfaction, contributing to the organisation's overall competitiveness and long-term success in the South African market.



Warehouse & Logistics

Product Code	Supplier ID	Programme Name	Programme Description	SAQA US / SP ID	NQF	Credits	Duration-Months	Online Price (1 Learner) Excl. VAT	Online Price (2-4 Learners) Excl. VAT	Online Price (5-9 Learners) Excl. VAT	Online Price (10+ Learners) Excl. VAT
PA0888	186	Construction Contracting & Industry Fundamentals	This programme equips emerging construction contractors with foundational knowledge of industry structures, procurement, contract documentation, and legal compliance to operate ethically and professionally in the construction sector.	9980, 9982, 9978, 9989	2	28	4	R27 000	R27 000	R26 400	R24 750
PA0346	186	Construction Site Supervision and Resource Management	This programme develops foundational skills in construction site supervision, focusing on resource planning and site management to support efficient project execution.	9985 & 9984	2	38	5	R36 000	R33 750	R32 800	R30 750
PA0661	185	Counterbalanced Lift Truck F1 Driver Skills	This programme prepares participants to safely and competently operate a Counterbalanced Lift Truck F1 by teaching high-risk operational awareness, the basics of momentum and load stability, safe work practices, clear communication in noisy environments, correct handling of loads up to 3,000 kg, and the required skills for pre-start checks, safe load movement, and proper shutdown, enabling certification and progression into related lifting-equipment occupations	SP-220303	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0481	185	Counterbalanced Lift Truck F2 Skills	This programme prepares participants to safely and competently operate a Counterbalanced Lift Truck F2 by teaching high-risk operational awareness, the basics of momentum and load stability, safe workplace practices, clear communication in noisy environments, correct handling of loads up to 7,000 kg, and the required skills for pre-start checks, safe load movement, and proper shutdown, enabling certification and progression into related lifting-equipment pathways.	SP-220304	3	20	4	R22 500	R18 750	R15 000	R13 500

Warehouse & Logistics

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PA0378	185	Counterbalanced Lift Truck F3 Driver Skills	This programme prepares participants to safely and effectively operate a Counterbalanced Lift Truck F4 over 15,000 kg by teaching high-risk operational awareness, load-handling physics, safe heavy-duty operating procedures, communication in noisy industrial settings, and the required skills for pre-start checks, safe load movement, and proper shutdown in line with the Driven Machinery Regulations and NCoP.	SP-220305	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0563	185	Counterbalanced Lift Truck F4 Driver Skills	This programme prepares participants to operate as Counterbalanced Lift Truck F4 drivers by teaching safe work practices in high-risk environments, the basics of momentum and load stability, effective communication in noisy settings, proper operation of trucks handling loads over 15,000 kg, and the key skills of pre-start checks, safe load handling, and correct shutdown and refuelling procedures.	SP-220306	3	20	4	R22 500	R18 750	R15 000	R13 500
PA0260	179	Fleet and Freight Logistics	This programme enhances job performance for participants pursuing a national qualification or in supervisory or fleet management roles.	113827	4	12	2	R25 740	R14 535	R12 294	R11 398
PA0500	142	Fundamentals of Supply Chain Management	This programme equips beginners with key supply chain and administrative skills for procurement and support roles.	242814, 242810, 110009, 109999	4	21	4	R12 600	R9 450	R7 875	R7 200
PA0176	179	Introduction to Trade and Logistics	The programme helps participants understand local and international trade and their organisation's role in the global market.	117668	4	15	3	R33 300	R18 731	R15 818	R14 652
PA0369	142	Operational Logistics and Supply Chain Excellence	This programme equips participants with practical skills and knowledge to plan, manage and optimise supply chain, materials, logistics, and cost performance within a South African business environment, enabling effective material flow, accurate inventory control, informed cost analysis, and improved operational decision-making.	11273, 9897, 12996	5	21	4	R15 750	R12 600	R10 125	R9 150

Warehouse & Logistics

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PA0322	185	Overhead Crane Cab Controlled C30 Operator	This programme prepares participants to safely and competently operate an Overhead Crane Pendant Radio Controlled C30 by teaching health and safety requirements, equipment and rigging knowledge, practical load handling, crane mobilisation and demobilisation, effective communication, and basic understanding of other crane types in compliance with the National Code of Practice.	SP-211023	3	40	5	R22 500	R18 750	R15 000	R13 500
PA0684	185	Overhead Crane Cab Controlled C31 Operator	This programme prepares participants to safely and competently operate an Overhead Crane Cab Controlled C31 by teaching high-risk operational awareness, safe lifting and moving of suspended loads, compliance with legislation and the NCoP, effective communication in noisy industrial environments, and basic knowledge of other crane types, including pre-start checks, mobilisation, load handling, and shutdown procedures.	SP-211022	3	40	5	R22 500	R18 750	R15 000	R13 500
PA0057	191	Plan and Manage Production	This programme equips aspiring entrepreneurs and small business owners with practical operations management and mathematical skills to plan, manage, and optimise production processes in a new venture.	263434 & 9016	4	10	2	R10 350	R9 600	R8 250	R7 800
PA0991	185	Reach Lift Truck F5 Driver Skills	This programme equips participants to safely and effectively operate a Reach Lift Truck F5 by teaching high-risk operational awareness, the basics of momentum and load stability, safe manoeuvring in various environments, clear communication in noisy workplaces, correct handling of loads up to 2,500 kg, and the required skills for pre-start checks, safe load operations, and proper shutdown, leading to certification and progression into other lifting-related occupations.	SP-220307	3	20	4	R22 500	R18 750	R15 000	R13 500

Warehouse & Logistics

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PA0412	191	Retail Supervisor Skills Development	This programme prepares individuals to lead and motivate a retail team, manage daily operations effectively, and achieve performance targets while upholding strong ethics and efficient workplace practices in a South African retail environment.	242815, 242819, 254596, 242811	4	25	4	R24 450	R22 800	R20 700	R18 750
PA0385	172	Stock and Fixed Assets Management	This programme equips small business managers and junior business unit managers with the knowledge to manage assets and stock effectively.	13945	4	2	1	R8 750	R7 088	R6 300	R5 670
PA0963	142	Supply Chain and Procurement Management in the Public Sector	This programme equips participants with the knowledge and skills to design, implement, and manage effective Supply Chain Management systems in the South African public and municipal sectors, ensuring compliance, efficiency, and value for money.	119345 & 116353	6	27	4	R23 625	R22 950	R22 275	R20 250
PA0262	179	Warehouse Operation Basics	This programme equips participants with skills to safely handle freight, manage stock storage, and apply basic logistics in warehouse or distribution settings.	117898, 123262, 8025, 242875, 123260	4	30	4	R66 600	R37 463	R31 635	R29 304



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