

# Workplace-Based Learning Programmes (WLP)

Programme Catalogue – August 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. You can access the list of Categories on our website [here](#).

Each column contains the following information:

**Product Code:** Each programme is accompanied by a Skills Programme Sheet, which can be provided upon request. You can access the programme information and sheet on our website by clicking on the Product Code.

**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 - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                                      | Programme Description                                                                                                                                                                                                                                                       | SAQA US / SP ID                                            | NOF | 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 |
|------------------------|-------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0586</a> | 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                                |
| <a href="#">PA0381</a> | 181         | Agricultural Communication & Enterprise             | This programme equips participants with the communication, business management and agricultural skills required to manage sustainable agricultural enterprises, improve productivity and profitability, and engage effectively with workplace stakeholders and customers.   | 8962, 8964, 116081, 116126, 116083, 116113, 116115, 116069 | 2   | 24      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0229</a> | 181         | Agricultural Enterprise & Business Management       | This programme equips participants with the knowledge and practical skills to manage agricultural enterprises through effective business, financial, production, and resource management practices that support sustainable and profitable farming.                         | 116081, 116126, 116083, 116113, 116115, 116122, 7469, 8964 | 2   | 23      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0387</a> | 181         | Agrochemical & Crop Protection                      | This programme equips participants with the knowledge and practical skills to apply sustainable agricultural practices, protect natural resources, manage environmental risks, and promote environmentally responsible farming in compliance with agricultural legislation. | 116064, 116125, 116124, 116121, 116077                     | 2   | 26      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |

## Administration & Coordination - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                                      | Programme Description                                                                                                                                                                                                                                                          | SAQA US / SP ID                                   | NOF | 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 |
|------------------------|-------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0822</a> | 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                                |
| <a href="#">PA0564</a> | 181         | Basic Water Supply Maintenance                      | This programme equips participants with the knowledge and practical skills to understand water distribution systems, read water meters, use workplace communication and computer skills, identify faults, and support the safe and efficient operation of water services.      | 119460, 254063, 113938, 254057                    | 2   | 20      | 4               | R14 850                            | R13 500                               | R12 750                               | R12 000                               |
| <a href="#">PA0072</a> | 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                               |
| <a href="#">PA0020</a> | 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, 14552, 109999                              | 4   | 18      | 4               | R28 770                            | R27 317                               | R27 317                               | R27 317                               |
| <a href="#">PA0833</a> | 185         | Business Administration & 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                               |
| <a href="#">PA0966</a> | 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                               |

## Administration & Coordination - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0258</a> | 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                               |
| <a href="#">PA0913</a> | 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                                |
| <a href="#">PA0653</a> | 175         | Business Reporting & 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                               |
| <a href="#">PA0953</a> | 181         | Commercial Layer Production                           | This programme equips participants with the knowledge and practical skills to manage commercial layer production, maintain poultry health and safety, and apply effective workplace communication and work management practices to optimise egg production.                                  | 8964, 119394, 119442, 119447, 119404, 14342 | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0071</a> | 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                               |

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|------------------------|-------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0582</a> | 181         | Conservation & Farm Infrastructure                                      | This programme equips participants with the knowledge and practical skills to develop, maintain, and conserve agricultural infrastructure while applying sustainable farming and environmental conservation practices to support productive agricultural operations.                                                          | 116127, 116121, 116060, 116064, 12444, 116109 | 2   | 27      | 4               | R20 250                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0652</a> | 186         | Construction Project Management: Safety, Planning & 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                                          | 2   | 3       | 4               | R12 000                            | R11 250                               | R11 200                               | R10 500                               |
| <a href="#">PA0144</a> | 186         | Construction Quality & 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                               |
| <a href="#">PA0388</a> | 186         | Construction-Focused Mathematical Literacy                              | This programme develops mathematical literacy for the construction industry, enabling participants 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                               |
| <a href="#">PA0334</a> | 181         | Crop Harvesting & Post-Harvest Operations                               | This programme equips participants with the knowledge and practical skills to harvest agricultural crops and natural flora safely, manage agricultural inputs and food quality, and apply sustainable harvesting practices that support efficient agricultural operations.                                                    | 116111, 116122, 116070, 8962, 9009, 116114    | 2   | 20      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |

## Administration & Coordination - QCTO/SETA

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|------------------------|-------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0450</a> | 181         | Crop Harvesting & Post-Harvest Practices                    | This programme equips participants with the knowledge and practical skills to harvest crops safely, manage agricultural inputs and stock, apply food safety practices, and support sustainable agricultural production through effective workplace communication and numeracy.                                                     | 116201, 116163, 116166, 12462, 7447, 116149        | 1   | 23      | 4               | R16 500                            | R15 750                               | R14 250                               | R13 500                               |
| <a href="#">PA0883</a> | 181         | Crop Protection Practices                                   | This programme equips participants with the knowledge and practical skills to harvest crops safely, manage agricultural inputs and stock, apply food safety practices, and support sustainable agricultural production through effective workplace communication and numeracy.                                                     | 116204, 116206, 12469, 12462, 116149               | 1   | 25      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0411</a> | 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                               |
| <a href="#">PA0683</a> | 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                               |
| <a href="#">PA0335</a> | 142         | Effective Meeting Management & 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                                |

## Administration & Coordination - QCTO/SETA

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|------------------------|-------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0264</a> | 181         | Environmental Problem Solving & Decision Making               | This programme equips participants with the knowledge and practical skills to solve workplace problems, apply systems thinking and statistical analysis, and communicate informed business decisions effectively within South African organisations.   | 14927, 252026, 9015, 10622                                          | 5   | 24      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0987</a> | 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                               |
| <a href="#">PA0227</a> | 181         | Farm Operations & Agricultural Enterprise                     | This programme equips participants with the knowledge and practical skills to apply agricultural enterprise management principles, business practices, and financial management to support sustainable, productive, and profitable farming operations. | 116158, 116165, 116172, 116160, 116164, 116159, 7451, 12470, 116209 | 1   | 27      | 4               | R20 250                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0260</a> | 179         | Fleet & 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                               |
| <a href="#">PA0394</a> | 181         | Hatchery Operations                                           | This programme equips participants with the knowledge and practical skills to apply biosecurity, financial, mathematical, and poultry production principles that support safe, efficient, and sustainable poultry farming operations.                  | 9009, 119394, 119490, 119421, 119442, 7469                          | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0561</a> | 186         | Integrated Administration, Meeting Coordination & Negotiation | This programme equips participants with administrative, meeting coordination, and negotiation skills to manage processes, organise events, and negotiate effectively in a professional workplace.                                                      | 13929, 13934, 242811, 114805, 13948                                 | 4   | 21      | 4               | R13 500                            | R12 750                               | R12 000                               | R11 250                               |

## Administration & Coordination - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                                                 | Programme Description                                                                                                                                                                                                                                                                                                           | SAQA US / SP ID                             | NOF | 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 |
|------------------------|-------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0200</a> | 186         | Internship Programme - Workplace Conduct & Professionalism     | This programme equips participants 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                               |
| <a href="#">PA0933</a> | 181         | Irrigation & Water Management                                  | This programme equips participants with the foundational knowledge and practical skills to operate and maintain irrigation systems, manage water quality, use agricultural tools safely, and apply sustainable water management practices to support efficient crop production.                                                 | 116202, 116168, 116167, 14084, 7461, 116148 | 1   | 14      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0987</a> | 181         | Local Economic Development Administration & Records Management | This programme equips participants with the knowledge and practical skills to manage office administration, maintain effective records and databases, and apply professional and ethical practices that support efficient Local Economic Development (LED) operations and service delivery within South African municipalities. | 7866, 110500, 8648, 110531, 110526          | 5   | 21      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0296</a> | 181         | Local Government Administration                                | This programme equips participants with the knowledge and practical skills to work effectively in the South African Local Government environment by supporting municipal administration, organisational effectiveness, and quality public service delivery.                                                                     | 244296, 244298, 119467, 119457              | 3   | 20      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0330</a> | 191         | Manage Administration & 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                                |

## Administration & Coordination - QCTO/SETA

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|------------------------|-------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0226</a> | 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               | R15 000                            | R11 250                               | R10 125                               | R9 225                                |
| <a href="#">PA0994</a> | 107         | Managing a Small Business                | This programme equips participants with the skills to manage operations and finances effectively in a new venture or SMME to ensure efficiency, financial control, and sustainable business growth.                                                                                                                                                 | 119668, 119666, 119674        | 2   | 18      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0213</a> | 181         | Meeting Administration & Communication   | This programme equips participants with communication, meeting administration, facilitation, and conflict management skills to support effective workplace and Ward Committee engagement within South African Local Government and community environments.                                                                                          | 13934, 242891, 119454, 119456 | 3   | 24      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0063</a> | 186         | Meeting Coordination & 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                                |
| <a href="#">PA0033</a> | 142         | Office Administration & Business Support | 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                                |

## Administration & Coordination - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                             | Programme Description                                                                                                                                                                                                                                                      | SAQA US / SP ID                            | NOF | 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 |
|------------------------|-------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0443</a> | 107         | Office Administration & Coordination       | This programme equips junior managers with supervisory, coordination, and customer service skills to manage teams effectively, run structured meetings, and improve workplace efficiency and service delivery.                                                             | 242816, 242811, 242829                     | 4   | 18      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0932</a> | 179         | Office Administration & 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                               |
| <a href="#">PA0650</a> | 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                               |
| <a href="#">PA0856</a> | 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                            | R10 125                               | R9 000                                | R8 775                                |
| <a href="#">PA0776</a> | 107         | Operational Planning & Control             | This programme equips junior managers with the skills to manage time effectively, solve workplace problems, and control budgets to improve productivity and operational efficiency.                                                                                        | 242811, 242817, 242810                     | 4   | 22      | 4               | R11 250                            | R10 500                               | R9 750                                | R9 000                                |
| <a href="#">PA0444</a> | 181         | Organic Agriculture & Agri-Ecotourism      | This programme equips participants with the knowledge and practical skills to apply sustainable farming practices, meet organic certification requirements, promote agricultural products and agri-ecotourism, and communicate effectively within the agricultural sector. | 116121, 116126, 8967, 8964, 116076, 116069 | 2   | 23      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |

## Administration & Coordination - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                | Programme Description                                                                                                                                                                                                                                                                                                        | SAQA US / SP ID                             | NOF | 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 |
|------------------------|-------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0907</a> | 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                               |
| <a href="#">PA0285</a> | 172         | Plan & 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               | R15 000                            | R12 375                               | R11 000                               | R10 725                               |
| <a href="#">PA0490</a> | 181         | Plant Propagation & Crop Care | This programme equips participants with the foundational knowledge and practical skills to propagate plants, apply sustainable plant production practices, manage soil fertility and plant nutrition, perform basic hydroponic operations, and use workplace numeracy and communication skills in agricultural environments. | 116205, 116203, 116206, 7451, 12469, 116148 | 1   | 27      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0702</a> | 181         | Poultry Broiler Production    | This programme equips participants with the knowledge and practical skills to manage broiler production safely and efficiently by applying effective communication, biosecurity, and poultry management practices that support healthy flock performance and sustainable poultry production.                                 | 8962, 119442, 119490, 119450                | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0782</a> | 181         | Poultry Health & Biosecurity  | This programme equips participants with the knowledge and practical skills to apply poultry health management, maintain health and safety standards, and manage chick brooding effectively to support productive and sustainable poultry production.                                                                         | 8963, 119382, 119447, 119448                | 2   | 31      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |

## Administration & Coordination - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                                  | Programme Description                                                                                                                                                                                                                                                 | SAQA US / SP ID                     | NOF | 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 |
|------------------------|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0482</a> | 181         | Poultry Parent Stock Production                 | This programme equips participants with the knowledge and practical skills to apply poultry management, workplace communication, health and safety, and work planning practices that support safe, efficient, and productive poultry production operations.           | 8963, 119442, 119447, 14342, 119385 | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0624</a> | 181         | Project Management Foundations & 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                                |
| <a href="#">PA0771</a> | 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                                |
| <a href="#">PA0566</a> | 186         | Reception Skills & 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                                |
| <a href="#">PA0612</a> | 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               | R12 500                            | R10 125                               | R9 000                                | R8 775                                |

## Administration & Coordination - QCTO/SETA

| Product Code           | Supplier ID | Programme Name                              | Programme Description                                                                                                                                                                                                                                                                               | SAQA US / SP ID                              | NOF | 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 |
|------------------------|-------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0593</a> | 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               | R15 000                            | R12 375                               | R11 000                               | R10 725                               |
| <a href="#">PA0271</a> | 181         | Sustainable Crop Production                 | This programme equips participants with the foundational knowledge and practical skills to apply sustainable crop production practices, conserve natural resources, establish crops effectively, and communicate professionally within agricultural workplaces.                                     | 116157, 116169, 116199, 116200, 12462, 12470 | 1   | 36      | 5               | R24 750                            | R22 800                               | R21 600                               | R19 500                               |
| <a href="#">PA0480</a> | 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               | R11 250                            | R9 450                                | R8 400                                | R7 560                                |
| <a href="#">PA0901</a> | 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               | R12 500                            | R10 125                               | R9 000                                | R8 100                                |
| <a href="#">PA0548</a> | 181         | Wastewater Operations Fundamentals          | This programme equips participants with the knowledge and practical skills to understand wastewater systems, interpret workplace information, unblock and maintain wastewater pipes, and support the safe and efficient operation of wastewater reticulation networks.                              | 119463, 246463, 254054                       | 2   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0562</a> | 181         | Water Meter Reading & Customer Service      | This programme equips participants with the knowledge and practical skills to accurately read water meters, understand water systems, communicate effectively with communities, identify leaks, promote water conservation, and provide quality customer service in the South African water sector. | 119463, 246463, 113934, 113939               | 2   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |

## Administration & Coordination - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0571</a> | 181         | Water Reticulation Construction Skills           | This programme equips participants with the knowledge and practical skills to safely install, maintain and repair water supply systems, carry out excavation and construction work, and apply workplace communication and teamwork skills in the South African water services industry.                            | 119460, 254061, 254055, 11783         | 2   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0594</a> | 181         | Water Sampling & Quality Monitoring              | This programme equips participants with the knowledge and practical skills to collect and manage water and wastewater samples, maintain sample quality, complete workplace records accurately, use a computer for reporting, and work effectively in the South African water services sector.                      | 119467, 254125, 113940, 7547          | 2   | 20      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0572</a> | 181         | Water Services Workplace Skills                  | This programme equips participants with the knowledge and practical skills to communicate effectively, work safely, respond to emergencies, provide basic first aid, and contribute to a safe, productive and compliant workplace in the South African water services sector.                                      | 119454, 246459, 13222, 9965, 8420     | 2   | 20      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0305</a> | 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                               |
| <a href="#">PA0912</a> | 186         | Workplace Communication & 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                               |

## Administration & Coordination - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0351</a> | 185         | Workplace Communication & 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                               |
| <a href="#">PA0471</a> | 172         | Workplace Essential Skills                     | This programme equips participants with the essential knowledge, skills, and workplace behaviours required to work professionally, safely, and effectively in a modern organisational environment.                                                                                                                                         | SP-211009                                 | 4   | 20      | 4               | R16 000                            | R15 000                               | R14 250                               | R13 500                               |
| <a href="#">PA0945</a> | 142         | Workplace Literacy: Reading & 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                                |
| <a href="#">PA0779</a> | 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                               |

## Administration & Coordination - HET

| Product Code | Supplier ID | Programme Name             | Programme Description                                                                                                                                                                                                                       | 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 |
|--------------|-------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| PA0066       | 155         | Excellence in Office Admin | This programme equips participants with the knowledge and practical skills to manage office administration functions, improve workplace efficiency, and provide professional administrative and customer support in a business environment. | 5   | 10      | 3               | R28 500                            | R27 000                               | R22 500                               | R21 000                               |

# Agriculture

## Overview

The agriculture sector is a vital industry that supports food production, natural resource management, and economic development. It involves the cultivation of crops, the rearing of livestock, and the sustainable management of agricultural resources to meet the needs of communities and markets. Effective agricultural practices focus on improving productivity, maintaining quality, ensuring environmental sustainability, and complying with industry standards and regulations. Together, these activities contribute to food security, rural development, and the long-term sustainability of the agricultural sector.

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:

- Agribusiness Administrator / Manager
- Agricultural Compliance Officer
- Agricultural Equipment Operator
- Agricultural Operations or Production Manager
- Agricultural Production Manager
- Animal Health Technician
- Crop Production Supervisor
- Crop Production Worker
- Farm Manager or Worker
- Feed Production Operator
- Food Safety Officer
- General Farm Supervisor
- Grain Management
- Hatchery Management
- Livestock Management

- Plant Production Supervisor
- Poultry Farm Supervisor or Production Worker
- Quality Assurance Officer (Agriculture)
- Sustainable Production

## Benefits to the organisation

Agriculture training benefits an organisation by equipping employees with the knowledge and practical skills to improve crop and livestock production, manage agricultural resources effectively, and apply industry best practices. It enhances productivity, promotes sustainable farming methods, improves quality control, and strengthens compliance with agricultural legislation, food safety requirements, and environmental standards. Well-trained employees contribute to healthier crops and livestock, reduce waste, optimise resource utilisation, and improve operational efficiency. Ultimately, this training increases productivity, supports profitability, strengthens food security, and enables the organisation to achieve sustainable growth while maintaining high standards of quality, safety, and environmental stewardship.



## Agriculture - QCTO/SETA

| 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 |
|-------------------------------|-------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#"><u>PA0503</u></a> | 181         | Agricultural Business & Supply Management     | This programme equips participants with the knowledge and practical skills to manage sustainable and profitable agricultural enterprises through effective business, financial, production and resource management practices.                                               | 116080, 7469, 116126, 116122, 116115, 116113, 116070, 116081, 116069, 116109 | 2   | 25      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#"><u>PA0381</u></a> | 181         | Agricultural Communication & Enterprise       | This programme equips participants with the communication, business management and agricultural skills required to manage sustainable agricultural enterprises, improve productivity and profitability, and engage effectively with workplace stakeholders and customers.   | 8962, 8964, 116081, 116126, 116083, 116113, 116115, 116069                   | 2   | 24      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#"><u>PA0229</u></a> | 181         | Agricultural Enterprise & Business Management | This programme equips participants with the knowledge and practical skills to manage agricultural enterprises through effective business, financial, production, and resource management practices that support sustainable and profitable farming.                         | 116081, 116126, 116083, 116113, 116115, 116122, 7469, 8964                   | 2   | 23      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#"><u>PA0387</u></a> | 181         | Agrochemical & Crop Protection                | This programme equips participants with the knowledge and practical skills to apply sustainable agricultural practices, protect natural resources, manage environmental risks, and promote environmentally responsible farming in compliance with agricultural legislation. | 116064, 116125, 116124, 116121, 116077                                       | 2   | 26      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#"><u>PA0692</u></a> | 181         | Animal Health & Livestock Management          | This programme equips participants with the knowledge and practical skills to apply sustainable animal production practices, promote livestock health and welfare, operate agricultural equipment safely, and improve productivity within agricultural operations.          | 116064, 116125, 116063, 116055, 116643                                       | 2   | 27      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |

## Agriculture - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0953</a> | 181         | Commercial Layer Production               | This programme equips participants with the knowledge and practical skills to manage commercial layer production, maintain poultry health and safety, and apply effective workplace communication and work management practices to optimise egg production.                    | 8964, 119394, 119442, 119447, 119404, 14342   | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0582</a> | 181         | Conservation & Farm Infrastructure        | This programme equips participants with the knowledge and practical skills to develop, maintain, and conserve agricultural infrastructure while applying sustainable farming and environmental conservation practices to support productive agricultural operations.           | 116127, 116121, 116060, 116064, 12444, 116109 | 2   | 27      | 4               | R20 250                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0334</a> | 181         | Crop Harvesting & Post-Harvest Operations | This programme equips participants with the knowledge and practical skills to harvest agricultural crops and natural flora safely, manage agricultural inputs and food quality, and apply sustainable harvesting practices that support efficient agricultural operations.     | 116111, 116122, 116070, 8962, 9009, 116114    | 2   | 20      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0450</a> | 181         | Crop Harvesting & Post-Harvest Practices  | This programme equips participants with the knowledge and practical skills to harvest crops safely, manage agricultural inputs and stock, apply food safety practices, and support sustainable agricultural production through effective workplace communication and numeracy. | 116201, 116163, 116166, 12462, 7447, 116149   | 1   | 23      | 4               | R16 500                            | R15 750                               | R14 250                               | R13 500                               |
| <a href="#">PA0883</a> | 181         | Crop Protection Practices                 | This programme equips participants with the knowledge and practical skills to harvest crops safely, manage agricultural inputs and stock, apply food safety practices, and support sustainable agricultural production through effective workplace communication and numeracy. | 116204, 116206, 12469, 12462, 116149          | 1   | 25      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |

## Agriculture - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0464</a> | 181         | Environmental Management & Compliance         | This programme equips participants with the knowledge and practical skills to apply environmental legislation, ethical principles, and integrated environmental management practices that promote sustainable development, regulatory compliance, and responsible environmental management in South Africa. | 264458, 13649, 264455, 10622                                        | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0227</a> | 181         | Farm Operations & Agricultural Enterprise     | This programme equips participants with the knowledge and practical skills to apply agricultural enterprise management principles, business practices, and financial management to support sustainable, productive, and profitable farming operations.                                                      | 116158, 116165, 116172, 116160, 116164, 116159, 7451, 12470, 116209 | 1   | 27      | 4               | R20 250                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0631</a> | 181         | Feed & Water Management in Poultry Production | This programme equips participants with the knowledge and practical skills to apply poultry nutrition, water management, hatchery, and financial management practices that support efficient, sustainable, and productive poultry production.                                                               | 7469, 119437, 119487, 119421                                        | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0323</a> | 181         | Feedlot Operations & Agribusiness Management  | This programme equips participants with the knowledge and practical skills to manage feedlot operations, apply agribusiness principles, and support efficient livestock production through effective data, stock, and resource management.                                                                  | 116080, 116122, 116113, 116647, 116653, 116637                      | 2   | 24      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0394</a> | 181         | Hatchery Operations                           | This programme equips participants with the knowledge and practical skills to apply biosecurity, financial, mathematical, and poultry production principles that support safe, efficient, and sustainable poultry farming operations.                                                                       | 9009, 119394, 119490, 119421, 119442, 7469                          | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |

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| 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 |
|-------------------------------|-------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#"><u>PA0466</u></a> | 181         | Human Sustainability & Climate Change                              | This programme equips participants with the knowledge and practical skills to apply human sustainability and climate change principles, analyse environmental data, and promote sustainable environmental practices that strengthen organisational resilience and support sustainable development in South Africa. | 264459, 119909, 10622, 9015                | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#"><u>PA0432</u></a> | 181         | Integrated Waste Management & Waste Operations                     | This programme equips participants with the knowledge and practical skills to implement integrated waste management practices in accordance with South African environmental legislation, promoting sustainable waste management, legal compliance, and environmental protection.                                  | 264461, 264460, 264474, 10622              | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#"><u>PA0463</u></a> | 181         | Integrated Water Resource Management & Environmental Communication | This programme equips participants with the knowledge and practical skills to apply Integrated Water Resource Management (IWRM), understand environmental systems, and communicate effectively to support sustainable water resource management and environmental stewardship in South Africa.                     | 264457, 264456, 10622                      | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#"><u>PA0444</u></a> | 181         | Organic Agriculture & Agri-Ecotourism                              | This programme equips participants with the knowledge and practical skills to apply sustainable farming practices, meet organic certification requirements, promote agricultural products and agri-ecotourism, and communicate effectively within the agricultural sector.                                         | 116121, 116126, 8967, 8964, 116076, 116069 | 2   | 23      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |

## Agriculture - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0490</a> | 181         | Plant Propagation & Crop Care               | This programme equips participants with the foundational knowledge and practical skills to propagate plants, apply sustainable plant production practices, manage soil fertility and plant nutrition, perform basic hydroponic operations, and use workplace numeracy and communication skills in agricultural environments. | 116205, 116203, 116206, 7451, 12469, 116148 | 1   | 27      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0431</a> | 181         | Pollution Incident Management & Remediation | This programme equips participants with the knowledge and practical skills to manage pollution incidents, investigate workplace incidents, and implement corrective actions that promote environmental protection, legal compliance, and continuous improvement within South African workplaces.                             | 116971, 244518, 10622, 14927                | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0702</a> | 181         | Poultry Broiler Production                  | This programme equips participants with the knowledge and practical skills to manage broiler production safely and efficiently by applying effective communication, biosecurity, and poultry management practices that support healthy flock performance and sustainable poultry production.                                 | 8962, 119442, 119490, 119450                | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0604</a> | 181         | Poultry Environmental Management            | This programme equips participants with the knowledge and practical skills to apply effective communication, environmental management, health and safety, and egg handling practices that support safe, productive, and sustainable poultry production.                                                                      | 8962, 119483, 119447, 119397                | 2   | 29      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |

## Agriculture - QCTO/SETA

| 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 |
|-------------------------------|-------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#"><u>PA0782</u></a> | 181         | Poultry Health & Biosecurity    | This programme equips participants with the knowledge and practical skills to apply poultry health management, maintain health and safety standards, and manage chick brooding effectively to support productive and sustainable poultry production.            | 8963, 119382, 119447, 119448                 | 2   | 31      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#"><u>PA0482</u></a> | 181         | Poultry Parent Stock Production | This programme equips participants with the knowledge and practical skills to apply poultry management, workplace communication, health and safety, and work planning practices that support safe, efficient, and productive poultry production operations.     | 8963, 119442, 119447, 14342, 119385          | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#"><u>PA0271</u></a> | 181         | Sustainable Crop Production     | This programme equips participants with the foundational knowledge and practical skills to apply sustainable crop production practices, conserve natural resources, establish crops effectively, and communicate professionally within agricultural workplaces. | 116157, 116169, 116199, 116200, 12462, 12470 | 1   | 36      | 5               | R24 750                            | R22 800                               | R21 600                               | R19 500                               |
| <a href="#"><u>PA0434</u></a> | 181         | Waste Treatment & Disposal      | This programme equips participants with the knowledge and practical skills to implement integrated waste management practices that promote legal compliance, environmental sustainability, and effective waste management operations in South Africa.           | 264475, 264476, 264461, 10622                | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0717</a> | 186         | Advanced Communication & 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                               |
| <a href="#">PA0903</a> | 181         | Advanced Presentation & Communication Skills                     | This programme equips participants with the knowledge and practical skills to plan, conduct, and manage effective business meetings while applying professional communication, minute-taking, and workplace interaction skills within the South African workplace. | 242816, 13934, 12433, 10622, 119469    | 5   | 27      | 4               | R14 250                            | R13 500                               | R13 500                               | R13 500                               |
| <a href="#">PA0913</a> | 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                                |
| <a href="#">PA0774</a> | 107         | Business Communication & Support                                 | This programme equips junior managers and emerging leaders with the skills to lead teams effectively, solve workplace problems, and uphold ethical and organisational standards.                                                                                   | 242821, 242817, 242815                 | 4   | 18      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0609</a> | 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                               |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0433</a> | 186         | Client Communication & 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                               |
| <a href="#">PA0109</a> | 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                               |
| <a href="#">PA0645</a> | 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                               |
| <a href="#">PA0071</a> | 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                               |
| <a href="#">PA0880</a> | 181         | Communication Participation & Citizenship Literacy    | This programme develops participants 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. | 7464, 7463, 7451, 7449, 7461, 14084       | 1   | 10      | 4               | R23 250                            | R19 800                               | R16 050                               | R15 000                               |
| <a href="#">PA0892</a> | 191         | Communication Skills (Language proficiency Afrikaans) | This programme equips participants 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                               |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0582</a> | 181         | Conservation & Farm Infrastructure        | This programme equips participants with the knowledge and practical skills to develop, maintain, and conserve agricultural infrastructure while applying sustainable farming and environmental conservation practices to support productive agricultural operations.           | 116127, 116121, 116060, 116064, 12444, 116109 | 2   | 27      | 4               | R20 250                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0999</a> | 185         | Core Leadership & 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                               |
| <a href="#">PA0334</a> | 181         | Crop Harvesting & Post-Harvest Operations | This programme equips participants with the knowledge and practical skills to harvest agricultural crops and natural flora safely, manage agricultural inputs and food quality, and apply sustainable harvesting practices that support efficient agricultural operations.     | 116111, 116122, 116070, 8962, 9009, 116114    | 2   | 20      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0450</a> | 181         | Crop Harvesting & Post-Harvest Practices  | This programme equips participants with the knowledge and practical skills to harvest crops safely, manage agricultural inputs and stock, apply food safety practices, and support sustainable agricultural production through effective workplace communication and numeracy. | 116201, 116163, 116166, 12462, 7447, 116149   | 1   | 23      | 4               | R16 500                            | R15 750                               | R14 250                               | R13 500                               |
| <a href="#">PA0883</a> | 181         | Crop Protection Practices                 | This programme equips participants with the knowledge and practical skills to harvest crops safely, manage agricultural inputs and stock, apply food safety practices, and support sustainable agricultural production through effective workplace communication and numeracy. | 116204, 116206, 12469, 12462, 116149          | 1   | 25      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0853</a> | 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                                |
| <a href="#">PA0940</a> | 142         | Effective Speaking, Writing, & 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                               |
| <a href="#">PA0227</a> | 181         | Farm Operations & Agricultural Enterprise                      | This programme equips participants with the knowledge and practical skills to apply agricultural enterprise management principles, business practices, and financial management to support sustainable, productive, and profitable farming operations.         | 116158, 116165, 116172, 116160, 116164, 116159, 7451, 12470, 116209 | 1   | 27      | 4               | R20 250                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0112</a> | 186         | Foundational Communication & 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                               |
| <a href="#">PA0399</a> | 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                               |
| <a href="#">PA0465</a> | 142         | Fundamental Workplace Communication                            | This programme equips participants 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                                |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0467</a> | 186         | Intermediate Public Speaking & Workplace Communication | This programme develops participants 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                                |
| <a href="#">PA0375</a> | 186         | Leadership, People Management & 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                                |
| <a href="#">PA0659</a> | 191         | Learn & 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                               |
| <a href="#">PA0213</a> | 181         | Meeting Administration & Communication                 | This programme equips participants with communication, meeting administration, facilitation, and conflict management skills to support effective workplace and Ward Committee engagement within South African Local Government and community environments.               | 13934, 242891, 119454, 119456  | 3   | 24      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0339</a> | 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                                |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0444</a> | 181         | Organic Agriculture & Agri-Ecotourism          | This programme equips participants with the knowledge and practical skills to apply sustainable farming practices, meet organic certification requirements, promote agricultural products and agri-ecotourism, and communicate effectively within the agricultural sector.                                                   | 116121, 116126, 8967, 8964, 116076, 116069  | 2   | 23      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0890</a> | 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                               |
| <a href="#">PA0490</a> | 181         | Plant Propagation & Crop Care                  | This programme equips participants with the foundational knowledge and practical skills to propagate plants, apply sustainable plant production practices, manage soil fertility and plant nutrition, perform basic hydroponic operations, and use workplace numeracy and communication skills in agricultural environments. | 116205, 116203, 116206, 7451, 12469, 116148 | 1   | 27      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0902</a> | 181         | Presentation & Communication Skills            | This programme equips participants with the knowledge and practical skills to communicate effectively in oral, written, and business contexts, enabling professional workplace interaction and effective information sharing in the South African workplace.                                                                 | 119472, 119465, 119462, 12153, 12155        | 4   | 25      | 4               | R13 500                            | R12 750                               | R12 750                               | R12 750                               |
| <a href="#">PA0293</a> | 181         | Professional Communication in Local Government | This programme equips participants with communication, learning, teamwork, and accountability skills to improve workplace effectiveness and professional performance within South African Local Government and public sector environments.                                                                                   | 119472, 119465, 119467, 244301              | 3   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0288</a> | 181         | Public Sector Communication & Professional Writing | This programme equips participants with advanced business communication skills to prepare professional documents, deliver effective presentations, and communicate confidently across diverse South African workplace environments.                                    | 119472, 119462, 12153, 119459                | 4   | 20      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0593</a> | 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               | R15 000                            | R12 375                               | R11 000                               | R10 725                               |
| <a href="#">PA0245</a> | 181         | Retail Compliance & Business Communication         | This programme equips participants with the knowledge and practical skills to communicate effectively, ensure legal compliance, and manage marketing resources efficiently within retail, wholesale, and marketing environments to support organisational performance. | 8734, 10017, 10013                           | 5   | 23      | 4               | R16 500                            | R16 200                               | R14 400                               | R13 125                               |
| <a href="#">PA0279</a> | 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                               |
| <a href="#">PA0271</a> | 181         | Sustainable Crop Production                        | This programme equips participants with the foundational knowledge and practical skills to apply sustainable crop production practices, conserve natural resources, establish crops effectively, and communicate professionally within agricultural workplaces.        | 116157, 116169, 116199, 116200, 12462, 12470 | 1   | 36      | 5               | R24 750                            | R22 800                               | R21 600                               | R19 500                               |

## Communication & Writing - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0711</a> | 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                               |
| <a href="#">PA0305</a> | 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                               |
| <a href="#">PA0912</a> | 186         | Workplace Communication & 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                               |
| <a href="#">PA0351</a> | 185         | Workplace Communication & 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                               |
| <a href="#">PA0945</a> | 142         | Workplace Literacy: Reading & 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                                |

## Communication & Writing – HET

| Product Code           | Supplier ID | Programme Name                                  | Programme Description                                                                                                                                                                                                                                | 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 |
|------------------------|-------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0728</a> | 125         | Business Communication for Procurement Managers | This programme equips participants with the knowledge and practical skills to communicate professionally and effectively in business, procurement, and supply chain environments.                                                                    | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <a href="#">PA0729</a> | 125         | Business Communication for Project Managers     | This programme equips participants with the knowledge and practical skills to communicate effectively within project environments through professional written, verbal, visual, and digital communication that supports successful project delivery. | 5   | 20      | 4               | R27 000                            | R27 000                               | R21 000                               | R21 000                               |
| <a href="#">PA0724</a> | 125         | Professional Communication                      | This programme equips participants with the knowledge and practical skills to communicate professionally and effectively through written, verbal, and digital communication in modern business environments.                                         | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0453</a> | 172         | Air Transport Dangerous Goods Practitioner                           | This programme equips participants with the knowledge and practical skills to safely prepare, handle, document, and manage the air transportation of dangerous goods in compliance with South African legislation, international aviation regulations, and industry standards.                                                                         | SP-250123                      | 5   | 52      | 6               | R24 000                            | R22 000                               | R22 000                               | R19 800                               |
| <a href="#">PA0337</a> | 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                               |
| <a href="#">PA0564</a> | 181         | Basic Water Supply Maintenance                                       | This programme equips participants with the knowledge and practical skills to understand water distribution systems, read water meters, use workplace communication and computer skills, identify faults, and support the safe and efficient operation of water services.                                                                              | 119460, 254063, 113938, 254057 | 2   | 20      | 4               | R14 850                            | R13 500                               | R12 750                               | R12 000                               |
| <a href="#">PA0395</a> | 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                               |

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| 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 |
|------------------------|-------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0488</a> | 186         | Construction Business Management & 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                               |
| <a href="#">PA0888</a> | 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                               |
| <a href="#">PA0652</a> | 186         | Construction Project Management: Safety, Planning & 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                    | 2   | 3       | 4               | R12 000                            | R11 250                               | R11 200                               | R10 500                               |
| <a href="#">PA0144</a> | 186         | Construction Quality & 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                               |
| <a href="#">PA0346</a> | 186         | Construction Site Supervision & 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                               |

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| 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 |
|------------------------|-------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0478</a> | 186         | Construction Worker Fundamentals            | This programme prepares participants 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                                |
| <a href="#">PA0388</a> | 186         | Construction-Focused Mathematical Literacy  | This programme develops mathematical literacy for the construction industry, enabling participants 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                               |
| <a href="#">PA0661</a> | 185         | Counterbalanced Lift Truck FI Driver Skills | This programme prepares participants to safely and competently operate a Counterbalanced Lift Truck FI 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                               |

## Construction - QCTO/SETA

| 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 |
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| <u>PA0481</u> | 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                               |
| <u>PA0378</u> | 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                               |

## Construction - QCTO/SETA

| 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 |
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| <a href="#">PA0563</a> | 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                               |
| <a href="#">PA0962</a> | 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                               |
| <a href="#">PA0399</a> | 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                               |

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| 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 |
|------------------------|-------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0442</a> | 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                               |
| <a href="#">PA0502</a> | 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                               |
| <a href="#">PA0322</a> | 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                               |

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| 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 |
|------------------------|-------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0684</a> | 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                               |
| <a href="#">PA0458</a> | 172         | Proficient Road Transport Dangerous Goods Driver | This programme equips participants with the knowledge and practical skills to safely transport dangerous goods by road in compliance with South African legislation, safety standards, and industry requirements.                                                                                                                                                                                                                                                                         | SP-241201       | 3   | 8       | 2               | R12 000                            | R11 400                               | R10 830                               | R10 260                               |
| <a href="#">PA0991</a> | 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                               |

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| 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 |
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| <a href="#">PA0459</a> | 172         | Road Transport Dangerous Goods Driver                   | This programme equips drivers with the knowledge and practical skills to safely transport dangerous goods by road in compliance with South African legislation, regulations, and industry safety standards.                                                            | SP-250306               | 3   | 4       | 1               | R12 000                            | R11 400                               | R10 830                               | R10 260                               |
| <a href="#">PA0377</a> | 186         | Starting & Managing a Construction Contracting Business | This programme prepares participants 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                               |
| <a href="#">PA0044</a> | 177         | Team Building & 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                               |
| <a href="#">PA0996</a> | 107         | Transport & Freight Handling                            | This programme equips participants with the practical skills to safely manage warehouse operations, handle and control stock accurately, and understand basic logistics and supply chain processes.                                                                    | 8016 & 8420             | 3   | 12      | 4               | R11 250                            | R10 500                               | R9 750                                | R9 000                                |
| <a href="#">PA0548</a> | 181         | Wastewater Operations Fundamentals                      | This programme equips participants with the knowledge and practical skills to understand wastewater systems, interpret workplace information, unblock and maintain wastewater pipes, and support the safe and efficient operation of wastewater reticulation networks. | 119463, 246463, 254054  | 2   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |

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| 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 |
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| <u>PA0571</u> | 181         | Water Reticulation Construction Skills | This programme equips participants with the knowledge and practical skills to safely install, maintain and repair water supply systems, carry out excavation and construction work, and apply workplace communication and teamwork skills in the South African water services industry.       | 119460, 254061, 254055, 11783     | 2   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <u>PA0594</u> | 181         | Water Sampling & Quality Monitoring    | This programme equips participants with the knowledge and practical skills to collect and manage water and wastewater samples, maintain sample quality, complete workplace records accurately, use a computer for reporting, and work effectively in the South African water services sector. | 119467, 254125, 113940, 7547      | 2   | 20      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <u>PA0572</u> | 181         | Water Services Workplace Skills        | This programme equips participants with the knowledge and practical skills to communicate effectively, work safely, respond to emergencies, provide basic first aid, and contribute to a safe, productive and compliant workplace in the South African water services sector.                 | 119454, 246459, 13222, 9965, 8420 | 2   | 20      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |

# 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.



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| 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 |
|------------------------|-------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0717</a> | 186         | Advanced Communication & 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                               |
| <a href="#">PA0020</a> | 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, 14552, 109999                   | 4   | 18      | 4               | R28 770                            | R27 317                               | R27 317                               | R27 317                               |
| <a href="#">PA0433</a> | 186         | Client Communication & 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                               |
| <a href="#">PA0892</a> | 191         | Communication Skills (Language proficiency Afrikaans)            | This programme equips participants 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                               |
| <a href="#">PA0232</a> | 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                               |
| <a href="#">PA0783</a> | 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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| 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 |
|------------------------|-------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0418</a> | 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                               |
| <a href="#">PA0853</a> | 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                                |
| <a href="#">PA0101</a> | 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                                   | 4   | 10      | 3               | R17 262                            | R16 400                               | R16 400                               | R16 400                               |
| <a href="#">PA0411</a> | 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                               |
| <a href="#">PA0118</a> | 191         | Customer Service & Quality Monitoring   | This programme equips participants with the knowledge and practical customer service skills needed to monitor, evaluate, and improve service delivery, customer satisfaction, and customer relationships within an organisation.                                         | 242829                                             | 4   | 5       | 1               | R9 000                             | R8 000                                | R7 000                                | R6 300                                |
| <a href="#">PA0325</a> | 179         | Customer Service & 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                               |

## Customer Service - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0554</a> | 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                               |
| <a href="#">PA0082</a> | 186         | Customer Service Excellence & 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                                |
| <a href="#">PA0421</a> | 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                                |
| <a href="#">PA0940</a> | 142         | Effective Speaking, Writing, & 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                               |
| <a href="#">PA0409</a> | 185         | Information Systems Support, Customer Service & Workplace Problem-Solving | This programme equips participants 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                               |
| <a href="#">PA0467</a> | 186         | Intermediate Public Speaking & Workplace Communication                    | This programme develops participants' 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 - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0200</a> | 186         | Internship Programme - Workplace Conduct & Professionalism | This programme equips participants 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                               |
| <a href="#">PA0330</a> | 191         | Manage Administration & 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                                |
| <a href="#">PA0942</a> | 181         | Marketing & Promotion Skills                               | This programme equips participants with the knowledge and practical skills to prepare professional business reports and develop effective promotional strategies that support business growth and customer engagement within the retail and wholesale sector. | 8252 & 8287                   | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0339</a> | 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                                |
| <a href="#">PA0650</a> | 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                               |
| <a href="#">PA0157</a> | 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                               |

## Customer Service - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0624</a> | 181         | Project Management Foundations & 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                                |
| <a href="#">PA0771</a> | 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                                |
| <a href="#">PA0566</a> | 186         | Reception Skills & 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                                |
| <a href="#">PA0543</a> | 181         | Retail Customer Service Excellence              | This programme equips participants with the knowledge and practical skills to prepare professional business reports, deliver excellent customer service, and build effective workplace relationships that support organisational performance.                         | 8252, 8255, 12609                   | 5   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0412</a> | 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, 242811              | 4   | 25      | 4               | R24 450                            | R22 800                               | R20 700                               | R18 750                               |

## Customer Service - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0534</a> | 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                                |
| <a href="#">PA0044</a> | 177         | Team Building & 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                               |
| <a href="#">PA0480</a> | 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               | R11 250                            | R9 450                                | R8 400                                | R7 560                                |
| <a href="#">PA0504</a> | 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                               |
| <a href="#">PA0562</a> | 181         | Water Meter Reading & Customer Service | This programme equips participants with the knowledge and practical skills to accurately read water meters, understand water systems, communicate effectively with communities, identify leaks, promote water conservation, and provide quality customer service in the South African water sector. | 119463, 246463, 113934, 113939 | 2   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |

## Customer Service - HET

| Product Code | Supplier ID | Programme Name       | Programme Description                                                                                                                                                                                                  | 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 |
|--------------|-------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| PA0202       | 155         | Key Account Managers | This programme equips participants with the knowledge and practical skills to build strategic client relationships, grow key accounts, and enhance customer experience through effective account management practices. | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0855</a> | 185         | Business Fundamentals & Entrepreneurial Skills                           | This programme equips participants 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                               |
| <a href="#">PA0857</a> | 142         | Business Management - Entrepreneurship, Marketing, & 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                                |
| <a href="#">PA0544</a> | 186         | Business Start-Up & 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                               |
| <a href="#">PA0283</a> | 181         | Community Development Facilitation                                       | This programme equips participants with the knowledge and practical skills to support community development projects, promote public participation, and apply Batho Pele Principles to improve citizen-centred service delivery within South African Local Government. | 242895, 123436, 242890, 113955                   | 3   | 29      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0488</a> | 186         | Construction Business Management & 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                               |

## Entrepreneurship & Innovation - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0961</a> | 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                               |
| <a href="#">PA0522</a> | 142         | Creative Thinking & 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                                |
| <a href="#">PA0870</a> | 186         | Critical Thinking & 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                                |
| <a href="#">PA0043</a> | 186         | Design Thinking & 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                               |
| <a href="#">PA0365</a> | 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                               |

## Entrepreneurship & Innovation - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0993</a> | 107         | Entrepreneurship & Business Planning             | This programme equips participants with the knowledge and skills to identify, evaluate, and develop entrepreneurial opportunities into viable business ventures through effective market analysis and business planning.                                              | 119673, 119669, 119670                           | 2   | 19      | 4               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0349</a> | 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                               |
| <a href="#">PA0456</a> | 186         | Executive Leadership & 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                                |
| <a href="#">PA0722</a> | 191         | Finance & 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                                |
| <a href="#">PA0665</a> | 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 - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0218</a> | 181         | Innovation & Change Leadership              | This programme equips South African workplace leaders and managers with motivation, communication, and change management skills to improve employee performance and support successful organisational transformation.                                                                             | 120389, 8976, 115407                   | 5   | 21      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0487</a> | 181         | Innovation & Organisational Performance     | This programme equips participants with innovation, productivity management, and monitoring and evaluation skills to improve organisational performance and support continuous improvement in South African workplaces.                                                                           | 15216, 114878, 337063                  | 5   | 19      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0380</a> | 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               | R12 000                            | R11 000                               | R10 450                               | R9 900                                |
| <a href="#">PA0927</a> | 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               | R20 250                            | R19 500                               | R19 500                               | R19 500                               |
| <a href="#">PA0541</a> | 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                               |

## Entrepreneurship & Innovation - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0486</a> | 181         | Knowledge Management & Organisational Improvement | This programme equips participants with knowledge management, organisational design, and best practice skills to improve performance, transformation, and service delivery within South African public sector organisations.                                                                                          | 115405, 15215, 337060                          | 5   | 19      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0214</a> | 181         | Leadership, Innovation & Workplace Relations      | This programme equips South African workplace leaders and employees with motivation, communication, innovation, and labour relations skills to improve performance, employee relations, and organisational success.                                                                                                   | 120389, 8968, 15216, 113959                    | 5   | 19      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0603</a> | 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                               |
| <a href="#">PA0457</a> | 172         | New Venture Creation                              | This programme equips participants with the knowledge and practical skills to establish, manage, and grow a sustainable small business in accordance with South African business practices and entrepreneurial principles.                                                                                            | SP-210401                                      | 2   | 32      | 4               | R20 000                            | R19 000                               | R18 050                               | R17 100                               |
| <a href="#">PA0427</a> | 185         | New Venture Creation & 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                               |

## Entrepreneurship & Innovation - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0314</a> | 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                               |
| <a href="#">PA0241</a> | 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                               |
| <a href="#">PA0377</a> | 186         | Starting & Managing a Construction Contracting Business | This programme prepares participants 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                               |
| <a href="#">PA0608</a> | 186         | Starting & 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                               |
| <a href="#">PA0279</a> | 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                               |
| <a href="#">PA0721</a> | 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                                |

## Entrepreneurship & Innovation - HET

| Product Code | Supplier ID | Programme Name              | Programme Description                                                                                                                                                                                                                      | 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 |
|--------------|-------------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| PA0731       | 125         | Data-Driven Decision Making | This programme equips participants with the knowledge and practical skills to analyse, interpret, and apply business data using statistical and forecasting techniques to support informed decision-making and organisational performance. | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0717</a> | 186         | Advanced Communication & 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                               |
| <a href="#">PA0223</a> | 181         | Advanced Municipal Finance & 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                               |
| <a href="#">PA0115</a> | 191         | Budgeting & Expenditure Control                                  | This programme equips participants with the knowledge and practical budgeting skills needed to manage expenditure, control costs, monitor financial performance, and ensure organisational resources are used effectively to achieve business objectives.                      | 242810                        | 4   | 6       | 2               | R9 000                             | R8 000                                | R7 000                                | R6 300                                |
| <a href="#">PA0299</a> | 142         | Budgeting & 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                                |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0681</a> | 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                               |
| <a href="#">PA0022</a> | 142         | Business Financial Management & 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                               |
| <a href="#">PA0017</a> | 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                               |
| <a href="#">PA0388</a> | 186         | Construction-Focused Mathematical Literacy      | This programme develops mathematical literacy for the construction industry, enabling participants 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                               |
| <a href="#">PA0658</a> | 181         | Cost & Financial Management                     | This programme equips participants with the knowledge and practical skills to prepare professional business reports, interpret financial information, and apply cost management principles to support informed decision-making and improve performance within the retail and wholesale sector.                                | 8252, 12999, 7630                 | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0104</a> | 175         | Debt Management & 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                               |
| <a href="#">PA0365</a> | 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                               |
| <a href="#">PA0364</a> | 185         | Ethics, Governance, & 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                               |
| <a href="#">PA0722</a> | 191         | Finance & 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                                |
| <a href="#">PA0391</a> | 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                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0484</a> | 181         | Financial Literacy & 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                                |
| <a href="#">PA0663</a> | 142         | Financial Management & 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                               |
| <a href="#">PA0201</a> | 191         | Financial Oversight in Procurement                 | This programme equips participants with the knowledge and practical financial management skills needed to effectively manage the financial activities, cash flow, accounting systems, and financial decision-making processes within a new venture.                                                  | 263474                                          | 4   | 6       | 2               | R9 000                             | R8 000                                | R7 000                                | R6 300                                |
| <a href="#">PA0112</a> | 186         | Foundational Communication & 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                               |
| <a href="#">PA0399</a> | 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                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0941</a> | 186         | Foundations of Finance                                             | This programme equips participants 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                                |
| <a href="#">PA0505</a> | 186         | Foundations of Mathematical & 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                               |
| <a href="#">PA0165</a> | 186         | Fundamental Workplace Numeracy                                     | This programme develops practical mathematical skills that enable participants to use numbers confidently and effectively in the workplace.                                                                                                                                                              | 9015, 9016, 7468                     | 4   | 16      | 3               | R15 000                            | R12 375                               | R10 400                               | R9 750                                |
| <a href="#">PA0889</a> | 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                               |
| <a href="#">PA0233</a> | 181         | Funding for Local Economic Development Projects                    | This programme equips South African practitioners with the knowledge and skills to secure funding for Local Economic Development initiatives, manage operational budgets, and apply effective planning and resource management practices to support sustainable organisational and economic development. | 110515, 7866, 110528                 | 5   | 15      | 3               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0225</a> | 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                               |
| <a href="#">PA0224</a> | 181         | Integrated Public Sector Finance & 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                               |
| <a href="#">PA0292</a> | 181         | Local Economic Development                                                | This programme equips participants with the knowledge and practical skills to apply Local Economic Development (LED), municipal planning, and development frameworks to support sustainable economic growth and improved service delivery in South African Local Government.               | 110479, 244294, 244302, 119457 | 4   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0985</a> | 181         | Local Economic Development Funding & Research                             | This programme equips participants with the knowledge and practical skills to conduct research, identify funding opportunities, and improve organisational processes that support sustainable Local Economic Development (LED) initiatives and effective service delivery in South Africa. | 14525, 110494, 110515, 110533  | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0981</a> | 181         | Local Economic Development Project Planning & Budgeting | This programme equips participants with the knowledge and practical skills to analyse workplace data, manage budgets, and plan, implement, and monitor Local Economic Development (LED) projects that promote sustainable economic growth and effective service delivery within South African communities. | 8662, 110505, 110482, 110528 | 5   | 25      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0978</a> | 181         | Municipal Asset Management & Supply Chain Management    | This programme equips participants with the knowledge and practical skills to manage municipal assets, liabilities, and supply chain management systems that promote sound financial governance, legislative compliance, and efficient service delivery within South African municipalities.               | 116362 & 116353              | 6   | 23      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0445</a> | 181         | Municipal Budgeting & Cost Management                   | This programme equips participants with the knowledge and practical skills to apply ethical, budgeting, and costing principles that strengthen financial governance, accountability, and effective service delivery within South African municipalities.                                                   | 119342, 116345, 116340       | 5   | 34      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0297</a> | 181         | Municipal Budgeting & Financial Administration          | This programme equips participants with the knowledge and practical skills to support municipal financial management, budgeting, accounting, and payroll administration in accordance with South African Local Government legislation and financial governance requirements.                               | 123458, 244295, 117111       | 4   | 25      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0972</a> | 181         | Municipal Budgeting & Financial Planning                    | This programme equips South African municipal officials with budgeting, stakeholder engagement, and monitoring and evaluation skills to support effective financial management and improved municipal performance.                                                                                                | 116348, 116345, 337063 | 6   | 30      | 4               | R27 000                            | R26 250                               | R25 500                               | R25 500                               |
| <a href="#">PA0979</a> | 181         | Municipal Budgeting, Reporting, Monitoring & Evaluation     | This programme equips participants with the knowledge and practical skills to plan and manage municipal budgeting, reporting, monitoring, and evaluation processes that support legislative compliance, informed decision-making, and improved service delivery within South African municipalities.              | 116364, 337059, 337063 | 6   | 28      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0976</a> | 181         | Municipal Cash, Investment Management & Financial Reporting | This programme equips participants with the knowledge and practical skills to manage municipal cash, investments, financial reporting, and information technology resources in support of sound financial governance, legislative compliance, and effective service delivery within South African municipalities. | 116346, 116363, 116360 | 6   | 28      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0974</a> | 181         | Municipal Costing, Risk Management & Internal Controls      | This programme equips participants with the knowledge and practical skills to apply costing, risk management, and internal control principles that strengthen financial governance, accountability, and effective service delivery within South African municipalities.                                           | 116340, 116339, 116357 | 6   | 29      | 4               | R27 000                            | R26 250                               | R25 500                               | R25 500                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0298</a> | 181         | Municipal Financial Management                             | This programme equips participants with the knowledge and practical skills to apply municipal financial management, budgeting, accounting, and data analysis principles to support effective financial administration and service delivery in the South African Local Government environment.                                     | 244295, 117111, 7456, 9012  | 3   | 20      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0973</a> | 181         | Municipal Financial Management & Ethics                    | This programme equips South African municipal officials with ethical governance, financial management, and legislative compliance skills to support sustainable municipal planning, accountability, and service delivery.                                                                                                         | 116343, 116342, 116361      | 6   | 30      | 4               | R27 000                            | R26 250                               | R25 500                               | R25 500                               |
| <a href="#">PA0977</a> | 181         | Municipal Strategic Planning, Capital Planning & Financing | This programme equips participants with the knowledge and practical skills to contribute to municipal strategic planning, capital investment planning, and project financing that support sustainable infrastructure development, sound financial management, and effective service delivery within South African municipalities. | 116347 & 116358             | 6   | 30      | 4               | R27 000                            | R26 250                               | R25 500                               | R25 500                               |
| <a href="#">PA0785</a> | 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                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|---------------|-------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>PA0449</u> | 181         | Public Finance & Economic Decision Making             | This programme equips participants with the knowledge and practical skills to apply economic principles and disaster management practices that support sound public sector financial decision-making, organisational resilience, and sustainable service delivery within South Africa.               | 119340, 119347, 119338 | 5   | 35      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <u>PA0989</u> | 181         | Public Sector Financial Reporting & Budget Management | This programme equips participants with the knowledge and practical skills to apply ethical, accounting, and cash management principles that promote sound financial governance, legislative compliance, and accountable management of public funds within South African public sector institutions. | 119342, 119350, 116346 | 5   | 33      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <u>PA0489</u> | 181         | Public Sector Procurement & Bid Committees            | This programme equips participants with public sector supply chain management and procurement skills to ensure compliant, ethical, and transparent purchasing processes in South Africa.                                                                                                             | 337061, 119345, 119334 | 5   | 42      | 6               | R28 200                            | R27 600                               | R27 300                               | R27 000                               |
| <u>PA0998</u> | 181         | Public Sector Risk Management & Internal Audit        | This programme equips participants with the knowledge and practical skills to apply ethical principles, risk management, and internal audit practices that strengthen governance, accountability, and financial integrity within South African public sector institutions.                           | 119342, 119349, 119337 | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

## Finance & Accounting - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0446</a> | 181         | Public Sector Risk Management, Costing & Professional Development | This programme equips participants with the knowledge and practical skills to manage professional development, apply risk management and municipal costing principles, and support sound financial decision-making and efficient service delivery within South African municipalities. | 119342, 119334, 119339        | 5   | 32      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0607</a> | 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                               |
| <a href="#">PA0878</a> | 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                               |
| <a href="#">PA0077</a> | 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                               |

## Finance & Accounting - HET

| Product Code  | Supplier ID | Programme Name                                  | Programme Description                                                                                                                                                                                                                  | 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 |
|---------------|-------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>PA0723</u> | 125         | Financial Management for Non-Financial Managers | This programme equips participants with the knowledge and practical skills to apply financial management principles, interpret financial information, and support effective organisational planning, decision-making, and performance. | 5   | 20      | 4               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <u>PA0202</u> | 155         | Key Account Managers                            | This programme equips participants with the knowledge and practical skills to build strategic client relationships, grow key accounts, and enhance customer experience through effective account management practices.                 | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0387</a> | 181         | Agrochemical & Crop Protection                                          | This programme equips participants with the knowledge and practical skills to apply sustainable agricultural practices, protect natural resources, manage environmental risks, and promote environmentally responsible farming in compliance with agricultural legislation. | 116064, 116125, 116124, 116121, 116077 | 2   | 26      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0692</a> | 181         | Animal Health & Livestock Management                                    | This programme equips participants with the knowledge and practical skills to apply sustainable animal production practices, promote livestock health and welfare, operate agricultural equipment safely, and improve productivity within agricultural operations.          | 116064, 116125, 116063, 116055, 116643 | 2   | 27      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0268</a> | 181         | Community Disaster Risk Awareness                                       | This programme equips participants with the knowledge and practical skills to identify disaster risks, promote disaster risk awareness, and support workplace wellness through HIV/AIDS awareness in accordance with South African legislation and best practices.          | 251965, 251960, 13915                  | 4   | 15      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0652</a> | 186         | Construction Project Management: Safety, Planning & 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                                   | 2   | 3       | 4               | R12 000                            | R11 250                               | R11 200                               | R10 500                               |
| <a href="#">PA0478</a> | 186         | Construction Worker Fundamentals                                        | This programme prepares participants 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                                |
| <a href="#">PA0418</a> | 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                               |

## Health, Safety & Hygiene - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0266</a> | 181         | Disaster Response, Recovery & Rehabilitation       | This programme equips participants with the knowledge and practical skills to coordinate disaster response, recovery, relief, rehabilitation, and disaster risk reduction activities in accordance with South African disaster management legislation and best practices.                        | 251966 & 251964                     | 5   | 25      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0265</a> | 181         | Disaster Risk Assessment & Planning                | This programme equips participants with the knowledge and practical skills to assess disaster risks, develop and implement disaster risk reduction plans, and strengthen disaster preparedness and resilience in accordance with South African legislation and best practices.                   | 251967 & 251964                     | 5   | 25      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0267</a> | 181         | Disaster Risk Management Fundamentals              | This programme equips participants with the knowledge and practical skills to identify disaster risks, promote disaster risk awareness, and develop and implement disaster risk reduction initiatives in accordance with South African disaster management legislation and best practices.       | 251960, 251965, 251964              | 5   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0263</a> | 181         | Environmental Compliance, Ethics, Health & Safety  | This programme equips participants with the knowledge and practical skills to apply occupational health and safety, environmental legislation, environmental ethics and effective business communication to promote legal compliance, sustainable practices and safe workplaces in South Africa. | 244288, 264458, 13649, 10622        | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0401</a> | 173         | Forklift & 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                               |
| <a href="#">PA0804</a> | 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                               |

## Health, Safety & Hygiene - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0469</a> | 181         | Hazardous Substances Management                           | This programme equips participants with the knowledge and practical skills to safely manage hazardous substances, comply with occupational health and safety legislation, and promote effective risk management and workplace safety within South African organisations.          | 264454, 244288, 10622, 14927                   | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0139</a> | 173         | Health & Safety Risk Control 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                               |
| <a href="#">PA0990</a> | 173         | Health & 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                               |
| <a href="#">PA0123</a> | 181         | Health & Safety: 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, 12484                            | 5   | 13      | 4               | R19 407                            | R12 938                               | R11 213                               | R10 350                               |
| <a href="#">PA0432</a> | 181         | Integrated Waste Management & Waste Operations            | This programme equips participants with the knowledge and practical skills to implement integrated waste management practices in accordance with South African environmental legislation, promoting sustainable waste management, legal compliance, and environmental protection. | 264461, 264460, 264474, 10622                  | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

## Health, Safety & Hygiene - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0502</a> | 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                               |
| <a href="#">PA0220</a> | 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                               |
| <a href="#">PA0823</a> | 181         | Monitoring & 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                                                       | 6   | 20      | 4               | R25 313                            | R16 875                               | R14 625                               | R13 500                               |
| <a href="#">PA0709</a> | 142         | Occupational Health & Safety 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                               |
| <a href="#">PA0269</a> | 181         | Organisational Disaster Preparedness                      | This programme equips participants with the knowledge and practical skills to assess disaster risks, develop and implement disaster risk reduction plans, and establish organisational structures that support effective disaster risk management in accordance with South African legislation and best practices.     | 251964, 251967, 242814                                                | 5   | 31      | 4               | R27 000                            | R26 550                               | R25 800                               | R25 500                               |

## Health, Safety & Hygiene - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0431</a> | 181         | Pollution Incident Management & Remediation                          | This programme equips participants with the knowledge and practical skills to manage pollution incidents, investigate workplace incidents, and implement corrective actions that promote environmental protection, legal compliance, and continuous improvement within South African workplaces. | 116971, 244518, 10622, 14927   | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0782</a> | 181         | Poultry Health & Biosecurity                                         | This programme equips participants with the knowledge and practical skills to apply poultry health management, maintain health and safety standards, and manage chick brooding effectively to support productive and sustainable poultry production.                                             | 8963, 119382, 119447, 119448   | 2   | 31      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0959</a> | 173         | Practical Supervisory Skills with Task Observation & 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                               |
| <a href="#">PA0202</a> | 181         | Risk Assessment & Disaster Preparedness                              | This programme equips participants with the knowledge and practical skills to identify, assess, and manage disaster risks while promoting disaster preparedness, community resilience, and sustainable development in accordance with South African legislation and best practices.              | 251967, 251960, 251965         | 5   | 26      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0642</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R10 800                               |
| <a href="#">PA0992</a> | 107         | Risk, Change & Strategy                                              | This programme equips managers with the skills to plan operations, manage risks, lead change, and drive innovation to improve efficiency and continuous improvement within their units.                                                                                                          | 252025, 252021, 252020, 252032 | 5   | 34      | 5               | R13 050                            | R12 750                               | R12 000                               | R11 250                               |

## Health, Safety & Hygiene - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0551</a> | 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                               |
| <a href="#">PA0514</a> | 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                                |
| <a href="#">PA0392</a> | 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                               |
| <a href="#">PA0295</a> | 181         | Workplace Health & Risk Awareness                 | This programme equips participants with the knowledge and practical skills to promote workplace wellness, risk awareness, and effective employee induction to support a safe, inclusive, and productive South African workplace.                                                     | 13915, 251965, 242812                                                 | 4   | 14      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0286</a> | 181         | Workplace Health, Safety & Employee Well-being    | This programme equips participants with workplace health, safety, security, professional development, and communication skills to support safe, ethical, and productive work environments in the South African context.                                                              | 123456, 123459, 119472                                                | 4   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |

## Health, Safety & Hygiene - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0301</a> | 173         | Workplace Supervision & 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                               |
| <a href="#">PA0207</a> | 173         | Workplace Supervision & 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 - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0905</a> | 181         | Advanced Emotional Intelligence, Leadership & Team Management | This programme equips participants with the leadership, emotional intelligence, communication, and team management skills required to lead diverse, high-performing teams and foster productive workplace relationships in the South African workplace.                                      | 242819, 114226, 252027, 252037, 252043, 120305 | 5   | 42      | 6               | R22 500                            | R19 500                               | R19 500                               | R19 500                               |
| <a href="#">PA0833</a> | 185         | Business Administration & 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                               |
| <a href="#">PA0126</a> | 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                               |
| <a href="#">PA0079</a> | 172         | Coaching & 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 000                            | R12 000                               | R10 800                               | R10 500                               |
| <a href="#">PA0309</a> | 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                                |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0982</a> | 181         | Community Facilitation, Stakeholder Engagement & Workplace Diversity | This programme equips participants with the knowledge and practical skills to communicate effectively, facilitate stakeholder engagement, and promote inclusive Local Economic Development (LED) initiatives that support sustainable community and organisational development in South Africa. | 14525, 110525, 110508, 15233           | 5   | 22      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0066</a> | 177         | Conflict / Change Management & 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                               |
| <a href="#">PA0693</a> | 172         | Conflict Management & Resolution Skills                              | This programme equips participants with the skills to identify, manage, and resolve personal conflict, particularly in the workplace.                                                                                                                                                           | 114226                                 | 5   | 8       | 2               | R13 000                            | R12 000                               | R11 400                               | R10 800                               |
| <a href="#">PA0232</a> | 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                               |
| <a href="#">PA0101</a> | 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                       | 4   | 10      | 3               | R17 262                            | R16 400                               | R16 400                               | R16 400                               |
| <a href="#">PA0944</a> | 172         | Diversity & 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               | R17 000                            | R16 000                               | R15 200                               | R14 400                               |
| <a href="#">PA0852</a> | 172         | Diversity Skills                                                     | This programme equips participants with skills to effectively manage and embrace workplace diversity.                                                                                                                                                                                           | 252043                                 | 5   | 6       | 2               | R11 000                            | R10 000                               | R10 000                               | R9 000                                |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0755</a> | 181         | Diversity, Ethics, & 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                               |
| <a href="#">PA0294</a> | 181         | Employment Relations in Local Government         | This programme equips participants with communication, employment relationship, and Batho Pele skills to promote ethical workplace practices and quality public service delivery within the South African Local Government environment.                                      | 244297, 242860, 119472, 119465     | 3   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0577</a> | 186         | Ethics, Corporate Governance, & 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                                |
| <a href="#">PA0108</a> | 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                               |
| <a href="#">PA0281</a> | 181         | Gender, Equity & Inclusive Community Development | This programme equips participants with the knowledge and practical skills to promote inclusive community development, support democratic participation, and improve service delivery within South African Ward Committee and Local Government environments.                 | 242894, 123436, 242895, 119456     | 3   | 26      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0682</a> | 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                               |
| <a href="#">PA0080</a> | 172         | Human Resource & Labour Relations Policies 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               | R13 600                            | R12 400                               | R11 780                               | R11 160                               |
| <a href="#">PA0287</a> | 181         | Job Evaluation & Organisational Design          | This programme equips participants with organisational design, staffing, and job evaluation skills to support fair, transparent, and effective human resource practices within the South African Public Sector.                            | 337060, 337062, 337064                                 | 4   | 14      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0485</a> | 181         | Labour Relations & Employment Law               | This programme equips South African Public Sector participants with labour legislation, dispute resolution, and job evaluation skills to promote fair, compliant, and effective workplace practices.                                       | 119954, 117390, 337064                                 | 5   | 29      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0965</a> | 186         | Leadership & Effective Problem-Solving          | The programme equips participants 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                               |
| <a href="#">PA0778</a> | 107         | Leadership & Performance Management             | This programme equips managers with the skills to develop people, manage performance, build high-performing teams, and coach leaders to align workforce capability with organisational goals.                                              | 252037, 252034, 252029, 252035                         | 5   | 36      | 5               | R13 050                            | R12 750                               | R12 000                               | R11 250                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0835</a> | 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                               |
| <a href="#">PA0217</a> | 181         | Leadership Theory & Organisational Performance   | This programme equips South African workplace leaders and managers with leadership, communication, and monitoring and evaluation skills to improve performance, accountability, and organisational effectiveness.                                                        | 120300, 8974, 337063          | 5   | 18      | 3               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0375</a> | 186         | Leadership, People Management & 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                                |
| <a href="#">PA0451</a> | 186         | Leadership, Team & People Development Excellence | This programme equips supervisors, team leaders, and junior to middle managers with the knowledge and practical skills to lead, motivate, communicate, and develop high-performing teams that contribute to organisational success in the South African workplace.       | 242819, 12433, 252029, 242824 | 5   | 38      | 5               | R14 250                            | R13 500                               | R12 750                               | R12 000                               |
| <a href="#">PA0790</a> | 172         | Learning & 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                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0808</a> | 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                               |
| <a href="#">PA0277</a> | 181         | Local Government Human Resource Management         | This programme equips participants with the knowledge and practical skills to manage employment relationships, leadership responsibilities, stakeholder engagement, and performance improvement within the South African Local Government environment. | 244297, 120391, 11473  | 4   | 22      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0205</a> | 181         | Organisational Operations, Strategy & Team Records | This programme equips participants with the knowledge and practical skills to understand organisational strategy and structures while maintaining accurate team records to support effective junior management in the South African workplace.         | 242820, 242813, 242814 | 4   | 17      | 3               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0081</a> | 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               | R11 250                            | R9 450                                | R8 400                                | R8 190                                |
| <a href="#">PA0602</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R11 700                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0042</a> | 186         | Performance & 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                               |
| <a href="#">PA0204</a> | 181         | Performance & Team Leadership                                        | This programme equips participants with the knowledge and practical skills to supervise teams, manage employee performance, and fulfil the responsibilities of junior managers to improve organisational performance in the South African workplace.                                              | 11473, 242812, 242818          | 4   | 17      | 3               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0280</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R11 700                               |
| <a href="#">PA0206</a> | 181         | Performance, Strategy & Team Management                              | This programme equips current and aspiring supervisors, team leaders, and junior managers with the knowledge and practical skills to manage team performance, align operational activities with organisational strategy, and contribute to organisational success in the South African workplace. | 11473, 242820, 242813, 242818  | 4   | 24      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0959</a> | 173         | Practical Supervisory Skills with Task Observation & 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                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0896</a> | 181         | Project Documentation & Team Performance                 | This programme equips participants with the knowledge and practical skills to prepare professional business reports, manage project documentation, and apply performance management practices to improve workplace productivity and organisational effectiveness.                                                                    | 8252, 10137, 11473         | 5   | 20      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0988</a> | 181         | Project Team Leadership, Change Management & Recruitment | This programme equips participants with the knowledge and practical skills to analyse workplace information, supervise projects, manage organisational change, and recruit and select employees to support effective Local Economic Development (LED) initiatives and improved service delivery within South African municipalities. | 8662, 10148, 15214, 110489 | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0461</a> | 181         | Public Sector Human Capital & Strategic Planning         | This programme equips participants with the knowledge and practical skills to develop personal and human capital, and apply disaster management practices that strengthen organisational capability, resilience, and effective public sector service delivery in South Africa.                                                       | 119332, 119336, 119338     | 6   | 30      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0219</a> | 181         | Public Sector Human Capital Management                   | This programme equips South African public sector participants with personal development, human resource management, and disaster management skills to improve employee effectiveness, organisational performance, and service delivery.                                                                                             | 120391, 8974, 119336       | 5   | 25      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0483</a> | 181         | Public Sector Legislative Compliance & Labour Law | This programme equips South African public sector participants with legislative, governance, and compliance skills to apply legal frameworks and support ethical, accountable, and effective administration.                               | 119334 & 117390                    | 5   | 32      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0937</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R10 800                               |
| <a href="#">PA0447</a> | 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                               |
| <a href="#">PA0667</a> | 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                                |
| <a href="#">PA0217</a> | 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                               |
| <a href="#">PA0816</a> | 142         | Staff Recruitment, Onboarding & 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                                |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0044</a> | 177         | Team Building & 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                               |
| <a href="#">PA0030</a> | 142         | Team Leadership & 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                                |
| <a href="#">PA0931</a> | 142         | Teamwork & 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                                |
| <a href="#">PA0110</a> | 175         | Workforce Development & 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                               |
| <a href="#">PA0633</a> | 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                               |

## Human Resources - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0286</a> | 181         | Workplace Health, Safety & Employee Well-being | This programme equips participants with workplace health, safety, security, professional development, and communication skills to support safe, ethical, and productive work environments in the South African context.                                                                      | 123456, 123459, 119472        | 4   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0289</a> | 181         | Workplace Leadership & Team Management         | This programme equips participants with the knowledge and practical skills to manage team performance, support employee development, align departmental activities with organisational strategy, and contribute to organisational success in the South African workplace.                    | 11473, 242812, 242813, 242814 | 4   | 23      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0199</a> | 172         | Workplace Management                           | This programme equips participants with the knowledge and practical skills to manage broiler production safely and efficiently by applying effective communication, biosecurity, and poultry management practices that support healthy flock performance and sustainable poultry production. | 252027                        | 5   | 6       | 2               | R12 000                            | R11 000                               | R11 000                               | R9 900                                |
| <a href="#">PA0027</a> |             |                                                |                                                                                                                                                                                                                                                                                              |                               |     |         |                 |                                    |                                       |                                       |                                       |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0887</a> | 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                            | R21 000                               | R18 000                               | R16 500                               |
| <a href="#">PA0971</a> | 172         | Advanced IT Support & Technical Problem Solving | This programme equips participants with the knowledge and practical skills to diagnose and resolve IT support issues, deliver professional technical support, and provide quality customer service in accordance with organisational standards and service level agreements.                 | 14927, 14938, 14919, 14963, 10313 | 4   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0150</a> | 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                               |
| <a href="#">PA0574</a> | 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                                |
| <a href="#">PA0975</a> | 172         | Computer Systems & Hardware Support             | This programme equips participants with the knowledge and practical skills to install, configure, maintain, and troubleshoot computer hardware and operating systems in support of reliable IT operations and user support.                                                                  | 14921, 14917, 14944, 14943, 14922 | 4   | 27      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

## IT & Digital Transformation - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0651</a> | 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                               |
| <a href="#">PA0691</a> | 181         | Digital Business Productivity & Artificial Intelligence (Claude) | This programme equips participants with the knowledge and practical skills to manage local economic development projects, analyse workplace data, prepare project budgets, implement workplace improvements, and apply Artificial Intelligence (AI) tools to enhance productivity, decision-making, and organisational performance within the South African workplace. | 110500, 8662, 110482, 13925, 14525, 15214                    | 5   | 32      | 4               | R27 000                            | R26 250                               | R25 500                               | R24 750                               |
| <a href="#">PA0222</a> | 181         | Digital Information Management for LED Projects                  | This programme equips South African local economic development practitioners with database, records management, and information management skills to support effective decision-making, compliance, and improved service delivery.                                                                                                                                     | 110500, 8662, 110526                                         | 5   | 15      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0342</a> | 186         | Digital Literacy & AI-Enhanced Productivity with ChatGPT         | This programme teaches participants 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                                |
| <a href="#">PA0455</a> | 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                               |

## IT & Digital Transformation - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0781</a> | 181         | Digital Skills, Data Management & AI Productivity with Microsoft Copilot      | This programme equips participants with the knowledge and practical skills to manage financial information, analyse data, support local economic development, and use Microsoft Copilot and Microsoft 365 AI tools to improve workplace productivity and decision-making in the South African workplace. | 116083, 110482, 110500, 8662, 13925, 14525     | 5   | 24      | 4               | R27 750                            | R27 000                               | R26 250                               | R25 500                               |
| <a href="#">PA0473</a> | 186         | Digital Skills, Data Management & Microsoft Copilot                           | This programme equips participants with advanced ICT knowledge and practical skills, including Microsoft Copilot and AI-powered technologies, to improve digital productivity, information management, communication, and decision-making in the South African workplace.                                | 117156, 116936, 110023, 115391                 | 4   | 16      | 4               | R14 250                            | R13 500                               | R12 750                               | R12 000                               |
| <a href="#">PA0100</a> | 186         | End User Computing: Microsoft Excel Advanced – Spreadsheet Creation & 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                                |
| <a href="#">PA0318</a> | 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                               |
| <a href="#">PA0909</a> | 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                                |
| <a href="#">PA0881</a> | 186         | End User Computing: Microsoft Word – Tables & 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                                |

## IT & Digital Transformation - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0391</a> | 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                               |
| <a href="#">PA0845</a> | 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                                |
| <a href="#">PA0472</a> | 185         | Foundations of Problem Solving, Information Systems, & Software Development | This programme equips participants 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                               |
| <a href="#">PA0618</a> | 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                               |
| <a href="#">PA0409</a> | 185         | Information Systems Support, Customer Service & Workplace Problem-Solving   | This programme equips participants 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                               |

## IT & Digital Transformation - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0380</a> | 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               | R12 000                            | R11 000                               | R10 450                               | R9 900                                |
| <a href="#">PA0927</a> | 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               | R20 250                            | R19 500                               | R19 500                               | R19 500                               |
| <a href="#">PA0151</a> | 115         | Intermediate End User Computing                                | This programme improves participants 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                               |
| <a href="#">PA0546</a> | 186         | Introduction to Personal Computer Operations & 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                               |
| <a href="#">PA0390</a> | 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                               |
| <a href="#">PA0308</a> | 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                               |

## IT & Digital Transformation - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0908</a> | 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                                |
| <a href="#">PA0448</a> | 181         | Public Sector Communication, Information Management & Disaster Management | This programme equips participants with the knowledge and practical skills to coordinate public sector communication, manage information using computerised systems, and support disaster management initiatives that strengthen organisational resilience, legislative compliance, and effective service delivery in South Africa. | 119346, 119351, 119338 | 5   | 28      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0307</a> | 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                               |
| <a href="#">PA0612</a> | 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               | R12 500                            | R10 125                               | R9 000                                | R8 775                                |
| <a href="#">PA0140</a> | 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                                |

## IT & Digital Transformation - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0154</a> | 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               | R15 000                            | R14 250                               | R14 250                               | R14 250                               |
| <a href="#">PA0069</a> | 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                               |
| <a href="#">PA0901</a> | 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               | R12 500                            | R10 125                               | R9 000                                | R8 100                                |

## IT & Digital Transformation - HET

| Product Code           | Supplier ID | Programme Name                            | Programme Description                                                                                                                                                                                                                              | 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 |
|------------------------|-------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0727</a> | 125         | Business Information Systems for Managers | This programme equips participants with the knowledge and practical skills to apply business information systems and digital technologies to improve organisational operations, decision-making, and business performance.                         | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0891</a> | 125         | Digital Skills for the Workplace          | This programme equips participants with foundational digital literacy knowledge and practical skills to use computers, productivity software, internet technologies, and digital communication tools effectively in modern workplace environments. | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <a href="#">PA0022</a> | 155         | End User Computing                        | This programme equips participants with the knowledge and practical skills to use computer applications and digital technologies effectively for communication, administration, information management, and workplace productivity.                | 5   | 10      | 3               | R22 500                            | R22 500                               | R22 500                               | R22 500                               |

# 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 - QCTO

| 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 |
|------------------------|-------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0905</a> | 181         | Advanced Emotional Intelligence, Leadership & Team Management | This programme equips participants with the leadership, emotional intelligence, communication, and team management skills required to lead diverse, high-performing teams and foster productive workplace relationships in the South African workplace.                        | 242819, 114226, 252027, 252037, 252043, 120305 | 5   | 42      | 6               | R22 500                            | R19 500                               | R19 500                               | R19 500                               |
| <a href="#">PA0223</a> | 181         | Advanced Municipal Finance & 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                               |
| <a href="#">PA0586</a> | 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                                |
| <a href="#">PA0632</a> | 185         | Advanced Team Supervision & 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0503</a> | 181         | Agricultural Business & Supply Management     | This programme equips participants with the knowledge and practical skills to manage sustainable and profitable agricultural enterprises through effective business, financial, production and resource management practices.                                      | 116080, 7469, 116126, 116122, 116115, 116113, 116070, 116081, 116069, 116109 | 2   | 25      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0229</a> | 181         | Agricultural Enterprise & Business Management | This programme equips participants with the knowledge and practical skills to manage agricultural enterprises through effective business, financial, production, and resource management practices that support sustainable and profitable farming.                | 116081, 116126, 116083, 116113, 116115, 116122, 7469, 8964                   | 2   | 23      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0692</a> | 181         | Animal Health & Livestock Management          | This programme equips participants with the knowledge and practical skills to apply sustainable animal production practices, promote livestock health and welfare, operate agricultural equipment safely, and improve productivity within agricultural operations. | 116064, 116125, 116063, 116055, 116643                                       | 2   | 27      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0374</a> | 186         | Applied Management & 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                               |
| <a href="#">PA0812</a> | 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                                |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0125</a> | 175         | Board-Level Leadership & 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                               |
| <a href="#">PA0299</a> | 142         | Budgeting & 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                                |
| <a href="#">PA0072</a> | 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                               |
| <a href="#">PA0966</a> | 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                               |
| <a href="#">PA0681</a> | 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0022</a> | 142         | Business Financial Management & 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                               |
| <a href="#">PA0857</a> | 142         | Business Management - Entrepreneurship, Marketing, & 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                                |
| <a href="#">PA0379</a> | 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               | R17 500                            | R16 250                               | R13 000                               | R11 700                               |
| <a href="#">PA0849</a> | 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               | R13 000                            | R11 100                               | R11 100                               | R10 500                               |
| <a href="#">PA0433</a> | 186         | Client Communication & 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0079</a> | 172         | Coaching & 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 000                            | R12 000                               | R10 800                               | R10 500                               |
| <a href="#">PA0208</a> | 181         | Community Leadership & Advocacy                | This programme equips participants with the knowledge and practical skills to advocate for community needs, support Ward Committee processes, apply Batho Pele principles, and promote accountable, people-centred service delivery within South African Local Government and public sector environments. | 119517, 242891, 113955                 | 3   | 26      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0066</a> | 177         | Conflict / Change Management & 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                               |
| <a href="#">PA0282</a> | 181         | Conflict Management & Stakeholder Engagement   | This programme equips participants with communication, conflict management, and advocacy skills to support effective Ward Committee participation, stakeholder engagement, and accountable Local Government processes in South Africa.                                                                    | 242891, 119517, 119454                 | 3   | 27      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0997</a> | 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0395</a> | 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                               |
| <a href="#">PA0488</a> | 186         | Construction Business Management & 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                               |
| <a href="#">PA0346</a> | 186         | Construction Site Supervision & 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                               |
| <a href="#">PA0999</a> | 185         | Core Leadership & 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                               |
| <a href="#">PA0452</a> | 142         | Corporate Governance: Ethics, Accountability, & Anti-Corruption Practices | The programme equips participants 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                                |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0658</a> | 181         | Cost & Financial Management         | This programme equips participants with the knowledge and practical skills to prepare professional business reports, interpret financial information, and apply cost management principles to support informed decision-making and improve performance within the retail and wholesale sector. | 8252, 12999, 7630             | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0870</a> | 186         | Critical Thinking & 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                                |
| <a href="#">PA0783</a> | 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                                |
| <a href="#">PA0421</a> | 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                                |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0222</a> | 181         | Digital Information Management for LED Projects             | This programme equips South African local economic development practitioners with database, records management, and information management skills to support effective decision-making, compliance, and improved service delivery.                                                         | 110500, 8662, 110526           | 5   | 15      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0267</a> | 181         | Disaster Risk Management Fundamentals                       | This programme equips participants with the knowledge and practical skills to identify disaster risks, promote disaster risk awareness, and develop and implement disaster risk reduction initiatives in accordance with South African disaster management legislation and best practices. | 251960, 251965, 251964         | 5   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0944</a> | 172         | Diversity & 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               | R17 000                            | R16 000                               | R15 200                               | R14 400                               |
| <a href="#">PA0335</a> | 142         | Effective Meeting Management & 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                                |
| <a href="#">PA0809</a> | 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0365</a> | 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                               |
| <a href="#">PA0464</a> | 181         | Environmental Management & Compliance                       | This programme equips participants with the knowledge and practical skills to apply environmental legislation, ethical principles, and integrated environmental management practices that promote sustainable development, regulatory compliance, and responsible environmental management in South Africa. | 264458, 13649, 264455, 10622                                                   | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0261</a> | 181         | Environmental Project Management                            | This programme equips participants with the knowledge and practical skills to plan, manage, implement and evaluate workplace projects while applying effective decision-making, time management and business communication practices to improve organisational performance in the South African workplace.  | 252022, 252026, 15234, 10622                                                   | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0798</a> | 186         | Ethical Leadership & 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0456</a> | 186         | Executive Leadership & 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                                |
| <a href="#">PA0631</a> | 181         | Feed & Water Management in Poultry Production      | This programme equips participants with the knowledge and practical skills to apply poultry nutrition, water management, hatchery, and financial management practices that support efficient, sustainable, and productive poultry production. | 7469, 119437, 119487, 119421                   | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0323</a> | 181         | Feedlot Operations & Agribusiness Management       | This programme equips participants with the knowledge and practical skills to manage feedlot operations, apply agribusiness principles, and support efficient livestock production through effective data, stock, and resource management.    | 116080, 116122, 116113, 116647, 116653, 116637 | 2   | 24      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0401</a> | 173         | Forklift & 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                               |
| <a href="#">PA0105</a> | 175         | Foundational Leadership & 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                               |

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| 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 |
|------------------------|-------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0889</a> | 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                               |
| <a href="#">PA0666</a> | 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, 119459                        | 4   | 31      | 5               | R29 700                            | R25 200                               | R21 900                               | R19 950                               |
| <a href="#">PA0233</a> | 181         | Funding for Local Economic Development Projects | This programme equips South African practitioners with the knowledge and skills to secure funding for Local Economic Development initiatives, manage operational budgets, and apply effective planning and resource management practices to support sustainable organisational and economic development. | 110515, 7866, 110528                                  | 5   | 15      | 3               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0799</a> | 186         | Generic Management Essentials                   | This programme equips participants 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                               |
| <a href="#">PA0469</a> | 181         | Hazardous Substances Management                 | This programme equips participants with the knowledge and practical skills to safely manage hazardous substances, comply with occupational health and safety legislation, and promote effective risk management and workplace safety within South African organisations.                                 | 264454, 244288, 10622, 14927                          | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

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| 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 |
|------------------------|-------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0139</a> | 173         | Health & Safety Risk Control 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                               |
| <a href="#">PA0990</a> | 173         | Health & 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                               |
| <a href="#">PA0682</a> | 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                               |
| <a href="#">PA0218</a> | 181         | Innovation & Change Leadership                            | This programme equips South African workplace leaders and managers with motivation, communication, and change management skills to improve employee performance and support successful organisational transformation.                                              | 120389, 8976, 115407                           | 5   | 21      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0231</a> | 181         | Institutional Arrangements for Local Economic Development | This programme equips South African practitioners with the knowledge and skills to support Local Economic Development through effective institutional governance, office administration, research, and professional business communication.                        | 110517, 14525, 110531                          | 5   | 17      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0225</a> | 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                               |
| <a href="#">PA0541</a> | 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                               |
| <a href="#">PA0224</a> | 181         | Integrated Public Sector Finance & 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                               |
| <a href="#">PA0432</a> | 181         | Integrated Waste Management & Waste Operations                            | This programme equips participants with the knowledge and practical skills to implement integrated waste management practices in accordance with South African environmental legislation, promoting sustainable waste management, legal compliance, and environmental protection.                 | 264461, 264460, 264474, 10622 | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

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| 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 |
|------------------------|-------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0463</a> | 181         | Integrated Water Resource Management & Environmental Communication | This programme equips participants with the knowledge and practical skills to apply Integrated Water Resource Management (IWRM), understand environmental systems, and communicate effectively to support sustainable water resource management and environmental stewardship in South Africa. | 264457, 264456, 10622                       | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0239</a> | 185         | Intermediate Quality Control & 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                               |
| <a href="#">PA0933</a> | 181         | Irrigation & Water Management                                      | This programme equips participants with the foundational knowledge and practical skills to operate and maintain irrigation systems, manage water quality, use agricultural tools safely, and apply sustainable water management practices to support efficient crop production.                | 116202, 116168, 116167, 14084, 7461, 116148 | 1   | 14      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0203</a> | 181         | Junior Management Essentials                                       | This programme equips participants with the knowledge and practical skills to perform effectively as junior managers by supporting organisational strategy, leading teams, managing employee induction, and contributing to organisational performance within the South African workplace.     | 242813, 242814, 242818, 242812              | 4   | 20      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |

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| 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 |
|------------------------|-------------|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0113</a> | 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               | R12 000                            | R11 000                               | R10 450                               | R9 900                                |
| <a href="#">PA0486</a> | 181         | Knowledge Management & Organisational Improvement | This programme equips participants with knowledge management, organisational design, and best practice skills to improve performance, transformation, and service delivery within South African public sector organisations.         | 115405, 15215, 337060                                  | 5   | 19      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0485</a> | 181         | Labour Relations & Employment Law                 | This programme equips South African Public Sector participants with labour legislation, dispute resolution, and job evaluation skills to promote fair, compliant, and effective workplace practices.                                 | 119954, 117390, 337064                                 | 5   | 29      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0965</a> | 186         | Leadership & Effective Problem-Solving            | The programme equips participants 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                               |
| <a href="#">PA0216</a> | 181         | Leadership & Emotional Intelligence               | This programme equips South African leaders and managers with emotional intelligence, professional writing, and conflict management skills to improve workplace relationships, leadership effectiveness, and organisational culture. | 120305, 8976, 114226                                   | 5   | 21      | 4               | R25 800                            | R24 600                               | R22 800                               | R21 000                               |

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| 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 |
|------------------------|-------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0664</a> | 186         | Leadership & Management Essentials                              | This programme equips participants 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                               |
| <a href="#">PA0778</a> | 107         | Leadership & Performance Management                             | This programme equips managers with the skills to develop people, manage performance, build high-performing teams, and coach leaders to align workforce capability with organisational goals.                                                      | 252037, 252034, 252029, 252035 | 5   | 36      | 5               | R13 050                            | R12 750                               | R12 000                               | R11 250                               |
| <a href="#">PA0698</a> | 142         | Leadership & 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                                |
| <a href="#">PA0410</a> | 142         | Leadership & 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                               |
| <a href="#">PA0410</a> | 186         | Leadership & Team Management                                    | This programme equips participants 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                               |

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| 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 |
|------------------------|-------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0291</a> | 181         | Leadership & Team Management in Local Government | This programme equips participants with leadership, performance management, and accountability skills to effectively manage people, engage stakeholders, and promote ethical governance within South African Local Government and public sector environments. | 120391, 11473, 244301                  | 4   | 22      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0217</a> | 181         | Leadership Theory & Organisational Performance   | This programme equips South African workplace leaders and managers with leadership, communication, and monitoring and evaluation skills to improve performance, accountability, and organisational effectiveness.                                             | 120300, 8974, 337063                   | 5   | 18      | 3               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0214</a> | 181         | Leadership, Innovation & Workplace Relations     | This programme equips South African workplace leaders and employees with motivation, communication, innovation, and labour relations skills to improve performance, employee relations, and organisational success.                                           | 120389, 8968, 15216, 113959            | 5   | 19      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0050</a> | 175         | Leaderships Skills & 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                               |
| <a href="#">PA0330</a> | 191         | Manage Administration & 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                                |

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|------------------------|-------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0226</a> | 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               | R15 000                            | R11 250                               | R10 125                               | R9 225                                |
| <a href="#">PA0994</a> | 107         | Managing a Small Business                            | This programme equips participants with the skills to manage operations and finances effectively in a new venture or SMME to ensure efficiency, financial control, and sustainable business growth.                                                                                          | 119668, 119666, 119674                                     | 2   | 18      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0655</a> | 181         | Mineral Resource Management                          | This programme equips participants with the knowledge and practical skills to support effective mineral resource management, project planning, environmental compliance, financial management, and sustainable mining practices within the South African mining industry.                    | 110494, 8662, 9015, 110475, 110482, 120375, 243820, 115591 | 5   | 57      | 6               | R28 500                            | R28 500                               | R28 125                               | R27 750                               |
| <a href="#">PA0978</a> | 181         | Municipal Asset Management & Supply Chain Management | This programme equips participants with the knowledge and practical skills to manage municipal assets, liabilities, and supply chain management systems that promote sound financial governance, legislative compliance, and efficient service delivery within South African municipalities. | 116362 & 116353                                            | 6   | 23      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0445</a> | 181         | Municipal Budgeting & Cost Management                | This programme equips participants with the knowledge and practical skills to apply ethical, budgeting, and costing principles that strengthen financial governance, accountability, and effective service delivery within South African municipalities.                                     | 119342, 116345, 116340                                     | 5   | 34      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

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|------------------------|-------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0976</a> | 181         | Municipal Cash, Investment Management & Financial Reporting | This programme equips participants with the knowledge and practical skills to manage municipal cash, investments, financial reporting, and information technology resources in support of sound financial governance, legislative compliance, and effective service delivery within South African municipalities. | 116346, 116363, 116360     | 6   | 28      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0974</a> | 181         | Municipal Costing, Risk Management & Internal Controls      | This programme equips participants with the knowledge and practical skills to apply costing, risk management, and internal control principles that strengthen financial governance, accountability, and effective service delivery within South African municipalities.                                           | 116340, 116339, 116357     | 6   | 29      | 4               | R27 000                            | R26 250                               | R25 500                               | R25 500                               |
| <a href="#">PA0298</a> | 181         | Municipal Financial Management                              | This programme equips participants with the knowledge and practical skills to apply municipal financial management, budgeting, accounting, and data analysis principles to support effective financial administration and service delivery in the South African Local Government environment.                     | 244295, 117111, 7456, 9012 | 3   | 20      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0973</a> | 181         | Municipal Financial Management & Ethics                     | This programme equips South African municipal officials with ethical governance, financial management, and legislative compliance skills to support sustainable municipal planning, accountability, and service delivery.                                                                                         | 116343, 116342, 116361     | 6   | 30      | 4               | R27 000                            | R26 250                               | R25 500                               | R25 500                               |
| <a href="#">PA0932</a> | 179         | Office Administration & 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                               |

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|------------------------|-------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0856</a> | 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                            | R10 125                               | R9 000                                | R8 775                                |
| <a href="#">PA0806</a> | 186         | Operational Management & 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                               |
| <a href="#">PA0776</a> | 107         | Operational Planning & Control      | This programme equips junior managers with the skills to manage time effectively, solve workplace problems, and control budgets to improve productivity and operational efficiency.                                                                            | 242811, 242817, 242810         | 4   | 22      | 4               | R11 250                            | R10 500                               | R9 750                                | R9 000                                |
| <a href="#">PA0829</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R11 700                               |
| <a href="#">PA0116</a> | 191         | Operations & Quality Management     | This programme equips participants with the knowledge and practical skills to effectively plan, manage, and improve production and operational processes within a new venture to enhance productivity, quality, efficiency, and business sustainability.       | 263434                         | 4   | 6       | 2               | R9 000                             | R8 000                                | R7 000                                | R6 300                                |

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|------------------------|-------------|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0477</a> | 191         | Organisation Ethics & 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                               |
| <a href="#">PA0221</a> | 181         | Organisational Transformation Fundamentals        | This programme equips South African public sector leaders and professionals with knowledge management, business communication, and change management skills to support ethical transformation and improved organisational performance.                                    | 120392, 12153, 116949          | 5   | 25      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0042</a> | 186         | Performance & 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                               |
| <a href="#">PA0204</a> | 181         | Performance & Team Leadership                     | This programme equips participants with the knowledge and practical skills to supervise teams, manage employee performance, and fulfil the responsibilities of junior managers to improve organisational performance in the South African workplace.                      | 11473, 242812, 242818          | 4   | 17      | 3               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0280</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R11 700                               |

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| 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 |
|------------------------|-------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0206</a> | 181         | Performance, Strategy & Team Management                   | This programme equips current and aspiring supervisors, team leaders, and junior managers with the knowledge and practical skills to manage team performance, align operational activities with organisational strategy, and contribute to organisational success in the South African workplace. | 11473, 242820, 242813, 242818 | 4   | 24      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0171</a> | 179         | Personal & 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                               |
| <a href="#">PA0677</a> | 186         | Personal Leadership Empowerment for Career & 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                               |
| <a href="#">PA0285</a> | 172         | Plan & 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               | R15 000                            | R12 375                               | R11 000                               | R10 725                               |
| <a href="#">PA0057</a> | 191         | Plan & 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                                |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0431</a> | 181         | Pollution Incident Management & Remediation              | This programme equips participants with the knowledge and practical skills to manage pollution incidents, investigate workplace incidents, and implement corrective actions that promote environmental protection, legal compliance, and continuous improvement within South African workplaces. | 116971, 244518, 10622, 14927 | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0604</a> | 181         | Poultry Environmental Management                         | This programme equips participants with the knowledge and practical skills to apply effective communication, environmental management, health and safety, and egg handling practices that support safe, productive, and sustainable poultry production.                                          | 8962, 119483, 119447, 119397 | 2   | 29      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0785</a> | 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                               |
| <a href="#">PA0797</a> | 186         | Practical Management & Leadership                        | This programme equips participants 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                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0882</a> | 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                               |
| <a href="#">PA0178</a> | 185         | Project & 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                               |
| <a href="#">PA0117</a> | 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                               |
| <a href="#">PA0624</a> | 181         | Project Management Foundations & 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                                |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0290</a> | 181         | Project Management in Local Government         | This programme equips participants with the knowledge and practical skills to apply project management, municipal planning, and accountability principles to improve service delivery and organisational performance within South African Local Government. | 120385, 244302, 244301         | 4   | 21      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0212</a> | 181         | Project Quality & Performance Management       | This programme equips participants with project support, performance management, quality assurance, and meeting coordination skills to contribute effectively to successful project delivery within South African workplace environments.                   | 120383, 123465, 123462, 13934  | 3   | 19      | 4               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0759</a> | 181         | Project Supervision & 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                               |
| <a href="#">PA0210</a> | 181         | Project Support, Planning & Quality Management | This programme equips participants with project support, performance management, and quality assurance skills to contribute effectively to successful project delivery within South African workplace environments.                                         | 123462, 123464, 123465, 120383 | 3   | 25      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |

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| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0988</a> | 181         | Project Team Leadership                                                   | This programme equips participants with the knowledge and practical skills to prepare professional business reports, manage team performance, build effective workplace relationships, and ensure legal and organisational compliance to support organisational effectiveness.                                                       | 8252, 14214, 12609, 10017  | 5   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0983</a> | 181         | Project Team Leadership, Change Management & Recruitment                  | This programme equips participants with the knowledge and practical skills to analyse workplace information, supervise projects, manage organisational change, and recruit and select employees to support effective Local Economic Development (LED) initiatives and improved service delivery within South African municipalities. | 8662, 10148, 15214, 110489 | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0448</a> | 181         | Public Sector Communication, Information Management & Disaster Management | This programme equips participants with the knowledge and practical skills to coordinate public sector communication, manage information using computerised systems, and support disaster management initiatives that strengthen organisational resilience, legislative compliance, and effective service delivery in South Africa.  | 119346, 119351, 119358     | 5   | 28      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0989</a> | 181         | Public Sector Financial Reporting & Budget Management | This programme equips participants with the knowledge and practical skills to apply ethical, accounting, and cash management principles that promote sound financial governance, legislative compliance, and accountable management of public funds within South African public sector institutions. | 119342, 119350, 116346 | 5   | 33      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0219</a> | 181         | Public Sector Human Capital Management                | This programme equips South African public sector participants with personal development, human resource management, and disaster management skills to improve employee effectiveness, organisational performance, and service delivery.                                                             | 120391, 8974, 119336   | 5   | 25      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0483</a> | 181         | Public Sector Legislative Compliance & Labour Law     | This programme equips South African public sector participants with legislative, governance, and compliance skills to apply legal frameworks and support ethical, accountable, and effective administration.                                                                                         | 119334 & 117390        | 5   | 32      | 5               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0998</a> | 181         | Public Sector Risk Management & Internal Audit        | This programme equips participants with the knowledge and practical skills to apply ethical principles, risk management, and internal audit practices that strengthen governance, accountability, and financial integrity within South African public sector institutions.                           | 119342, 119349, 119337 | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0441</a> | 181         | Public Sector Supply Chain & Bid Committee Management | This programme equips participants with the knowledge and practical skills to apply professional development, public sector supply chain management, and bid committee practices that promote ethical procurement, legislative compliance, and transparent service delivery within South African public sector institutions. | 119332, 119345, 337061       | 5   | 40      | 5               | R27 000                            | R26 550                               | R25 800                               | R25 500                               |
| <a href="#">PA0447</a> | 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                               |
| <a href="#">PA0230</a> | 181         | Research Methods for Local Economic Development       | This programme equips South African practitioners with the knowledge and skills to conduct research, analyse data, and apply monitoring and evaluation practices to improve Local Economic Development initiatives, organisational performance, and evidence-based decision-making.                                          | 110494, 8662, 337063         | 5   | 18      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0412</a> | 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, 242811       | 4   | 25      | 4               | R24 450                            | R22 800                               | R20 700                               | R18 750                               |
| <a href="#">PA0642</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R10 800                               |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0992</a> | 107         | Risk, Change & Strategy                                 | This programme equips managers with the skills to plan operations, manage risks, lead change, and drive innovation to improve efficiency and continuous improvement within their units.                                                                   | 252025, 252021, 252020, 252032 | 5   | 34      | 5               | R13 050                            | R12 750                               | R12 000                               | R11 250                               |
| <a href="#">PA0534</a> | 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                                |
| <a href="#">PA0228</a> | 181         | SMME Development & Local Economic Growth                | This programme equips South African practitioners with the knowledge and skills to support SMME development, promote local economic development, manage workplace activities, and foster inclusive, diverse, and productive workplaces.                   | 110507, 7866, 15233            | 5   | 18      | 3               | R22 200                            | R21 600                               | R21 300                               | R21 000                               |
| <a href="#">PA0377</a> | 186         | Starting & Managing a Construction Contracting Business | This programme prepares participants 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                               |
| <a href="#">PA0385</a> | 172         | Stock & 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               | R10 000                            | R8 550                                | R7 600                                | R6 840                                |
| <a href="#">PA0279</a> | 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                               |

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| 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 |
|------------------------|-------------|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0607</a> | 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                               |
| <a href="#">PA0654</a> | 186         | Strategic Leadership & 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                                |
| <a href="#">PA0096</a> | 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                | 4   | 19      | 4               | R23 700                            | R19 050                               | R16 200                               | R14 850                               |
| <a href="#">PA0215</a> | 181         | Strategic Planning & Organisational Management | This programme equips South African managers and business professionals with strategic planning, management, service excellence, and data analysis skills to improve organisational performance and sustainable growth. | 114585, 120390, 9015, 14667           | 4   | 28      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0147</a> | 142         | Supervisory & 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                                |

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| 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 |
|------------------------|-------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0775</a> | 107         | Supervisory Leadership                                     | This programme equips junior managers and team leaders with the knowledge and skills to effectively lead, motivate, and manage teams to achieve organisational goals and maintain high performance.                                                                                                              | 242824, 242819, 242821 | 4   | 24      | 4               | R11 250                            | R10 500                               | R9 750                                | R9 000                                |
| <a href="#">PA0336</a> | 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                               |
| <a href="#">PA0963</a> | 142         | Supply Chain & 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                               |
| <a href="#">PA0995</a> | 107         | Supply Management for Supervisors                          | This programme equips second-level managers with the skills to manage operational risk, oversee supply chain and logistics functions, and apply ethical leadership to improve efficiency, resilience, and organisational performance.                                                                            | 252025 & 113924        | 5   | 10      | 4               | R11 700                            | R11 250                               | R10 800                               | R10 500                               |
| <a href="#">PA0030</a> | 142         | Team Leadership & 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                                |

## Leadership & Management - QCTO

| 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 |
|------------------------|-------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0141</a> | 185         | Wealth Management & 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                               |
| <a href="#">PA0110</a> | 175         | Workforce Development & 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                               |
| <a href="#">PA0392</a> | 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                               |
| <a href="#">PA0289</a> | 181         | Workplace Leadership & Team Management            | This programme equips participants with the knowledge and practical skills to manage team performance, support employee development, align departmental activities with organisational strategy, and contribute to organisational success in the South African workplace.                                                                                   | 11473, 242812, 242813, 242814          | 4   | 23      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |

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| 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 |
|------------------------|-------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0333</a> | 186         | Workplace Leadership & 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                               |
| <a href="#">PA0199</a> | 172         | Workplace Management                           | This programme equips participants with the knowledge and practical skills to manage broiler production safely and efficiently by applying effective communication, biosecurity, and poultry management practices that support healthy flock performance and sustainable poultry production. | 252027                                 | 5   | 6       | 2               | R12 000                            | R11 000                               | R11 000                               | R9 900                                |
| <a href="#">PA0301</a> | 173         | Workplace Supervision & 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                               |
| <a href="#">PA0207</a> | 173         | Workplace Supervision & 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                               |
| <a href="#">PA0027</a> | 181         | Workplace Training & Mentoring                 | This programme equips supervisors and managers with skills to effectively deliver one-to-one training and mentoring, enhancing workplace learning and development.                                                                                                                           | 114215, 117865, 117874                 | 5   | 14      | 3               | R18 000                            | R10 800                               | R8 840                                | R8 160                                |

## Leadership & Management - HET

| Product Code           | Supplier ID | Programme Name                                  | Programme Description                                                                                                                                                                                                                                                                       | 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 |
|------------------------|-------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0725</a> | 125         | Advanced Logistics Management                   | This programme equips participants with the knowledge and practical skills to plan, manage, and optimise logistics and integrated supply chain operations to improve efficiency, cost-effectiveness, and organisational performance in the South African logistics sector.                  | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0726</a> | 125         | Advanced Supply Chain Management                | This programme equips participants with the knowledge and practical skills to manage and optimise integrated supply chain operations, supplier relationships, logistics, and inventory to improve organisational performance and competitiveness in the South African business environment. | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0366</a> | 125         | Applied Business Management                     | This programme equips participants with the knowledge and practical skills to apply effective business management principles, leadership, planning, and ethical decision-making to improve organisational performance.                                                                      | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0728</a> | 125         | Business Communication for Procurement Managers | This programme equips participants with the knowledge and practical skills to communicate professionally and effectively in business, procurement, and supply chain environments.                                                                                                           | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <a href="#">PA0729</a> | 125         | Business Communication for Project Managers     | This programme equips participants with the knowledge and practical skills to communicate effectively within project environments through professional written, verbal, visual, and digital communication that supports successful project delivery.                                        | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0727</a> | 125         | Business Information Systems for Managers       | This programme equips participants with the knowledge and practical skills to apply business information systems and digital technologies to improve organisational operations, decision-making, and business performance.                                                                  | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0730</a> | 125         | Business Management Fundamentals                | This programme equips participants with foundational knowledge and practical skills in business management, leadership, entrepreneurship, and digital business to support effective organisational performance and business growth.                                                         | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |

## Leadership & Management - HET

| Product Code           | Supplier ID | Programme Name                                  | Programme Description                                                                                                                                                                                                                         | 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 |
|------------------------|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0723</a> | 125         | Financial Management for Non-Financial Managers | This programme equips participants with the knowledge and practical skills to apply financial management principles, interpret financial information, and support effective organisational planning, decision-making, and performance.        | 5   | 20      | 4               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <a href="#">PA0733</a> | 125         | Logistics Management Fundamentals               | This programme equips participants with the foundational knowledge and practical skills to apply logistics management principles that support efficient supply chain operations and effective business performance.                           | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0033</a> | 155         | Operations Management                           | This programme equips participants with the knowledge and practical skills to optimise operational processes, improve resource utilisation, and implement continuous improvement strategies that enhance organisational performance.          | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <a href="#">PA0718</a> | 125         | Principles & Practices of Purchasing Management | This programme equips participants with the knowledge and practical skills to perform effective purchasing and procurement functions that support efficient supply chain operations and organisational value creation.                        | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0734</a> | 125         | Procurement Management Fundamentals             | This programme equips participants with the foundational knowledge and practical skills to apply procurement management principles that support efficient supply chain operations and organisational performance.                             | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0735</a> | 125         | Project Management Fundamentals                 | This programme equips participants with the foundational knowledge and practical skills to plan, execute, monitor, and successfully close projects within organisational environments.                                                        | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0736</a> | 125         | Strategic Logistics Management                  | This programme equips participants with advanced knowledge and practical skills to strategically design, manage and optimise logistics and supply chain operations that improve organisational performance, resilience and sustainability.    | 7   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0737</a> | 125         | Strategic Supply Chain Management               | This programme equips participants with the foundational knowledge and practical skills to apply supply chain management principles that improve operational efficiency, organisational competitiveness and sustainable business performance. | 7   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |

## Leadership & Management - HET

| Product Code | Supplier ID | Programme Name                       | Programme Description                                                                                                                                                                                                                        | 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 |
|--------------|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| PA0720       | 125         | Supply Chain Management Fundamentals | This programme equips participants with the foundational knowledge and practical skills to apply supply chain management principles that support efficient operations, organisational competitiveness, and sustainable business performance. | 5   | 20      | 4               | R27 000                            | R27 000                               | R21 000                               | R21 000                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">A0387</a>  | 181         | Agrochemical & Crop Protection                   | This programme equips participants with the knowledge and practical skills to apply sustainable agricultural practices, protect natural resources, manage environmental risks, and promote environmentally responsible farming in compliance with agricultural legislation.                  | 116064, 116125, 116124, 116121, 116077 | 2   | 26      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0125</a> | 175         | Board-Level Leadership & 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                               |
| <a href="#">PA0126</a> | 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                               |
| <a href="#">PA0653</a> | 175         | Business Reporting & 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                               |
| <a href="#">PA0888</a> | 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                               |

## Legal & Compliance - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0144</a> | 186         | Construction Quality & 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                               |
| <a href="#">PA0755</a> | 181         | Diversity, Ethics, & 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                               |
| <a href="#">PA0552</a> | 172         | Employment Equity                                | This programme equips participants with the knowledge and practical skills to implement and manage human resource, labour relations, and employment equity practices that ensure legislative compliance, fair workplace practices, and organisational effectiveness in South Africa.                        | 116394                             | 5   | 9       | 3               | R10 350                            | R10 350                               | R10 350                               | R10 350                               |
| <a href="#">PA0464</a> | 181         | Environmental Management & Compliance            | This programme equips participants with the knowledge and practical skills to apply environmental legislation, ethical principles, and integrated environmental management practices that promote sustainable development, regulatory compliance, and responsible environmental management in South Africa. | 264458, 13649, 264455, 10622       | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

## Legal & Compliance - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0401</a> | 173         | Forklift & 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                               |
| <a href="#">PA0108</a> | 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                               |
| <a href="#">PA0123</a> | 181         | Health & Safety: 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, 12484            | 5   | 13      | 4               | R19 407                            | R12 938                               | R11 213                               | R10 350                               |
| <a href="#">PA0080</a> | 172         | Human Resource & Labour Relations Policies 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               | R13 600                            | R12 400                               | R11 780                               | R11 160                               |

## Legal & Compliance - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0220</a> | 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                               |
| <a href="#">PA0701</a> | 142         | Monitoring & 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                               |
| <a href="#">PA0211</a> | 181         | Municipal Governance & Legislative Framework            | This programme equips participants with the knowledge and practical skills to apply South African Local Government legislation, governance principles, and effective communication to support ethical leadership, accountability, and efficient municipal service delivery. | 244175, 244294, 244301, 119472                                        | 3   | 27      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0709</a> | 142         | Occupational Health & Safety 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                               |
| <a href="#">PA0477</a> | 191         | Organisation Ethics & 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 - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0782</a> | 181         | Poultry Health & Biosecurity                                         | This programme equips participants with the knowledge and practical skills to apply poultry health management, maintain health and safety standards, and manage chick brooding effectively to support productive and sustainable poultry production.                                 | 8963, 119382, 119447, 119448                                          | 2   | 31      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0959</a> | 173         | Practical Supervisory Skills with Task Observation & 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                               |
| <a href="#">PA0992</a> | 107         | Risk, Change & Strategy                                              | This programme equips managers with the skills to plan operations, manage risks, lead change, and drive innovation to improve efficiency and continuous improvement within their units.                                                                                              | 252025, 252021, 252020, 252032                                        | 5   | 34      | 5               | R13 050                            | R12 750                               | R12 000                               | R11 250                               |
| <a href="#">PA0551</a> | 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                               |
| <a href="#">PA0514</a> | 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 - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0633</a> | 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                               |
| <a href="#">PA0301</a> | 173         | Workplace Supervision & 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                               |
| <a href="#">PA0207</a> | 173         | Workplace Supervision & 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 - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0223</a> | 181         | Advanced Municipal Finance & 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                               |
| <a href="#">PA0503</a> | 181         | Agricultural Business & Supply Management           | This programme equips participants with the knowledge and practical skills to manage sustainable and profitable agricultural enterprises through effective business, financial, production and resource management practices.                                                  | 116080, 7469, 116126, 116122, 116115, 116113, 116070, 116081, 116069, 116109 | 2   | 25      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0692</a> | 181         | Animal Health & Livestock Management                | This programme equips participants with the knowledge and practical skills to apply sustainable animal production practices, promote livestock health and welfare, operate agricultural equipment safely, and improve productivity within agricultural operations.             | 116064, 116125, 116063, 116055, 116643                                       | 2   | 27      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0274</a> | 181         | Batho Pele & Public Service Excellence              | This programme equips participants with the knowledge and practical skills to apply Batho Pele Principles, strengthen public participation, and communicate effectively to support transparent governance and quality service delivery in South African Local Government.      | 242860, 244300, 119472, 119465                                               | 3   | 20      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0278</a> | 181         | Batho Pele Principles in Local Government       | This programme equips participants with the knowledge and practical skills to apply Batho Pele Principles, support Ward Committee functions, and contribute to effective municipal governance and service delivery within South African Local Government. | 113955, 242896, 242890, 119460    | 3   | 29      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0022</a> | 142         | Business Financial Management & 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                               |
| <a href="#">PA0420</a> | 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                                |
| <a href="#">PA0017</a> | 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                               |
| <a href="#">PA0653</a> | 175         | Business Reporting & 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                               |
| <a href="#">PA0544</a> | 186         | Business Start-Up & 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                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0209</a> | 181         | Community Development Project Support & Service Delivery | This programme equips participants with project support, planning, and information management skills to contribute to effective community development projects and improved service delivery within South African Local Government and Ward Committee environments.      | 242895, 123462, 123464, 119463                     | 3   | 27      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0273</a> | 181         | Community Participation & Democratic Governance          | This programme equips participants with the knowledge and practical skills to promote community participation, support Ward Committee effectiveness, and strengthen democratic governance within South African Local Government.                                         | 123436, 242890, 242891                             | 3   | 27      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0346</a> | 186         | Construction Site Supervision & 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                               |
| <a href="#">PA0418</a> | 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                               |
| <a href="#">PA0411</a> | 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                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0261</a> | 181         | Environmental Project Management                   | This programme equips participants with the knowledge and practical skills to plan, manage, implement and evaluate workplace projects while applying effective decision-making, time management and business communication practices to improve organisational performance in the South African workplace. | 252022, 252026, 15234, 10622                   | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0798</a> | 186         | Ethical Leadership & 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                               |
| <a href="#">PA0631</a> | 181         | Feed & Water Management in Poultry Production      | This programme equips participants with the knowledge and practical skills to apply poultry nutrition, water management, hatchery, and financial management practices that support efficient, sustainable, and productive poultry production.                                                              | 7469, 119437, 119487, 119421                   | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0323</a> | 181         | Feedlot Operations & Agribusiness Management       | This programme equips participants with the knowledge and practical skills to manage feedlot operations, apply agribusiness principles, and support efficient livestock production through effective data, stock, and resource management.                                                                 | 116080, 116122, 116113, 116647, 116653, 116637 | 2   | 24      | 4               | R19 500                            | R18 225                               | R16 200                               | R15 000                               |
| <a href="#">PA0401</a> | 173         | Forklift & 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 - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0773</a> | 142         | Foundations of Quality & 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                               |
| <a href="#">PA0666</a> | 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, 119459             | 4   | 31      | 5               | R29 700                            | R25 200                               | R21 900                               | R19 950                               |
| <a href="#">PA0500</a> | 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                                |
| <a href="#">PA0394</a> | 181         | Hatchery Operations                             | This programme equips participants with the knowledge and practical skills to apply biosecurity, financial, mathematical, and poultry production principles that support safe, efficient, and sustainable poultry farming operations.                                    | 9009, 119394, 119490, 119421, 119442, 7469 | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0927</a> | 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               | R20 250                            | R19 500                               | R19 500                               | R19 500                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0986</a> | 181         | Integrated Development Planning & Monitoring                              | This programme equips participants with the knowledge and practical skills to contribute to Integrated Development Planning (IDP), apply monitoring and evaluation practices, and effectively plan and manage work activities that improve organisational performance and service delivery within South African municipalities. | 7866, 110498, 337059, 337063  | 5   | 31      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0225</a> | 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                               |
| <a href="#">PA0224</a> | 181         | Integrated Public Sector Finance & 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                               |
| <a href="#">PA0432</a> | 181         | Integrated Waste Management & Waste Operations                            | This programme equips participants with the knowledge and practical skills to implement integrated waste management practices in accordance with South African environmental legislation, promoting sustainable waste management, legal compliance, and environmental protection.                                               | 264461, 264460, 264474, 10622 | 5   | 28      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0114</a> | 191         | Intro to Procurement & Quality                          | This programme equips participants with the practical administrative, leadership, and team management skills needed to effectively support workplace operations, manage processes, and lead teams in achieving organisational goals and standards.                                                         | 114805 & 242821                        | 4   | 10      | 2               | R13 000                            | R12 000                               | R10 740                               | R10 500                               |
| <a href="#">PA0050</a> | 175         | Leaderships Skills & 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                               |
| <a href="#">PA0981</a> | 181         | Local Economic Development Project Planning & Budgeting | This programme equips participants with the knowledge and practical skills to analyse workplace data, manage budgets, and plan, implement, and monitor Local Economic Development (LED) projects that promote sustainable economic growth and effective service delivery within South African communities. | 8662, 110505, 110482, 110528           | 5   | 25      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0994</a> | 107         | Managing a Small Business                               | This programme equips participants with the skills to manage operations and finances effectively in a new venture or SMME to ensure efficiency, financial control, and sustainable business growth.                                                                                                        | 119668, 119666, 119674                 | 2   | 18      | 3               | R10 500                            | R9 750                                | R9 000                                | R8 250                                |
| <a href="#">PA0581</a> | 181         | Merchandise Planning & Trade Practices                  | This programme equips participants with the knowledge and practical skills to communicate effectively, implement merchandising strategies, and apply trade principles to improve customer service and business performance within the retail and wholesale sector.                                         | 8734, 8155, 8023                       | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0655</a> | 181         | Mineral Resource Management           | This programme equips participants with the knowledge and practical skills to support effective mineral resource management, project planning, environmental compliance, financial management, and sustainable mining practices within the South African mining industry. | 110494, 8662, 9015, 110475, 110482, 120375, 243820, 115591 | 5   | 57      | 6               | R28 500                            | R28 500                               | R28 125                               | R27 750                               |
| <a href="#">PA0276</a> | 181         | Municipal Planning & Service Delivery | This programme equips participants with the knowledge and practical skills to understand municipal planning, technical service delivery, and workplace practices that support effective Local Government operations in South Africa.                                      | 244302, 244299, 244296, 119467                             | 3   | 29      | 4               | R27 000                            | R26 550                               | R25 800                               | R25 500                               |
| <a href="#">PA0314</a> | 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                               |
| <a href="#">PA0806</a> | 186         | Operational Management & 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                               |
| <a href="#">PA0776</a> | 107         | Operational Planning & Control        | This programme equips junior managers with the skills to manage time effectively, solve workplace problems, and control budgets to improve productivity and operational efficiency.                                                                                       | 242811, 242817, 242810                                     | 4   | 22      | 4               | R11 250                            | R10 500                               | R9 750                                | R9 000                                |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0829</a> | 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               | R16 250                            | R13 500                               | R12 000                               | R11 700                               |
| <a href="#">PA0116</a> | 191         | Operations & Quality Management                    | This programme equips participants with the knowledge and practical skills to effectively plan, manage, and improve production and operational processes within a new venture to enhance productivity, quality, efficiency, and business sustainability. | 263434                         | 4   | 6       | 2               | R9 000                             | R8 000                                | R7 000                                | R6 300                                |
| <a href="#">PA0477</a> | 191         | Organisation Ethics & 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                               |
| <a href="#">PA0907</a> | 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                               |
| <a href="#">PA0205</a> | 181         | Organisational Operations, Strategy & Team Records | This programme equips participants with the knowledge and practical skills to understand organisational strategy and structures while maintaining accurate team records to support effective junior management in the South African workplace.           | 242820, 242813, 242814         | 4   | 17      | 3               | R23 400                            | R23 100                               | R22 800                               | R22 500                               |
| <a href="#">PA0285</a> | 172         | Plan & 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               | R15 000                            | R12 375                               | R11 000                               | R10 725                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0057</a> | 191         | Plan & 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                                |
| <a href="#">PA0482</a> | 181         | Poultry Parent Stock Production          | This programme equips participants with the knowledge and practical skills to apply poultry management, workplace communication, health and safety, and work planning practices that support safe, efficient, and productive poultry production operations.       | 8963, 119442, 119447, 14342, 119385       | 2   | 30      | 4               | R22 500                            | R21 750                               | R21 225                               | R20 700                               |
| <a href="#">PA0178</a> | 185         | Project & 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                               |
| <a href="#">PA0896</a> | 181         | Project Documentation & Team Performance | This programme equips participants with the knowledge and practical skills to prepare professional business reports, manage project documentation, and apply performance management practices to improve workplace productivity and organisational effectiveness. | 8252, 10137, 11473                        | 5   | 20      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |
| <a href="#">PA0117</a> | 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                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0624</a> | 181         | Project Management Foundations & 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                                |
| <a href="#">PA0759</a> | 181         | Project Supervision & 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                               |
| <a href="#">PA0210</a> | 181         | Project Support, Planning & Quality Management  | This programme equips participants with project support, performance management, and quality assurance skills to contribute effectively to successful project delivery within South African workplace environments.                                                            | 123462, 123464, 123465, 120383      | 3   | 25      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0988</a> | 181         | Project Team Leadership                         | This programme equips participants with the knowledge and practical skills to prepare professional business reports, manage team performance, build effective workplace relationships, and ensure legal and organisational compliance to support organisational effectiveness. | 8252, 14214, 12609, 10017           | 5   | 22      | 4               | R15 000                            | R14 850                               | R13 200                               | R12 000                               |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0988</a> | 181         | Project Team Leadership, Change Management & Recruitment   | This programme equips participants with the knowledge and practical skills to analyse workplace information, supervise projects, manage organisational change, and recruit and select employees to support effective Local Economic Development (LED) initiatives and improved service delivery within South African municipalities. | 8662, 10148, 15214, 110489     | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0275</a> | 181         | Public Participation & Community Engagement                | This programme equips participants with the knowledge and practical skills to support public participation, Integrated Development Planning (IDP), and Local Economic Development (LED) processes within the South African Local Government environment.                                                                             | 244300, 244302, 119472, 119457 | 3   | 24      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0096</a> | 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         | 4   | 19      | 4               | R23 700                            | R19 050                               | R16 200                               | R14 850                               |
| <a href="#">PA0963</a> | 142         | Supply Chain & 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                               |
| <a href="#">PA0861</a> | 186         | Teamwork & 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                                |

## Operations & Project Management - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0901</a> | 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               | R12 500                            | R10 125                               | R9 000                                | R8 100                                |
| <a href="#">PA0270</a> | 181         | Ward Committee Governance & Roles                   | This programme equips participants with the knowledge and practical skills to understand Ward Committee governance, support public participation, and contribute effectively to municipal processes within the South African Local Government environment.                           | 242892, 242893, 242896, 119463       | 2   | 27      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0272</a> | 181         | Ward Committee Operations & Municipal Participation | This programme equips participants with the knowledge and practical skills to support Ward Committee functions, participate in municipal governance processes, and engage communities effectively within the South African Local Government environment.                             | 242890, 242896, 119460, 119454       | 3   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0262</a> | 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                               |
| <a href="#">PA0514</a> | 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                                |

## Operations & Project Management - QCTO/SETA

| 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 |
|--------------|-------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| PA0434       | 181         | Waste Treatment & Disposal | This programme equips participants with the knowledge and practical skills to implement integrated waste management practices that promote legal compliance, environmental sustainability, and effective waste management operations in South Africa. | 264475, 264476, 264461, 10622 | 5   | 30      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |

## Operations & Project Management - HET

| Product Code           | Supplier ID | Programme Name                              | Programme Description                                                                                                                                                                                                                                                                       | 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 |
|------------------------|-------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0725</a> | 125         | Advanced Logistics Management               | This programme equips participants with the knowledge and practical skills to plan, manage, and optimise logistics and integrated supply chain operations to improve efficiency, cost-effectiveness, and organisational performance in the South African logistics sector.                  | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0726</a> | 125         | Advanced Supply Chain Management            | This programme equips participants with the knowledge and practical skills to manage and optimise integrated supply chain operations, supplier relationships, logistics, and inventory to improve organisational performance and competitiveness in the South African business environment. | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0729</a> | 125         | Business Communication for Project Managers | This programme equips participants with the knowledge and practical skills to communicate effectively within project environments through professional written, verbal, visual, and digital communication that supports successful project delivery.                                        | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0033</a> | 155         | Operations Management                       | This programme equips participants with the knowledge and practical skills to optimise operational processes, improve resource utilisation, and implement continuous improvement strategies that enhance organisational performance.                                                        | 5   | 10      | 3               | R22 500                            | R22 500                               | R18 750                               | R18 750                               |
| <a href="#">PA0735</a> | 125         | Project Management Fundamentals             | This programme equips participants with the foundational knowledge and practical skills to plan, execute, monitor, and successfully close projects within organisational environments.                                                                                                      | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 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 - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0857</a> | 142         | Business Management - Entrepreneurship, Marketing, & 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                                |
| <a href="#">PA0433</a> | 186         | Client Communication & 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                               |
| <a href="#">PA0645</a> | 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                               |
| <a href="#">PA0488</a> | 186         | Construction Business Management & 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                               |
| <a href="#">PA0658</a> | 181         | Cost & Financial Management                                              | This programme equips participants with the knowledge and practical skills to prepare professional business reports, interpret financial information, and apply cost management principles to support informed decision-making and improve performance within the retail and wholesale sector. | 8252, 12999, 7630                      | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0232</a> | 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                               |

## Sales & Marketing - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0783</a> | 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                                |
| <a href="#">PA0325</a> | 179         | Customer Service & 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                               |
| <a href="#">PA0554</a> | 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                               |
| <a href="#">PA0082</a> | 186         | Customer Service Excellence & 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                                |
| <a href="#">PA0421</a> | 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                                |
| <a href="#">PA0176</a> | 179         | Introduction to Trade & 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                               |

## Sales & Marketing - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0226</a> | 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               | R15 000                            | R11 250                               | R10 125                               | R9 225                                |
| <a href="#">PA0942</a> | 181         | Marketing & Promotion Skills           | This programme equips participants with the knowledge and practical skills to prepare professional business reports and develop effective promotional strategies that support business growth and customer engagement within the retail and wholesale sector.      | 8252 & 8287            | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0943</a> | 181         | Marketing Planning & Resources         | This programme equips participants with the knowledge and practical skills to prepare professional business reports and develop, implement, and evaluate marketing plans that support organisational growth and profitability.                                     | 8252 & 10070           | 5   | 24      | 4               | R16 500                            | R16 200                               | R14 400                               | R13 125                               |
| <a href="#">PA0854</a> | 172         | Marketing Skills                       | This programme equips participants with foundational marketing and economic knowledge to operate effectively in competitive business environments.                                                                                                                 | 263514                 | 4   | 5       | 2               | R16 500                            | R12 500                               | R11 250                               | R10 250                               |
| <a href="#">PA0581</a> | 181         | Merchandise Planning & Trade Practices | This programme equips participants with the knowledge and practical skills to communicate effectively, implement merchandising strategies, and apply trade principles to improve customer service and business performance within the retail and wholesale sector. | 8734, 8155, 8023       | 5   | 26      | 4               | R18 000                            | R17 550                               | R15 600                               | R14 250                               |
| <a href="#">PA0412</a> | 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, 242811 | 4   | 25      | 4               | R24 450                            | R22 800                               | R20 700                               | R18 750                               |

## Sales & Marketing - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0279</a> | 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                               |
| <a href="#">PA0865</a> | 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                                |
| <a href="#">PA0504</a> | 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                               |

## Sales & Marketing - HET

| Product Code  | Supplier ID | Programme Name             | Programme Description                                                                                                                                                                                                                         | 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 |
|---------------|-------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>PA0101</u> | 155         | Data Analyst for Marketing | This programme equips participants with the knowledge and practical skills to analyse marketing data, measure campaign performance, and use data-driven insights to improve marketing effectiveness and support strategic business decisions. | 5   | 10      | 3               | R25 500                            | R25 500                               | R25 500                               | R25 500                               |
| <u>PA0011</u> | 155         | Social Media for Business  | This programme equips participants with the knowledge and practical skills to strategically use social media platforms to strengthen digital communication, audience engagement, brand visibility, and organisational growth.                 | 5   | 10      | 3               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |

# 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 - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0717</a> | 186         | Advanced Communication & 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                               |
| <a href="#">PA0905</a> | 181         | Advanced Emotional Intelligence, Leadership & Team Management    | This programme equips participants with the leadership, emotional intelligence, communication, and team management skills required to lead diverse, high-performing teams and foster productive workplace relationships in the South African workplace.                                      | 242819, 114226, 252027, 252037, 252043, 120305 | 5   | 42      | 6               | R22 500                            | R19 500                               | R19 500                               | R19 500                               |
| <a href="#">PA0632</a> | 185         | Advanced Team Supervision & 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                               |
| <a href="#">PA0126</a> | 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                               |
| <a href="#">PA0544</a> | 186         | Business Start-Up & 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                               |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0066</a> | 177         | Conflict / Change Management & 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                               |
| <a href="#">PA0693</a> | 172         | Conflict Management & Resolution Skills        | This programme equips participants with the skills to identify, manage, and resolve personal conflict, particularly in the workplace.                                                                                                               | 114226                                 | 5   | 8       | 2               | R13 000                            | R12 000                               | R11 400                               | R10 800                               |
| <a href="#">PA0997</a> | 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                               |
| <a href="#">PA0462</a> | 181         | Decision-Making & Business Intelligence        | This programme equips participants with information management, data analysis, and technology skills to support evidence-based decision-making and improved organisational performance within South African public and private sector environments. | 115823, 119352, 9015                   | 5   | 23      | 4               | R25 800                            | R25 800                               | R25 500                               | R25 500                               |
| <a href="#">PA0944</a> | 172         | Diversity & 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               | R17 000                            | R16 000                               | R15 200                               | R14 400                               |
| <a href="#">PA0852</a> | 172         | Diversity Skills                               | This programme equips participants with skills to effectively manage and embrace workplace diversity.                                                                                                                                               | 252043                                 | 5   | 6       | 2               | R11 000                            | R10 000                               | R10 000                               | R9 000                                |
| <a href="#">PA0918</a> | 186         | Effective Stress & 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                                |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0083</a> | 186         | Effective Time Management – Teamwork & 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                                |
| <a href="#">PA0809</a> | 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                               |
| <a href="#">PA0875</a> | 186         | Emotional Intelligence & 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                                |
| <a href="#">PA0904</a> | 181         | Emotional Intelligence & Leadership Skills                 | This programme equips participants with the knowledge and practical skills to apply emotional intelligence, leadership, coaching, motivation, and relationship management to lead diverse teams effectively and create inclusive, high-performing workplaces in the South African context. | 120305, 120391, 120389, 113909, 15233 | 5   | 27      | 4               | R19 500                            | R16 500                               | R16 500                               | R16 500                               |
| <a href="#">PA0748</a> | 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                                |
| <a href="#">PA0915</a> | 142         | Employee Wellness & 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                                |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0349</a> | 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                               |
| <a href="#">PA0804</a> | 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                               |
| <a href="#">PA0165</a> | 186         | Fundamental Workplace Numeracy                    | This programme develops practical mathematical skills that enable participants to use numbers confidently and effectively in the workplace.                                                                                                                           | 9015, 9016, 7468                                       | 4   | 16      | 3               | R15 000                            | R12 375                               | R10 400                               | R9 750                                |
| <a href="#">PA0259</a> | 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               | R25 600                            | R24 000                               | R24 000                               | R24 000                               |
| <a href="#">PA0965</a> | 186         | Leadership & Effective Problem-Solving            | The programme equips participants 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                               |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0216</a> | 181         | Leadership & Emotional Intelligence                             | This programme equips South African leaders and managers with emotional intelligence, professional writing, and conflict management skills to improve workplace relationships, leadership effectiveness, and organisational culture.                              | 120305, 8976, 114226          | 5   | 21      | 4               | R25 800                            | R24 600                               | R22 800                               | R21 000                               |
| <a href="#">PA0698</a> | 142         | Leadership & 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                                |
| <a href="#">PA0339</a> | 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                                |
| <a href="#">PA0635</a> | 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               | R10 000                            | R9 000                                | R8 550                                | R8 100                                |
| <a href="#">PA0603</a> | 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 - QCTO/SETA

| 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 |
|------------------------|-------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0427</a> | 185         | New Venture Creation & 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                               |
| <a href="#">PA0314</a> | 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                               |
| <a href="#">PA0042</a> | 186         | Performance & 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                               |
| <a href="#">PA0171</a> | 179         | Personal & 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                               |
| <a href="#">PA0157</a> | 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                               |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0468</a> | 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               | R15 000                            | R12 375                               | R11 000                               | R10 725                               |
| <a href="#">PA0677</a> | 186         | Personal Leadership Empowerment for Career & 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                               |
| <a href="#">PA0667</a> | 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                                |
| <a href="#">PA0241</a> | 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                               |
| <a href="#">PA0837</a> | 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                               |
| <a href="#">PA0608</a> | 186         | Starting & 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                               |
| <a href="#">PA0044</a> | 177         | Team Building & 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                               |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0931</a> | 142         | Teamwork & 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                                |
| <a href="#">PA0069</a> | 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                               |
| <a href="#">PA0480</a> | 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               | R11 250                            | R9 450                                | R8 400                                | R7 560                                |
| <a href="#">PA0721</a> | 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                                |
| <a href="#">PA0789</a> | 142         | Time Management & 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                                |
| <a href="#">PA0471</a> | 172         | Workplace Essential Skills                           | This programme equips participants with the essential knowledge, skills, and workplace behaviours required to work professionally, safely, and effectively in a modern organisational environment.                                                                  | SP-211009             | 4   | 20      | 4               | R16 000                            | R15 000                               | R14 250                               | R13 500                               |

## Soft Skills & Personal Development - QCTO/SETA

| 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 |
|------------------------|-------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0633</a> | 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                               |
| <a href="#">PA0024</a> | 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 - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0454</a> | 172         | Assessment Practitioner            | This programme equips participants with the knowledge and practical skills to plan, conduct, evaluate, and document fair, valid, and reliable occupational assessments in accordance with South African quality assurance requirements and workplace standards.        | SP-220320                      | 5   | 20      | 4               | R16 000                            | R15 000                               | R14 250                               | R13 500                               |
| <a href="#">PA0379</a> | 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               | R17 500                            | R16 250                               | R13 000                               | R11 700                               |
| <a href="#">PA0079</a> | 172         | Coaching & 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 000                            | R12 000                               | R10 800                               | R10 500                               |
| <a href="#">PA0283</a> | 181         | Community Development Facilitation | This programme equips participants with the knowledge and practical skills to support community development projects, promote public participation, and apply Batho Pele Principles to improve citizen-centred service delivery within South African Local Government. | 242895, 123436, 242890, 113955 | 3   | 29      | 4               | R26 700                            | R26 250                               | R25 800                               | R25 500                               |
| <a href="#">PA0835</a> | 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                               |

## Training & Development - QCTO/SETA

| 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 |
|------------------------|-------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0659</a> | 191         | Learn & 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                               |
| <a href="#">PA0790</a> | 172         | Learning & 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                               |
| <a href="#">PA0808</a> | 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                               |
| <a href="#">PA0217</a> | 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                               |
| <a href="#">PA0542</a> | 172         | Work Based Learning and Development Practitioner | This programme equips participants with the knowledge and practical skills to plan, facilitate, administer, and evaluate work-based learning interventions that support occupational competence and skills development in the South African workplace. | SP-220322                          | 5   | 30      | 4               | R20 000                            | R19 000                               | R18 050                               | R17 100                               |

## Training & Development - QCTO/SETA

| 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 |
|---------------|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>PA0110</u> | 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                               |
| <u>PA0027</u> | 181         | Workplace Training & Mentoring       | This programme equips supervisors and managers with skills to effectively deliver one-to-one training and mentoring, enhancing workplace learning and development.                                                                                                                           | 114215, 117865, 117874                | 5   | 14      | 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 - QCTO/SETA

| 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 |
|------------------------|-------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0888</a> | 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                               |
| <a href="#">PA0346</a> | 186         | Construction Site Supervision & 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                               |
| <a href="#">PA0661</a> | 185         | Counterbalanced Lift Truck FI Driver Skills         | This programme prepares participants to safely and competently operate a Counterbalanced Lift Truck FI 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                               |

## Warehouse & Logistics - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0481</a> | 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                               |
| <a href="#">PA0378</a> | 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                               |

## Warehouse & Logistics - QCTO/SETA

| 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 |
|------------------------|-------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0563</a> | 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                               |
| <a href="#">PA0260</a> | 179         | Fleet & 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                               |
| <a href="#">PA0500</a> | 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                                |
| <a href="#">PA0469</a> | 181         | Hazardous Substances Management             | This programme equips participants with the knowledge and practical skills to safely manage hazardous substances, comply with occupational health and safety legislation, and promote effective risk management and workplace safety within South African organisations.                                                                                                                                        | 264454, 244288, 10622, 14927   | 5   | 26      | 4               | R25 200                            | R24 900                               | R24 600                               | R24 300                               |
| <a href="#">PA0176</a> | 179         | Introduction to Trade & 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                               |

## Warehouse & Logistics - QCTO/SETA

| 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 |
|---------------|-------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>PA0322</u> | 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                               |
| <u>PA0684</u> | 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                               |
| <u>PA0057</u> | 191         | Plan & 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                                |

## Warehouse & Logistics - QCTO/SETA

| 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 |
|------------------------|-------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0991</a> | 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                               |
| <a href="#">PA0412</a> | 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, 242811 | 4   | 25      | 4               | R24 450                            | R22 800                               | R20 700                               | R18 750                               |
| <a href="#">PA0385</a> | 172         | Stock & 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               | R10 000                            | R8 550                                | R7 600                                | R6 840                                |
| <a href="#">PA0963</a> | 142         | Supply Chain & 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                               |

## Warehouse & Logistics - QCTO/SETA

| 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 |
|---------------|-------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <u>PA0996</u> | 107         | Transport & Freight Handling | This programme equips participants with the practical skills to safely manage warehouse operations, handle and control stock accurately, and understand basic logistics and supply chain processes. | 8016 & 8420                          | 3   | 12      | 4               | R11 250                            | R10 500                               | R9 750                                | R9 000                                |
| <u>PA0262</u> | 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, 125260 | 4   | 30      | 4               | R66 600                            | R37 463                               | R31 635                               | R29 304                               |

## Warehouse & Logistics - HET

| Product Code           | Supplier ID | Programme Name                    | Programme Description                                                                                                                                                                                                                                                                       | 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 |
|------------------------|-------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <a href="#">PA0725</a> | 125         | Advanced Logistics Management     | This programme equips participants with the knowledge and practical skills to plan, manage, and optimise logistics and integrated supply chain operations to improve efficiency, cost-effectiveness, and organisational performance in the South African logistics sector.                  | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0726</a> | 125         | Advanced Supply Chain Management  | This programme equips participants with the knowledge and practical skills to manage and optimise integrated supply chain operations, supplier relationships, logistics, and inventory to improve organisational performance and competitiveness in the South African business environment. | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0732</a> | 125         | Logistics & Supply Chain Systems  | This programme equips participants with the knowledge and practical skills to apply logistics and supply chain systems, information technologies, and analytical tools to optimise operations, support decision-making, and improve supply chain performance.                               | 6   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0733</a> | 125         | Logistics Management Fundamentals | This programme equips participants with the foundational knowledge and practical skills to apply logistics management principles that support efficient supply chain operations and effective business performance.                                                                         | 5   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0736</a> | 125         | Strategic Logistics Management    | This programme equips participants with advanced knowledge and practical skills to strategically design, manage and optimise logistics and supply chain operations that improve organisational performance, resilience and sustainability.                                                  | 7   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |
| <a href="#">PA0737</a> | 125         | Strategic Supply Chain Management | This programme equips participants with the foundational knowledge and practical skills to apply supply chain management principles that improve operational efficiency, organisational competitiveness and sustainable business performance.                                               | 7   | 20      | 4               | R27 000                            | R27 000                               | R22 500                               | R21 000                               |

## Warehouse & Logistics - HET

| Product Code  | Supplier ID | Programme Name                       | Programme Description                                                                                                                                                                                                                        | NQF | Credits | Duration Months | Online Price (1 Learner)<br>Excl. VAT | Online Price (2-4 Learners)<br>Excl. VAT | Online Price (5-9 Learners)<br>Excl. VAT | Online Price (10+ Learners)<br>Excl. VAT |
|---------------|-------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|-----------------|---------------------------------------|------------------------------------------|------------------------------------------|------------------------------------------|
| <u>PA0720</u> | 125         | Supply Chain Management Fundamentals | This programme equips participants with the foundational knowledge and practical skills to apply supply chain management principles that support efficient operations, organisational competitiveness, and sustainable business performance. | 5   | 20      | 4               | R27 000                               | R27 000                                  | R21 000                                  | R21 000                                  |



**ProudAfrique Human Capital is perfectly positioned to assist your business with all aspects of Skills Development and its related BEE Compliance.**

*It is our mission to provide 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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