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2018

PUBLIC COURSE SCHEDULE  
& IN-HOUSE SOLUTIONS





# LIFE & FUNCTIONAL SKILLS

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## PUBLIC PROGRAMMES

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| Programmes  | Jan | Feb | Mar | Apr              | May                | Jun                | Jul                  | Aug                  | Sep               | Oct              | Nov               | Dec |
|---|-----|-----|-----|------------------|--------------------|--------------------|----------------------|----------------------|-------------------|------------------|-------------------|-----|
| <b>INTRAPERSONAL SKILLS - MANAGING SELF</b>             |     |     |     |                  |                    |                    |                      |                      |                   |                  |                   |     |
| Assertiveness *<br>Course code<br>& number              |     |     |     |                  | 7-8<br>AST<br>0118 |                    |                      | 20-21<br>AST<br>0218 |                   |                  |                   |     |
| Emotional Intelligence<br>Course code<br>& number       |     |     |     |                  | 7-8<br>EQW<br>0118 |                    |                      | 13-14<br>EQW<br>0218 |                   |                  |                   |     |
| Time Management<br>Course code<br>& number              |     |     |     |                  |                    | 21<br>TMG<br>0118  |                      |                      | 20<br>TMG<br>0218 |                  |                   |     |
| <b>INTERPERSONAL SKILLS - MANAGING RELATIONSHIPS</b>    |     |     |     |                  |                    |                    |                      |                      |                   |                  |                   |     |
| Business Presentation Skills<br>Course code<br>& number |     |     |     |                  |                    | 4<br>BPS<br>0118   |                      |                      |                   | 8<br>BPS<br>0218 |                   |     |
| Customer Service Excellence<br>Course code<br>& number  |     |     |     | 9<br>CUS<br>0118 |                    |                    |                      |                      |                   |                  | 12<br>CUS<br>0218 |     |
| Conflict Management<br>Course code<br>& number          |     |     |     |                  |                    | 4-5<br>CON<br>0118 |                      |                      |                   |                  |                   |     |
| Negotiation Skills *<br>Course code<br>& number         |     |     |     |                  |                    |                    | 9-10<br>NEG<br>0118  |                      |                   |                  |                   |     |
| Problem Solving Skills<br>Course code<br>& number       |     |     |     |                  |                    |                    | 23-24<br>PSS<br>0118 |                      |                   |                  |                   |     |
| <b>FUNCTIONAL SKILLS - MANAGING TASKS</b>               |     |     |     |                  |                    |                    |                      |                      |                   |                  |                   |     |
| Writing for Business Results<br>Course code<br>& number |     |     |     |                  |                    |                    |                      |                      |                   | 1<br>WBR<br>0118 |                   |     |

\* Skills programmes that are not accredited

## IN-HOUSE/CUSTOMISED PROGRAMMES (Please enquire about accreditation and duration)

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Business Etiquette Workshop</li> <li>• Call/Contact Centre</li> <li>• Cleaning &amp; Hygiene Qualification / Skills Programme (NQF Level 1)</li> <li>• Cleaning &amp; Hygiene Qualification / Skills Programme (NQF Level 3)</li> <li>• Cleaning &amp; Hygiene Short Courses (Credit &amp; Non-credit bearing):               <ul style="list-style-type: none"> <li>- Fundamentals (Introduction to Cleaning &amp; Hygiene)</li> <li>- Use of Chemicals</li> <li>- Toilets and Bathrooms</li> <li>- Identify and clean a variety of floor surfaces</li> <li>- Clean above the floor surfaces</li> <li>- Become an effective Team Leader / Supervisor (5 days)</li> <li>- Pre-Assessment (Skills Audit)</li> <li>- Customised Site Evaluations</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Coaching &amp; Mentoring</li> <li>• Communication Workshop</li> <li>• Competency Based Interviewing Skills</li> <li>• Disability Awareness</li> <li>• Diversity Workshop</li> <li>• Fierce Conversations Workshop</li> <li>• Front Office / Reception Workshop</li> <li>• HIV/Aids and TB Awareness</li> <li>• Minute Taking Workshop</li> <li>• New Venture Creation (NQF Level 2)</li> <li>• Office Professional's Master Class</li> <li>• Personal Mastery</li> <li>• Stress Management Workshop</li> <li>• Team Building</li> <li>• Workplace Readiness</li> </ul> |
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• Please take note that all public offerings can also be customised and/or presented as in-house solutions.



## PUBLIC PROGRAMMES

| Programmes   | Jan | Feb | Mar                  | Apr                 | May                  | Jun                   | Jul                  | Aug | Sep                  | Oct                   | Nov                  | Dec |
|--|-----|-----|----------------------|---------------------|----------------------|-----------------------|----------------------|-----|----------------------|-----------------------|----------------------|-----|
| <b>CERTIFICATE IN SUPERVISORY DEVELOPMENT - (CSD)(NQF Level 3)(Target Population: Team Leaders, New Supervisors and Foremen) - 3 Study Schools</b>         |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| <b>Qualification Intake:</b>   |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| Intake 1: CSD0118  |     |     |                      |                     | 7-11 <sup>1</sup>    |                       | 9-13 <sup>2</sup>    |     | 3-7 <sup>3</sup>     |                       |                      |     |
| <b>Accredited skills programmes that are part of the Certificate in Supervisory Development Qualification (CSD) (NQF Level 3)</b>                          |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| ♦ Junior Management fundamentals<br>Course code<br>& number  |     |     |                      |                     | 7-11<br>JMF<br>0118  |                       |                      |     |                      |                       |                      |     |
| ♦ Team Fundamentals<br>Course code<br>& number   |     |     |                      |                     |                      |                       | 9-13<br>TFP<br>0118  |     |                      |                       |                      |     |
| ♦ Business Fundamentals<br>Course code<br>& number   |     |     |                      |                     |                      |                       |                      |     | 3-7<br>BFP<br>0118   |                       |                      |     |
| <b>CERTIFICATE IN MANAGEMENT DEVELOPMENT - (CMD)(NQF Level 4)(Target population: Supervisors, Foremen and First Line Managers) - 4 Study Schools</b>       |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| <b>Qualification Intake:</b>   |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| Intake 1: CMD0118*   |     |     |                      | 9-13 <sup>1</sup>   | 28                   | — <sup>1</sup> 2      | 23-27 <sup>3</sup>   |     | 17-21 <sup>4</sup>   |                       |                      |     |
| <b>♦ Accredited skills programmes that are part of the Certificate in Management Development Qualification (CMD) (NQF Level 4)</b>                         |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| ♦ Management Fundamentals (Introduction to Supervisory Effectiveness)<br>Course code & number  |     |     |                      | 9-13<br>ISE<br>0118 |                      |                       | 2-6<br>ISE<br>0218   |     |                      | 1-5<br>ISE<br>0318    |                      |     |
| ♦ Operational Planning (Advanced Supervisory Effectiveness)<br>Course code & number  |     |     |                      |                     | 28                   | — <sup>1</sup>        |                      |     | 27-31<br>ASE<br>0218 |                       | 5-9<br>ASE<br>0318   |     |
| ♦ Advanced Team Management<br>Course code<br>& number  |     |     |                      |                     |                      |                       | 23-27<br>ATM<br>0118 |     |                      |                       |                      |     |
| ♦ Finance & Safety Fundamentals<br>Course code<br>& number   |     |     |                      |                     |                      |                       |                      |     | 17-21<br>FSF<br>0118 |                       |                      |     |
| <b>HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT - (HMD)(NQF Level 5)(Target population: Managers of Supervisors and Junior Managers) - 4 Study Schools</b> |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| <b>Qualification Intake:</b>   |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| Intake 1: HMD0118 **   |     |     |                      |                     | 14-18 <sup>1</sup>   |                       | 2-6 <sup>2</sup>     |     | 10-14 <sup>3</sup>   |                       | 5-9 <sup>4</sup>     |     |
| <b>✦ Accredited skills programmes that are part of the Higher Certificate in Management Development Qualification (HMD) (NQF Level 5)</b>                  |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| ✦ Leadership & Influence<br>Course Code<br>& number  |     |     |                      |                     | 14-18<br>LDS<br>0118 |                       |                      |     |                      |                       |                      |     |
| ✦ Talent & Performance Management<br>Course code<br>& number   |     |     |                      |                     |                      |                       | 2-6<br>TPM<br>0118   |     |                      |                       |                      |     |
| ✦ Project Management Strategy & Best Practice<br>Course code<br>& number   |     |     |                      |                     |                      |                       |                      |     | 10-14<br>PMB<br>0118 |                       |                      |     |
| ✦ Finance & Risk Management<br>Course code<br>& number   |     |     |                      |                     |                      |                       |                      |     |                      |                       | 5-9<br>FRM<br>0118   |     |
| <b>PROJECT MANAGEMENT QUALIFICATION - (QPM)(NQF Level 4)(Any contributing team members that work on moderately complex projects) - 4 Study Schools</b>     |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| <b>Qualification Intake:</b>   |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| QPM0118  |     |     |                      |                     | 21-25 <sup>1</sup>   |                       | 16-20 <sup>2</sup>   |     | 10-14 <sup>3</sup>   |                       | 5-9 <sup>4</sup>     |     |
| <b>ACCREDITED SKILLS PROGRAMMES</b>  |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| Finance for Non-Financial Managers<br>Course Code<br>& number  |     |     | 5-8<br>FIN<br>0118   |                     |                      |                       | 16-19<br>FIN<br>0218 |     |                      |                       | 12-15<br>FIN<br>0318 |     |
| Project Management (NQF Level 5)<br>Course code<br>& number  |     |     | 12-15<br>PMG<br>0118 |                     |                      | 25-28<br>PMG<br>0218  |                      |     |                      |                       | 19-22<br>PMG<br>0318 |     |
| <b>WORKSHOPS - NON-ACCREDITED</b>  |     |     |                      |                     |                      |                       |                      |     |                      |                       |                      |     |
| Adaptive Leadership<br>Course code<br>& number   |     |     |                      |                     | 21-22<br>ADL<br>0118 |                       |                      |     | 10-11<br>ADL<br>0218 |                       |                      |     |
| Practical Supervision (POLC)<br>Course code<br>& number  |     |     |                      |                     |                      | 25-27<br>POLC<br>0118 |                      |     |                      | 15-17<br>POLC<br>0218 |                      |     |

Programmes with more than one study school are indicated by the small number next to the date. Thus 9-13<sup>1</sup> is Study School One, 28-1<sup>2</sup> is Study School Two etc.

\*CMD0118 Panel Presentations will be on 25 - 26 Feb 2019

\*\*HMD0118 Panel Presentations will be on 29-30 April 2019

• Please take note that all public offerings can also be customised and/or presented as in-house solutions.





# HUMAN RESOURCES MANAGEMENT

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| <b>SKILLS PROGRAMMES</b>  |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| Effective Handling of Disciplinary Hearings<br><i>Course code &amp; number</i>                |                     |                     |                    |                    |                     | 4-5<br>HDH<br>0118 |                    |                    |                      | 29-30<br>HDH<br>0218 |                  |                  |
| HR for Non HR Managers<br><i>Course code &amp; number</i>                                     |                     |                     |                    |                    |                     |                    |                    |                    | 10-12<br>HRM<br>0118 |                      |                  |                  |
| <b>Qualifications</b>   |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| <b>FET CERTIFICATE: HR MANAGEMENT AND PRACTICES SUPPORT - (NQF Level 4) - 4 Study Schools</b> |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| <b>3 Intakes:</b>   |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| Intake 1 : CHR0118  |                     | 26 — 2 <sup>1</sup> |                    |                    | 7-11 <sup>2</sup>   | 25-29 <sup>3</sup> |                    | 13-17 <sup>4</sup> |                      |                      |                  |                  |
| Intake 2 : CHR0218  |                     |                     |                    |                    | 28 — 1 <sup>1</sup> |                    | 23-27 <sup>2</sup> |                    | 10-14 <sup>3</sup>   | 29 — 2 <sup>4</sup>  |                  |                  |
| Intake 3 : CHR0318  |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      | 5-9 <sup>1</sup> |                  |
| <b>NATIONAL DIPLOMA: HR MANAGEMENT AND PRACTICES - (NQF Level 5) - 6 Study Schools</b>        |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| DHR0117 (from 2017)   | 29 — 2 <sup>6</sup> |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| DHR0217 (from 2017)   |                     | 5-9 <sup>5</sup>    |                    | 16-20 <sup>6</sup> |                     |                    |                    |                    |                      |                      |                  |                  |
| <b>3 Intakes:</b>   |                     |                     |                    |                    |                     |                    |                    |                    |                      |                      |                  |                  |
| Intake 1 : DHR0118  |                     |                     | 12-16 <sup>1</sup> |                    | 21-25 <sup>2</sup>  |                    | 2-6 <sup>3</sup>   | 20-24 <sup>4</sup> |                      | 1-5 <sup>5</sup>     |                  |                  |
| Intake 2 : DHR0218  |                     |                     |                    |                    |                     | 18-22 <sup>1</sup> |                    | 13-17 <sup>2</sup> |                      | 15-19 <sup>3</sup>   |                  | 3-7 <sup>4</sup> |
| Intake 3 : DHR0318  |                     |                     |                    |                    |                     |                    |                    |                    |                      | 8-12 <sup>1</sup>    |                  |                  |

Programmes with more than one study school are indicated by the small number next to the date. Thus 12-16<sup>1</sup> is Study School One, 21-25<sup>2</sup> is Study School Two etc.

FET Certificate: HR Management and Practices Support - NQF Level 4- National Exam dates: 15 February 2018, 14 May 2018, 23 August 2018, 22 November 2018

## IN-HOUSE/CUSTOMISED PROGRAMMES In-house programmes can be accredited or non-accredited

|                     |                         |                     |                        |                          |
|---------------------|-------------------------|---------------------|------------------------|--------------------------|
| • Change Management | • Disciplinary Hearings | • Employment Equity | • Industrial Relations | • Performance Management |
|---------------------|-------------------------|---------------------|------------------------|--------------------------|



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| <b>SKILLS PROGRAMMES</b>  |                       |                      |                      |                      |                        |                      |                      |                      |                      |                      |                      |                      |
| Assessor - 115753 - Conduct Outcomes-based Assessment<br><i>Course code &amp; number</i>                | 22-25<br>ASS<br>0118  |                      | 12-15<br>ASS<br>0218 |                      | 21-24<br>ASS<br>0418   |                      | 23-26<br>ASS<br>0518 |                      | 10-13<br>ASS<br>0718 |                      | 12-15<br>ASS<br>0818 |                      |
| Assessor - 115755 - Design Outcomes-based Assessment<br><i>Course code &amp; number</i>                 |                       |                      |                      | 23-26<br>ASS<br>0318 |                        |                      |                      | 20-23<br>ASS<br>0618 |                      |                      |                      |                      |
| Coach the Learner (NQF Level 3)<br><i>Course code &amp; number</i>                                      |                       |                      | 5-9<br>CTL<br>0118   |                      | 14-18<br>CTL<br>0218   |                      | 16-20<br>CTL<br>0318 |                      | 10-14<br>CTL<br>0418 |                      |                      | 3-7<br>CTL<br>0518   |
| Facilitation Skills - 117871<br><i>Course code &amp; number</i>   |                       | 12-15<br>FAC<br>0118 |                      | 23-26<br>FAC<br>0218 |                        | 11-14<br>FAC<br>0318 |                      | 13-16<br>FAC<br>0418 |                      | 15-18<br>FAC<br>0518 |                      | 3-6<br>FAC<br>0618   |
| Learning Material Design & Development<br><i>Course code &amp; number</i>                               |                       |                      |                      |                      | 28 — 1<br>LMDD<br>0118 |                      |                      |                      |                      | 8-12<br>LMDD<br>0218 |                      |                      |
| Moderator - 115759 - Conduct Moderation of Outcomes-based Assessment<br><i>Course code &amp; number</i> |                       | 5-8<br>MOD<br>0118   |                      | 9-12<br>MOD<br>0218  |                        | 18-21<br>MOD<br>0318 |                      | 20-23<br>MOD<br>0418 |                      | 15-18<br>MOD<br>0518 |                      | 10-13<br>MOD<br>0618 |
| Skills Development Facilitator<br><i>Course code &amp; number</i>                                       | 29 — 2<br>SDF<br>0118 |                      |                      | 16-20<br>SDF<br>0218 |                        | 4-8<br>SDF<br>0318   |                      | 27-31<br>SDF<br>0418 |                      | 1-5<br>SDF<br>0518   |                      | 10-14<br>SDF<br>0618 |
| Training Co-ordinator Programme (NQF Level 3)<br><i>Course code &amp; number</i>                        |                       |                      | 5-7<br>TCC<br>0118   |                      |                        | 18-20<br>TCC<br>0218 |                      |                      | 17-19<br>TCC<br>0318 |                      |                      |                      |



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| <b>Qualifications</b>  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| <b>CERTIFICATE IN OCCUPATIONAL DIRECTED ETD PRACTICE - (NQF Level 4) (Including Coach the Learner) - 3 Study Schools</b> |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| COD0617 (from 2017)  | 22-26 <sup>3</sup> |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| COD0717 (from 2017)  | 29                 | —2 <sup>3</sup>    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| COD0817 (from 2017)  |                    | 5-9 <sup>2</sup>   |                    | 9-13 <sup>3</sup>  |                    |                    |                    |                    |                    |                    |                    |                    |
| <b>8 Intakes:</b>  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Intake 1: COD0118  |                    | 5-9 <sup>1</sup>   |                    | 16-20 <sup>2</sup> |                    | 4-8 <sup>3</sup>   |                    |                    |                    |                    |                    |                    |
| Intake 2: COD0218  |                    |                    | 5-9 <sup>1</sup>   |                    | 7-11 <sup>2</sup>  | 25-29 <sup>3</sup> |                    |                    |                    |                    |                    |                    |
| Intake 3: COD0318  |                    |                    |                    |                    | 14-18 <sup>1</sup> |                    | 2-6 <sup>2</sup>   | 20-24 <sup>3</sup> |                    |                    |                    |                    |
| Intake 4: COD0418  |                    |                    |                    |                    |                    | 11-15 <sup>1</sup> | 30                 | —3 <sup>2</sup>    | 17-21 <sup>3</sup> |                    |                    |                    |
| Intake 5: COD0518  |                    |                    |                    |                    |                    |                    | 16-20 <sup>1</sup> |                    | 10-14 <sup>2</sup> | 29                 | —2 <sup>3</sup>    |                    |
| Intake 6: COD0618  |                    |                    |                    |                    |                    |                    |                    |                    | 10-14 <sup>1</sup> | 29                 | —2 <sup>2</sup>    |                    |
| Intake 7: COD0718  |                    |                    |                    |                    |                    |                    |                    |                    |                    | 1-5 <sup>1</sup>   | 19-23 <sup>2</sup> |                    |
| Intake 8: COD0818  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | 3-7 <sup>1</sup>   |
| <b>HIGHER CERTIFICATE IN OCCUPATIONAL DIRECTED ETD PRACTICE - (NQF Level 5) - 4 Study Schools</b>                        |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| HCO0117 (from 2017)  | 26                 | —1 <sup>P</sup>    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| HCO0217 (from 2017)  |                    |                    | 5-8 <sup>P</sup>   |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| HCO0317 (from 2017)  | 22-26 <sup>4</sup> |                    |                    |                    | 8-9 <sup>P</sup>   |                    |                    |                    |                    |                    |                    |                    |
| HCO0417 (from 2017)  |                    | 5-9 <sup>4</sup>   |                    |                    |                    | 26-27 <sup>P</sup> |                    |                    |                    |                    |                    |                    |
| HCO0517 (from 2017)  |                    | 19-23 <sup>4</sup> |                    |                    |                    |                    | 30-31 <sup>P</sup> |                    |                    |                    |                    |                    |
| HCO0617 (from 2017)  | 22-26 <sup>3</sup> |                    | 12-16 <sup>4</sup> |                    |                    |                    |                    | 28-29 <sup>P</sup> |                    |                    |                    |                    |
| HCO0717 (from 2017)  |                    | 19-23 <sup>3</sup> |                    | 16-20 <sup>4</sup> |                    |                    |                    |                    |                    | 1-2 <sup>P</sup>   |                    |                    |
| HCO0817 (from 2017)  | 29                 | —2 <sup>2</sup>    |                    | 9-13 <sup>3</sup>  |                    | 11-15 <sup>4</sup> |                    |                    |                    |                    |                    | 3-4 <sup>P</sup>   |
| <b>8 Intakes:</b>  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Intake 1: HCO0118  |                    | 19-23 <sup>1</sup> |                    |                    | 14-18 <sup>2</sup> |                    | 30                 | —3 <sup>3</sup>    |                    | 1-5 <sup>4</sup>   |                    |                    |
| Intake 2: HCO0218  |                    |                    | 5-9 <sup>1</sup>   |                    | 28                 | —1 <sup>2</sup>    |                    | 20-24 <sup>3</sup> |                    | 8-12 <sup>4</sup>  |                    |                    |
| Intake 3: HCO0318  |                    |                    |                    |                    | 21-25 <sup>1</sup> |                    | 30                 | —3 <sup>2</sup>    |                    | 22-26 <sup>3</sup> |                    |                    |
| Intake 4: HCO0418  |                    |                    |                    |                    |                    | 18-22 <sup>1</sup> |                    |                    | 10-14 <sup>2</sup> |                    |                    | 3-7 <sup>3</sup>   |
| Intake 5: HCO0518  |                    |                    |                    |                    |                    |                    | 23-27 <sup>1</sup> |                    |                    | 1-5 <sup>2</sup>   |                    | 10-14 <sup>3</sup> |
| Intake 6: HCO0618  |                    |                    |                    |                    |                    |                    |                    | 27-31 <sup>1</sup> |                    |                    | 5-9 <sup>2</sup>   |                    |
| Intake 7: HCO0718  |                    |                    |                    |                    |                    |                    |                    |                    | 17-21 <sup>1</sup> |                    |                    |                    |
| Intake 8: HCO0818  |                    |                    |                    |                    |                    |                    |                    |                    |                    | 29                 | —2 <sup>1</sup>    |                    |
| <b>DIPLOMA IN OCCUPATIONAL DIRECTED ETD PRACTICE - (NQF Level 5) - 4 Study Schools</b>                                   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| DOD0417 (from 2017)  | 15-19 <sup>3</sup> |                    | 5-9 <sup>4</sup>   |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| DOD0517 (from 2017)  | 22-26 <sup>2</sup> |                    | 12-16 <sup>3</sup> |                    | 7-11 <sup>4</sup>  |                    |                    |                    |                    |                    |                    |                    |
| <b>5 Intakes:</b>  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Intake 1: DOD0118  |                    | 26                 | —2 <sup>1</sup>    |                    | 21-25 <sup>2</sup> |                    | 2-6 <sup>3</sup>   | 27-31 <sup>4</sup> |                    |                    |                    |                    |
| Intake 2: DOD0218  |                    |                    |                    |                    | 14-18 <sup>1</sup> |                    | 2-6 <sup>2</sup>   | 27-31 <sup>3</sup> |                    | 8-12 <sup>4</sup>  |                    |                    |
| Intake 3: DOD0318  |                    |                    |                    |                    |                    | 11-15 <sup>1</sup> | 30                 | —3 <sup>2</sup>    | 17-21 <sup>3</sup> |                    | 5-9 <sup>4</sup>   |                    |
| Intake 4: DOD0418  |                    |                    |                    |                    |                    |                    |                    |                    | 17-21 <sup>1</sup> |                    | 12-16 <sup>2</sup> |                    |
| Intake 5: DOD0518  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | 19-23 <sup>1</sup> |                    |
| <b>B.TECH HRM DEGREE - IN ASSOCIATION WITH CENTRAL UNIVERSITY OF TECHNOLOGY - (NQF Level 7) - 6 Study Schools</b>        |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| BTEC0217 (from 2017)   |                    | 12-16 <sup>4</sup> |                    | 9-13 <sup>5</sup>  |                    | 4-8 <sup>6</sup>   |                    |                    |                    |                    |                    |                    |
| <b>2 Intakes:</b>  |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Intake 1: BTEC0118   |                    | 26                 | —2 <sup>1</sup>    | 16-20 <sup>2</sup> |                    | 11-15 <sup>3</sup> |                    | 13-17 <sup>4</sup> |                    | 8-12 <sup>5</sup>  | 26-30 <sup>6</sup> |                    |
| Intake 2: BTEC0218   |                    |                    |                    |                    |                    |                    |                    | 20-24 <sup>1</sup> |                    | 15-19 <sup>2</sup> |                    | 10-14 <sup>3</sup> |

Programmes with more than one study school are indicated by the small number next to the date. Thus 5-9<sup>1</sup> is Study School One, 16-20<sup>2</sup> is Study School Two etc.

• Please note that all other programmes, except for B-Tech HRM, can also be offered as an in-house option.

## IN-HOUSE/CUSTOMISED PROGRAMMES

In-house programmes can be accredited or non-accredited

- Managing Learnerships
- RPL Advisor
- Skills Development Awareness





## What is a learnership?

A Learnership is a work based learning programme. This means that classroom studies at a training centre are combined with practical on-the-job experience. Learnerships only form part of a nationally recognised Qualification that is directly linked to an occupation. Learnerships are designed for all levels and as such are open to anyone between the ages of 16 and 60.

## Learnerships and the BBBEE Scorecard

Learnerships will contribute towards the points (including bonus points) available on the Skills Development Scorecard. Skills Development is one of the three Priority Elements under the new BBBEE codes.

Learnerships also include other benefits for the organisation (e.g. Income Tax benefits). The company SDF and HRM Practitioners in the organisations may provide more information.

## Qualifications we offer as Learnerships (Maccauvlei only facilitates these qualifications as part of a learnership offered by your company):

| LEARNERSHIP TITLE  | QUALIFICATION ID |
|--|------------------|
| Learnership on Certificate in OD ETDP (NQF Level 4)                                  | 50332            |
| Learnership on National (Higher) Certificate in OD ETDP (NQF Level 5)                | 50334            |
| Learnership on National Certificate: Management Qualification (NQF Level 3)          | 83946            |
| Learnership on Certificate in Management Development (NQF Level 4)                   | 57712            |
| Learnership on National (Higher) Certificate in Management Development (NQF Level 5) | 59201            |
| Learnership on Certificate in HR Management and Practices (NQF Level 4)              | 67463            |
| Learnership on Project Management (NQF Level 4)                                      | 50080            |
| Learnership on Cleaning & Hygiene (NQF Level 1)                                      | 57937            |
| Learnership on Cleaning & Hygiene (NQF Level 3)                                      | 20175            |

## Map to Maccauvlei Learning Academy's Offices



## Consulting

Our approach to consulting is to deliver enduring results for our clients and build lasting relationships with them. We look at each business from the chief executive's perspective and treat it as if it were our own. We align our incentives with their objectives such that we prosper only if our client prospers. Maccauvlei's recommendations are always tailored for each client's specific situation and we partner with all levels of the organisation to make impactful changes that will be retained long after we leave.

Our leadership team has experience working across all industries, but specialises in consulting for the mining industry, government, retail, consumer goods, telecommunications, media, technology and private equity industries.

The Maccauvlei team is full of proficient, down-to-earth consultants committed to leaving the organisations they work with better and stronger than before. In fact, clients say our people are a primary reason they would recommend Maccauvlei to others.

## Customisation

One of Maccauvlei's differentiating factors is our willingness to tailor our existing offerings to ensure that we address our clients' specific needs as best as possible for optimal results. Customised training is co-created with our client to ensure that the organisation's vision, mission, values and industry specific policies and case studies are incorporated in the content.

## Assessment solutions

Integrated Psychometric Solutions are one of our specialist offerings. Maccauvlei's Industrial Psychologists and HR Specialists work in collaboration to implement required solutions to address identified needs. Maccauvlei provides an integrated solution with the utilisation of a variety of assessment tools to ensure that our recommendations are contextualised and aligned with customer requirements.

We assist with: selection, talent identification, career development, succession planning, training nominations etc.

## Terms and conditions of registration

**Please note:** In order to guarantee the delivery of the service, payment must be made prior to the commencement of the programme by bank transfer. Proof detailing the remittance advice and account number must be faxed/emailed through to our offices.

Maccauvlei reserves the right to recall or refuse the service in the event of non payment.

**Non-arrival/Cancellations:** If written cancellation is not received at least five (5) working days prior to the start of any service you will be charged the full amount. Substitute delegates are welcome at any time provided full details are sent to the course co-ordinator and that they meet the entry requirements. It must be noted that the value of one day's 'Day Conference Package' for the venue will be charged for non-arrival on the day.

**Postponements:** Postponements will be accepted in writing, if made before the cancellation clause comes into effect. However, it should be noted that Maccauvlei will only accept one postponement per programme.

**Registration:** For public programmes registration closes at 12h00 on the Friday one working week prior to the week that the programme commences.

**Discounts:** A discount of 10% per delegate is applicable for three (3) or more delegates from the same organisation attending the same programme.

**Programme changes:** All prices and dates are subject to change without notice. Availability of places is on a first come, first served basis and Maccauvlei is not responsible for delegates who arrive without advance booking.

## For more information

If you would like more information about the products and services provided by Maccauvlei please contact our Marketing Department:

**Johannesburg:**

**Telephone:** 011 439 3900 **Fax:** 011 439 3930

**Email:** [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za)

or log onto our **website:** [www.maccauvlei.co.za](http://www.maccauvlei.co.za).

While all precautions are taken to ensure that the information contained in this schedule is correct at the time of printing, it is subject to change as new training courses may be added or extra courses included, while others may have to be re-scheduled or cancelled. We therefore suggest that you contact the Bookings Department on Johannesburg: 011 439 3909 or 011 439 3911, or email [bookings@maccauvlei.co.za](mailto:bookings@maccauvlei.co.za), before making reservations.

We cannot be held liable if bookings are not confirmed.



# MACCAUVLEI LEARNING ACADEMY

## HEAD OFFICE

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