



PROSPECTUS

Full Qualifications

To view the most up-to-date course list and information, please visit our website: www.trainingportal.co.za.



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ACCREDITED COURSES

Click on a qualification to navigate to the qualification details.

Please note: prices below exclude stipends that are payable in the case of Unemployed Learnership. Unemployed Learnership stipends are R4,000 per month.

SETA LEARNERSHIPS

1 YEAR LEARNERSHIP COST: R46,000 incl. VAT		SAQA ID	CREDITS	NQF LEVEL
National Certificate: Mixed Farming		48977	120	2
National Certificate: Fruit Packing and Grading Processes		48848	120	3
National Certificate: General Management		60296	162	TBA (Pre-2019: 5)
National Certificate: Customer Management		60273	162	TBA (Pre-2019: 5)
National Certificate: IT: End User Computing		61591	130	3



LEARNERSHIPS

6 MONTHS QUALIFICATIONS

COST: R23,000 incl. VAT

	SAQA ID	CREDITS	NQF LEVEL
Occupational Certificate: Store Person	99703	41	2
Occupational Certificate: Dispatching & Receiving Clerk	99446	34	3

1 YEAR LEARNERSHIP

COST: R46,000 incl. VAT

	SAQA ID	CREDITS	NQF LEVEL
Occupational Certificate: Retail Supervisor	99573	100	4

2 YEAR LEARNERSHIP

COST: R92,000 incl. VAT

Occupational Certificate: Training and Development Practitioner	101321	190	5
Occupational Certificate: Project Manager	101869	240	5
Occupational Certificate: Small Business Consultant	118741	244	5
Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner)	99714	256	5

4 YEAR LEARNERSHIP

COST: R184,000 incl. VAT

Occupational Certificate: Office Administrator	102161	445	5
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3 YEAR QUALIFICATIONS

COST: R138,000 incl. VAT

Occupational Certificate: Management Assistant	101876	316	5
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NOTE: this is an accredited Management Assistant qualification, not a learnership.



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SETA LEARNERSHIPS

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COURSES	UNIT STANDARDS
Fundamental Mathematics	<ul style="list-style-type: none"> • Apply knowledge of statistics and probability to influence the use of data and procedures to investigate real-life problems [9009] • Demonstrate an understanding of rational and irrational numbers and number systems [7480] • Measure, estimate and calculate physical quantities then explore, describe and represent geometrical relationships in 2-dimensions [12444]
Fundamental Communication	<ul style="list-style-type: none"> • Access and use information from texts [8963] • Maintain and adapt oral communication [8962] • Use language and communication in occupational learning programmes [8967] • Write for a defined context [8964]
Agricultural Practices	<ul style="list-style-type: none"> • Apply layout principles for conservation and infrastructure [116127] • Explain principles of human resources management and practices in agriculture [116113] • Monitor water quality [116077] • Utilise and perform minor repair and maintenance tasks on equipment and infrastructure [116060] • Recognise and identify the basic functions of the ecological environment [116064] • Participate in agri/ecotourism practices at both micro and meso levels to tourists [116069]
Agri-Business	<ul style="list-style-type: none"> • Apply marketing principles in agriculture [116126] • Control inputs and stock in an agricultural business [116122] • Identify and recognise factors influencing agricultural enterprise selection [116081] • Illustrate and understand the basic layout of financial statements [116083] • Operate and support a food safety and quality management system in the agricultural supply chain [116070]

COURSES	UNIT STANDARDS
Plant Production	<ul style="list-style-type: none"> • Apply crop protection and animal health products effectively and responsibly [116125] • Apply sustainable farming practices to conserve the ecological environment [116121] • Consider plant botany during the placement of bee hives [116123] • Define and understand production systems and production management [116115] • Control pests, diseases and weeds on all crops effectively and responsibly [116124] • Monitor the establishment of a crop [116079] • Apply plant manipulation methods [116128] • Understand basic soil fertility and plant nutrition [116053]
Animal Production	<ul style="list-style-type: none"> • Apply animal products harvesting procedures [116144] • Administer livestock processing treatments [116643] • Respond correctly to control defensive behaviour in animals [116063] • Understand animal nutrition [116055] • Explain basic pig husbandry practices [116120]

COURSES	UNIT STANDARDS
Fundamental Mathematics	<ul style="list-style-type: none"> • Demonstrate the use of number bases, measurement units and an awareness of error in the context of relevant calculations [9010] • Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts [9013] • Investigate life and work related problems using data and probabilities [9012] • Use mathematics to investigate and monitor the financial aspects of personal, business and national issues [7456] • Apply basic business principles [8000]
Fundamental Communication	<ul style="list-style-type: none"> • Interpret and use information from texts [119457] • Accommodate audience and context needs in oral/signed communication [119472] • Use language and communication in occupational learning programmes [8973] • Work as a project team member [10135]
Packaging & Grading of Fruit	<ul style="list-style-type: none"> • Grade fruit [115193] • Pack fruit [115178] • Palletise fruit [115179] • Receive fruit [115201] • Store fruit [115197]
Market & Product Characteristics	<ul style="list-style-type: none"> • Demonstrate an understanding of the basic requirements of different fruit markets [115190] • Explain product characteristics [115187] • Explain the cold chain process [115176]
Operational Functions	<ul style="list-style-type: none"> • Dispatch final product [115200] • Monitor fruit treatment process [115195] • Operate fruit packing line machine [115202] • Operate fruit sizing machine [115180]



GENERAL MANAGEMENT

NQF Level TBA: Pre-2009 was L5 | SAQA ID 60269

COURSES	UNIT STANDARDS
Leadership	<ul style="list-style-type: none"> Analyse leadership and related theories in a work context [120300] Build teams to achieve goals and objectives [252037] Empower team members by recognising strengths, encouraging participation in decision making and delegating tasks [15224]
Relationship Management	<ul style="list-style-type: none"> Devise and apply strategies to establish and maintain workplace relationships [252027] Apply the principles and concepts of emotional intelligence to the management of self and others [252031] Use communication techniques effectively [12433]
Diversity & Conflict Management	<ul style="list-style-type: none"> Manage a diverse work force to add value [252043] Conduct negotiations to deal with conflict situations [117853] Interpret and manage conflicts within the workplace [114226]
People Management	<ul style="list-style-type: none"> Recruit and select candidates to fill defined positions [12140] Lead people development and talent management [252029] Monitor and evaluate team members against performance standards [252034] Select and coach first-line managers [252035]
Financial Management	<ul style="list-style-type: none"> Apply mathematical analysis to economic and financial information [252036] Manage the finances of a unit [252040]
Best Practice Management	<ul style="list-style-type: none"> Evaluate current practices against best practice [252024] Apply the principles of ethics to improve organisational culture [252042] Apply the principles of knowledge management [252044]
Change Management	<ul style="list-style-type: none"> Formulate recommendations for a change process [252021] Create and manage an environment that promotes innovation [252020] Apply a systems approach to decision making [252026]
Results-Based Management	<ul style="list-style-type: none"> Develop, implement and evaluate an operational plan [252032] Monitor, assess and manage risk [252025] Develop, implement and evaluate a project plan [252022]





CUSTOMER MANAGEMENT

NQF Level TBA: Pre-2009 was L5 | SAQA ID 60273

COURSES	UNIT STANDARDS
Customer Sales Management	<ul style="list-style-type: none"> Identify product features, advantages and benefits to the customer [10045] Close a deal with a customer [10047] Develop customer needs and relationships [10067]
Leadership	<ul style="list-style-type: none"> Analyse leadership and related theories in a work context [120300] Build teams to achieve goals and objectives [252037]
Ethics & Knowledge Management	<ul style="list-style-type: none"> Apply the principles of ethics to improve organisational culture [252042] Apply the principles of knowledge management [252044]
Relationship Management	<ul style="list-style-type: none"> Devise and apply strategies to establish and maintain workplace relationships [252027] Manage a diverse work force to add value [252043] Use communication techniques effectively [12433]
Financial Management	<ul style="list-style-type: none"> Apply mathematical analysis to economic and financial information [252036] Manage the finances of a unit [252040]
People Management	<ul style="list-style-type: none"> Monitor handling of customer by frontline customer service [10052] Lead people development and talent management [252029] Monitor and evaluate team members against performance standards [252034] Select and coach first-line managers [252035]
Change Management	<ul style="list-style-type: none"> Formulate recommendations for a change process [252021] Create and manage an environment that promotes innovation [252020] Apply a systems approach to decision making [252026]
Results-Based Management	<ul style="list-style-type: none"> Develop, implement and evaluate an operational plan [252032] Monitor, assess and manage risk [252025] Develop, implement and evaluate a project plan [252022]



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COURSES	UNIT STANDARDS
Computing Numeracy	<ul style="list-style-type: none"> • Use mathematics to investigate and monitor financial aspects [7456] • Investigate life and work-related problems using data and probabilities [9012] • Calculate shape and motion in 2-and 3-dimensional space [9013] • Number bases and measurement units [9010] • Perform basic business calculations [11241]
ICT in the Business Environment	<ul style="list-style-type: none"> • Concepts of ICT [117925] • Use generic computer functions [258883] • Work with simple databases [116936] • Work as a project team member [10135] • HIV/AIDS in a workplace [13915]
Spreadsheets	<ul style="list-style-type: none"> • Create and edit spreadsheets [116937] • Tables and columns [119078] • Enhance the functionality and apply graphs or charts to a spreadsheet [116943] • Use a spreadsheet application to solve a given problem [116940] • Change the appearance of a spreadsheet [258879]
Computing Communication	<ul style="list-style-type: none"> • Present information in report format [110023] • Write or present texts for a range of communicative contexts [119465/8970] • Accommodate audience and context needs in oral communication [119472/8968] • Use language and communication in occupational learning programmes [119467/8973]
Presentations	<ul style="list-style-type: none"> • Use a word processor to format documents [117924] • Review and create documents using a word processor [258898] • Use a word processor to create merged documents [116942]
Internet & E-Mail	<ul style="list-style-type: none"> • The principles of the Internet and the World-Wide-Web [115391] • Use a web-browser to search the Internet [116931] • Use electronic mail to send and receive messages [116945] • Enhance, edit and organise electronic messages and research a computer topic [116935 / 114076] • Electronic messaging and calendar application [258897]

COURSES	UNIT STANDARDS
Word Processing	<ul style="list-style-type: none"> • Use a word processor to format documents [117924] • Review and create documents and create merged documents using a word processor [258898] • Use a word processor to create merged documents [116942]



QCTO LEARNERSHIPS

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SECTION	MODULES
KNOWLEDGE MODULES Module 833402000-KM 9 Credits	<ul style="list-style-type: none"> • Concepts of moving and packing stock in a stock storage area (3 credits) • Concepts and methods of picking and counting stock (3 credits) • Principles of maintaining a stock storage area (3 credits)
PRACTICAL SKILL MODULES Module 833402000-PM 13 Credits	<ul style="list-style-type: none"> • Move stock in and out of stock storage areas (3 credits) • Pack stock in a stock storage area (3 credits) • Pick stock from a stock storage area (3 credits) • Count stock (2 credits) • Maintain the stock storage area (2 credits)
WORK EXPERIENCE MODULES Module 833402000-WM 19 Credits	<ul style="list-style-type: none"> • Processes and procedures for moving and packing different types of stock (9 credits) • Processes and procedures for picking and counting stock (6 credits) • Processes and procedures for performing housekeeping, maintaining a safe stock storage area (4 credits)

DISPATCHING AND RECEIVING CLERK

NQF Level 3 | Credits 34 | SAQA ID 99446

SECTION	MODULES
KNOWLEDGE MODULES Module 432102000-KM 12 Credits	<ul style="list-style-type: none"> • The receiving and dispatch environment (4 credits) • Concepts of shrinkage and losses (2 credits) • Principles of receiving and checking deliveries (4 credits) [optional for Dispatch Clerk part qualification] • Principles of dispatching stock (2 credits) [optional for Receiving Clerk part qualification]
PRACTICAL SKILL MODULES Module 432102000-PM 7 Credits	<ul style="list-style-type: none"> • Receive stock (2 credits) [optional for Dispatch Clerk part qualification] • Prepare items for dispatch (2 credits) [optional for Receiving Clerk part qualification] • Prevent shrinkage and losses (3 credits)
WORK EXPERIENCE MODULES Module 432102000-WM 15 Credits	<ul style="list-style-type: none"> • Processes and procedures for receiving stock (8 credits) [optional for Dispatch Clerk part qualification] • Processes and procedures for dispatching stock (7 credits) [optional for Receiving Clerk part qualification]

SECTION	MODULES
KNOWLEDGE MODULES Module 334302001-KM 106 Credits	<ul style="list-style-type: none"> • Concepts and principles of supervising Wholesale or Retail staff (10 credits). • Concepts and principles of monitoring and improving performance (4 credits). • Concepts and principles for the implementation and maintenance of retail or wholesale operations (3 credits). • Concepts and principles of enhancing customer service (3 credits).
PRACTICAL SKILL MODULES Module 522201000-PM 20 Credits	<ul style="list-style-type: none"> • Supervise retail or wholesale staff (6 credits). • Monitor and control the work performance of a team (6 credits). • Supervise operations (4 credits). • Supervise service to internal and external retail and wholesale customers (2 credits). • Resolve queries and complaints from internal and external retail and wholesale customers (2 credits).
WORK EXPERIENCE MODULES Module 522201000-WM 60 Credits	<ul style="list-style-type: none"> • Processes and procedures for supervising wholesale or retail staff (30 credits). • Processes and procedures for supervising, implementing and maintaining processes and procedures in a specific area of responsibility in a wholesale or retail outlet (20 credits). • Processes and procedures for enhancing customer service in a wholesale or retail outlet (10 credits).

SECTION	MODULES
KNOWLEDGE MODULES Module 242401001-KM 50 Credits	<ul style="list-style-type: none"> • The statutory learning and development environment (8 credits). • Learning and development management functions (8 credits). • Organisational learning and development needs analysis (8 credits). • Facilitation of learning in an occupational context (8 credits). • Assessment principles and practices (4 credits). • Workplace learning and development planning, evaluation and reporting (8 credits). • Work-based learning (6 credits).
PRACTICAL SKILL MODULES Module 242401001-PM 76 Credits	<ul style="list-style-type: none"> • Manage and coordinate logistics, facilities and financial resources (8 credits). • Plan, conduct and report on a learning and development needs analysis (16 credits). • Plan the delivery of an occupational learning intervention (16 credits). • Facilitate different methodologies, training styles and techniques within an occupational learning context (12 credits). • Facilitate experiential work-based learning (8 credits). • Plan and conduct the assessment of learner competencies (8 credits). • Evaluate the impact of learning within an occupational context (8 credits).
WORK EXPERIENCE MODULES Module 242401001-WM 64 Credits	<ul style="list-style-type: none"> • Conduct learning and development management practices (12 credits). • Conduct skills development facilitation (SDF) processes as required for mandatory grant payments (8 credits). • Conduct learning and development planning and implementation processes (12 credits). • Facilitate an occupational learning session (8 credits). • Facilitate a work-based learning and development process (8 credits). • Conduct assessments of learner competence (8 credits). • Evaluate the impact of learning within an occupational context (8 credits).

SECTION	MODULES
KNOWLEDGE MODULES Module 121905000-KM 80 Credits	<ul style="list-style-type: none"> • Introductory Studies for Project Managers (4 credits). • Project Integration Management (4 credits). • Project Scope Management (8 credits). • Project Time Management (8 credits). • Project Cost Management (8 credits). • Project Quality Management (8 credits). • Project Human Resource Management (8 credits). • Project Communications Management (8 credits). • Project Risk Management (8 credits). • Project Procurement Management (8 credits). • Project Stakeholder Management (8 credits).
PRACTICAL SKILL MODULES Module 121905000-PM 100 Credits	<ul style="list-style-type: none"> • Initiate a project (4 credits). • Plan and develop a project management approach and scope statement (8 credits). • Plan and develop a project timeline and schedule (8 credits). • Plan for and project the cost of a project (8 credits). • Plan project management systems (8 credits). • Monitor and control the scope of a project (8 credits). • Control the project delivery schedules and costs (8 credits). • Control the project quality (8 credits). • Manage and control the human resources of a project (8 credits). • Conduct and control project communication and stakeholder interaction (8 credits). • Manage and control project risks (8 credits). • Manage and control project procurement activities (8 credits). • Manage and control project close-out activities (8 credits).
WORK EXPERIENCE MODULES Module 121905000-WM 60 Credits	<ul style="list-style-type: none"> • Attend to project initiation management processes (10 credits). • Attend to project planning processes (20 credits). • Attend to project execution and control processes (20 credits). • Attend to project close out processes (10 credits).

SECTION	MODULES
KNOWLEDGE MODULES Module 242101-000-00-KM 93 Credits	<ul style="list-style-type: none"> • Regulatory and Legislative Framework (5 credits). • Compliance Audit (5 credits). • Fundamentals of Entrepreneurial Profiles (4 credits). • Business Consulting Development (5 credits). • Strategic and Operational Plans (5 credits). • Professional Business Success Factors (5 credits). • Principles of Marketing (5 credits). • Business Finance (5 credits). • Principles of Costing and Pricing to a Business Venture (5 credits). • Risk Profiling (5 credits). • Principles of Tendering (4 credits). • Business Appraisal (5 credits). • Business Requirements and Business Rescue Strategies (5 credits). • Effective Communication (5 credits). • Principles of Ethics in Business (3 credits). • Strategies for Behaviour Change and Coaching (3 credits). • Principles of Change Management (5 credits). • Introductory Studies for Project Managers (5 credits). • Application of Contract Documentation (4 credits). • Evaluation of Influences in Value Chain (5 credits).
PRACTICAL SKILL MODULES Module 242101-000-00-PM 55 Credits	<ul style="list-style-type: none"> • Evaluate Personal Capability for Performing Business Consulting Services (8 credits). • Carry Out Due Diligence and Check Compliance with Relevant Legislation (8 credits). • Monitor Methods of Appraisal of Business Owner, Business Performance and Activities (8 credits). • Provide Strategic and Operational Consulting Services (10 credits). • Develop and Implement Change Management Framework (5 credits). • Develop Project Implementation Approach (8 credits). • Interpret the Influences of Key Components in The Value Chain on Business Efficiency (8 credits).

SECTION	MODULES
WORK EXPERIENCE MODULES Module 242101-000-00-WM 96 Credits	<ul style="list-style-type: none"> • Procedures to Evaluate Personal Capability for Performing Business Consulting Services (10 credits). • Processes and Procedures for Carrying Out and Checking Due Diligence Compliance with Relevant Legislation (15 credits). • Process to Monitor Methods of Appraisal of Business Owner, Business Performance and Activities (15 credits). • Procedures to Provide Strategic and Operational Consulting Service (20 credits). • Process to Develop and Implement a Change Management Framework (10 credits). • Process and Procedures to Develop Project Approach (15 credits). • Procedures to Interpret the Influences of Key Components in The Value Chain on Business Efficiency (11 credits).

SECTION	MODULES
KNOWLEDGE MODULES Module 226302001-KM 76 Credits	<ul style="list-style-type: none"> Fundamentals of Occupational Health and Safety (9 credits). Fundamentals of Communication (6 credits). Occupational Health and Safety applications (17 credits). Occupational Health and Safety Management (38 credits). Operations Management and Supervision (6 credits).
PRACTICAL SKILL MODULES Module 226302001-PM 62 Credits	<ul style="list-style-type: none"> Represent the needs of employees with regard to Occupational Health and Safety matters (8 credits). Inspect workplaces, identify hazards and risks and take immediate action to ensure health and safety in the workplace (4 credits). Consult with employees and raise their needs and issues at (4 credits). Inspect workplaces and environments to identify occupational health and safety hazards and determine the risks associated with the work (16 credits). Coordinate the work activities of Occupational Health and Safety representatives (6 credits). Develop a risk profile and legal register for a designated work area (6 credits). Establish, maintain and improve the health and safety documentation and reporting systems, controls and processes (4 credits). Advise on the establishment maintenance and improvement of emergency response and preparedness (8 credits). Manage the effectiveness of operational Occupational Health and Safety systems (6 credits).
WORK EXPERIENCE MODULES Module 226302001-WM 118 Credits	<ul style="list-style-type: none"> Exposure to the workplace examination processes (12 credits). Exposure to the processes of representing the Occupational Health and Safety needs of employees (4 credits). Exposure to Occupational Risk Management processes (12 credits). Exposure to the processes of selecting, appointing and managing Occupational Health and Safety representatives (8 credits). Exposure to the processes of developing and implementing Occupational Health and Safety systems (48 credits). Exposure to the processes of monitoring and improving Occupational Health and Safety systems (34 credits).

SECTION	MODULES
KNOWLEDGE MODULES Module 334102002-KM 132 Credits	<ul style="list-style-type: none"> • Effective office administration and management (10 credits). • Business communication and customer services (8 credits). • Office protocol, deportment and etiquette (8 credits). • Apply End User Computing (6 credits). • Social media and digital literacy (5 credits). • Introductory project management (2 credits). • Computerised Project Management (15 credits). • Basic business calculations (5 credits). • Resource and procurement management (15 credits). • Tender and procurement processes, and procedures (5 credits). • Document management and record keeping (15 credits). • Staffing and people support (15 credits). • Principles of the National Qualifications Framework (NQF) in relation to Skills Development and Workplace Skills Plan (WSP) administration (12 credits). • Public relations, marketing and advocacy (6 credits). • Ready for work standards (5 credits).
PRACTICAL SKILL MODULES Module 334102002-PM 155 Credits	<ul style="list-style-type: none"> • Communication and effective customer relationships (10 credits). • Manage, coordinate and assist in the administration and clerical support of resources to facilitate smooth and effective operational activities within the organisation (15 credits). • Assist in the administration and preparation of the process of tendering of contracts (15 credits). • Manage meetings (15 credits). • Payroll processing and pay administration (15 credits). • Support the recruitment, selection, and induction of staff (15 credits). • Classify, identify, register, track and dispose of records and information (15 credits). • Assist in the administration and preparation of the Workplace Skills Plan (WSP) (15 credits). • Provide administrative support to the Marketing/Public Relations division (20 credits). • Prepare, install and dismantle exhibition elements (10 credits). • Manage a small project (credits 10).

SECTION	MODULES
WORK EXPERIENCE MODULES Module 334102002-WM 158 Credits	<ul style="list-style-type: none"> • Perform administrative and meeting support functions to support management (12 credits). • Handle customer and client's queries and liaison in an office (8 credits). • Marketing/Public Relations and administrative support (25 credits). • Assist in planning and coordinating at least two special events/conferences (20 credits). • Procure and allocate resources (15 credits). • Solicit tender offers in terms of a set of procedures (10 credits). • Manage a paperless office (20 credits). • Supervision, and training of administration staff (15 credits). • Assist in developing a Workplace Skills Plan according to employee training needs (8 credits). • Apply ready for work standards to everyday work activities (25 credits).

SECTION	MODULES
KNOWLEDGE MODULES Module 334302001-KM 106 Credits	<ul style="list-style-type: none"> • Document management and record-keeping (15 credits). • Computerised Information Processing (25 credits). • Resource and procurement management (5 credits). • Social media and digital literacy (5 credits). • Office protocol, deportment and etiquette (10 credits). • Business communication and customer services (8 credits). • Ready for work standards (5 credits). • Basic business calculations (5 credits). • Apply End User Computing (6 credits). • Business documentation and design (10 credits). • Meeting administration (10 credits). • Introductory project management (2 credits).
PRACTICAL SKILL MODULES Module 334302001-PM 75 Credits	<ul style="list-style-type: none"> • Create a trip itinerary (15 credits). • Address protocol requirements (5 credits). • Determine, acquire and allocate resources for the secretarial unit (10 credits). • Design and develop complex text documents (5 credits). • Manage a small project (10 credits). • Support the recruitment, selection and induction of secretarial staff (10 credits). • Apply communication and effective customer relationships (10 credits). • Organise meetings (10 credits).
WORK EXPERIENCE MODULES Module 334302001-WM 135 Credits	<ul style="list-style-type: none"> • Perform administrative and meeting support functions to support management (12 credits). • Apply ready-for-work standards to everyday work activities (25 credits). • Handle customer and client queries and liaison in an office (8 credits). • Assist in planning and coordinating at least two special events/ conferences (20 credits). • Procure and allocate resources (15 credits). • Manage a paperless office (20 credits). • Apply supervisory skills to coordinate and direct clerical staff activities (20 credits). • Prepare a trip itinerary (15 credits).



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