



BUSINESS CIRCLE CONSULTATION

Providing solutions with a difference

Training Catalogue



Accreditation Number :
3947



Accreditation Number:
LGRS-1427-160331



mictseta

Accreditation Number:
LPA/00/2020/07/00 04

CONTACT US

Quadrum Office Park, 50 Constantia Boulevard, Building No.4, Ground Floor, Constantia Kloof, JHB
Tel: 011 760 5626 / 011 354 8682 / 083 403 4610. P O Box 7109 Westgate 1734
Email: info@businesscircle.co.za. Website: www.businesscircle.co.za



About Us

Business circle consultation (bcc) is one of the leading training provider focused on delivering job-specific skills assessment and training interventions to both public and private sectors across the country. We provide our clients with a holistic solution in terms of skills development.

BCC strives to provide organizations with productive workforce by delivering accredited training programmes which upskill employees' knowledge and experience. Our training programmes are aligned with SAQA (South African Qualifications Authority), the National Qualifications Framework (NQF) and accredited with SETA Quality Assurance departments.

Since its establishment in 2009, Business Circle Consultation has been managed by vibrant and professional team of experts in the field of learning and development. Our vast expertise, innovative solutions and customer centric culture has placed us at the top position as a leading training service provider in South Africa.

Our Mission

Our mission is to provide quality and cost-effective training programmes which develop skills and enhances knowledge that significantly intensifies employees' job productivity and ultimately enrich their organizations.

Our Vision

“Providing solutions with a difference” Our innovative, value-driven and flexible training solutions are aligned to the specific needs of organizations in different economic sectors. The trainings are delivered based on best-practice principles through experienced and accredited facilitators/assessors and moderators.

Trainings

Our training are designed to provide new improved solutions to meet the challenges of the dynamic business world.

We offer customized in-house trainings to meet our client's specifications for the intended outcome results.



| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 119554 | Apply environmental management tools to assess impacts | 2 | 5 |
| 13217 | Collect and use information | 2 | 5 |
| 12461 | Communicate at work | 2 | 5 |
| 13220 | Keep the work area safe and productive | 2 | 8 |
| 116080 | Monitor, collect and collate agricultural data | 2 | 2 |
| 12036 | Orientate self in the workplace | 2 | 6 |
| 13258 | Participate in work group activities | 2 | 4 |
| 12483 | Perform basic first aid | 2 | 4 |
| 13221 | Perform routine maintenance | 2 | 8 |
| 119553 | Take action to address impacts on the environment | 2 | 10 |
| 119556 | Use tools and operate equipment in an environmentally responsible manner | 2 | 10 |
| 119558 | Work with, use and care for materials and resources which can impact on health and the environment | 2 | 10 |
| 8963 | Access and use information from texts | 2 | 5 |
| 9009 | Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems | 2 | 3 |
| 7480 | Demonstrate understanding of rational and irrational numbers and number systems | 2 | 3 |
| 9008 | Identify, describe, compare, classify, explore shape and motion in 2 -and 3 -dimensional shapes in different contexts | 2 | 3 |
| 8962 | Maintain and adapt oral communication | 2 | 5 |
| 12463 | Understand and deal with HIV/AIDS | 2 | 3 |
| 8967 | Use language and communication in occupational learning programmes | 2 | 5 |

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 7469 | Use mathematics to investigate and monitor the financial aspects of personal and community life | 2 | 2 |
| 9007 | Work with a range of patterns and functions and solve problems | 2 | 5 |
| 8964 | Write for a defined context | 2 | 5 |
| 14784 | Apply sampling theory and practice in the chemical industry | 2 | 5 |
| 13202 | Apply study and learning techniques | 2 | 3 |
| 116121 | Apply sustainable farming practices to conserve the ecological environment | 2 | 5 |
| 113818 | Clean and maintain area of responsibility | 2 | 8 |
| 14051 | Collect and record data | 2 | 3 |
| 8330 | Combat problem plants | 2 | 3 |
| 12334 | Conduct water process laboratory tests | 2 | 6 |
| 13679 | Control and extinguish a fire in a conservation area | 2 | 3 |
| 12351 | Demonstrate an ability to work with local communities | 2 | 7 |
| 12352 | Demonstrate knowledge of the roles and responsibilities of a community committee | 2 | 4 |
| 12033 | Demonstrate knowledge of water cycle, water and wastewater systems and processes | 2 | 5 |
| 12465 | Develop a learning plan and a portfolio for assessment | 2 | 6 |
| 11818 | Investigate work opportunities in order to make a personal career/employment decision | 2 | 2 |
| 8346 | Manage cultural heritage resources in the field | 2 | 2 |
| 116077 | Monitor water quality | 2 | 3 |
| 119557 | Operate waste disposal facilities | 2 | 6 |
| 12484 | Perform basic fire fighting | 2 | 4 |
| 8332 | Perform conservation guardianship | 2 | 8 |
| 116064 | Recognise and identify the basic functions of the ecological environment | 2 | 4 |
| 119555 | Separate, handle, store, treat and transport waste | 2 | 9 |
| 8348 | Understand Nature Conservation issues | 2 | 4 |
| 10718 | Use a personal budget to manage own money | 2 | 3 |



| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 13941 | Apply the budget function in a business unit | 4 | 5 |
| 8555 | Contribute to information distribution regarding HIV/AIDS in the workplace | 4 | 4 |
| 110478 | Demonstrate a knowledge and understanding of a range of research methodologies to undertake local economic development research | 4 | 4 |
| 110481 | Demonstrate a knowledge and understanding of the aspects of the project cycle | 4 | 8 |
| 110493 | Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project | 4 | 4 |
| 110490 | Demonstrate a knowledge and understanding of the basic principles of public administration and management | 4 | 4 |
| 110475 | Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development | 4 | 6 |
| 110506 | Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication | 4 | 4 |
| 110502 | Demonstrate and apply knowledge and understanding of the roles, function and responsibilities of the main stakeholders and role players in local economic development | 4 | 4 |

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|--|-----------|---------|
| 110503 | Describe and explain socio-economic development theories in the South African context | 4 | 4 |
| 110501 | Identify and explain the application of a range of concepts and tools for local economic development | 4 | 8 |
| 110497 | Identify and explain the purpose of integrated development planning (IDP) | 4 | 4 |
| 110504 | Identify and explain the roles and functions as well as the inter-linkages between different departments in a municipality | 4 | 10 |
| 10388 | Interpret basic financial statements | 4 | 3 |
| 13948 | Negotiate an agreement or deal in an authentic work situation | 4 | 5 |
| 110479 | Outline the environment of local economic development in South Africa | 4 | 4 |
| 110472 | Outline the environment of local government | 4 | 6 |
| 110484 | Participate in local economic development related meetings and facilitate the necessary flow of local economic development information | 4 | 6 |
| 8648 | Demonstrate an understanding of professional values and ethics | 5 | 4 |
| 8968 | Accommodate audience and context needs in oral communication | 3 | 5 |
| 8971 | Analyse and respond to a variety of literary texts | 3 | 5 |
| 8969 | Interpret and use information from texts | 3 | 5 |
| 8970 | Write texts for a range of communicative contexts | 3 | 5 |
| 12154 | Apply comprehension skills to engage oral texts in a business environment | 4 | 5 |
| 12155 | Apply comprehension skills to engage written texts in a business environment | 4 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | 4 | 6 |
| 12417 | Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3-dimensional space in the life and workplace of adult with increasing responsibilities | 4 | 4 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | 4 | 6 |
| 12153 | Use the writing process to compose texts required in the business environment | 4 | 5 |
| 8976 | Write for a wide range of contexts | 4 | 5 |
| 10170 | Demonstrate understanding of employment relations in an organisation | 3 | 3 |
| 110473 | Demonstrate a knowledge and understanding of a range of records kept in a local economic development environment and what constitutes evidence in own work context | 4 | 8 |
| 110009 | Manage administration records | 4 | 4 |
| 10983 | Participate in the implementation and utilisation of equity related processes | 4 | 5 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | 5 | 5 |
| 8664 | Examine social features as pertaining to the workplace | 5 | 4 |

Municipal Finance Management Act

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 116345 | Apply the principles of budgeting within a municipality | 6 | 15 |
| 116342 | Apply approaches to managing municipal income and expenditure within a multi - year framework | 6 | 15 |
| 116340 | Apply costing principles to municipal operational and service - based costing | 6 | 11 |
| 116339 | Apply risk management in South African municipalities | 6 | 10 |
| 116346 | Apply techniques and South African statutes to cash and investment management in a municipal environment | 6 | 10 |
| 116344 | Apply the Inter-governmental Fiscal Relations Act to municipal financial management | 6 | 10 |
| 116347 | Contribute to capital planning and financing | 6 | 15 |
| 116358 | Contribute to the strategic planning process in a South African municipality | 6 | 15 |
| 116362 | Manage a municipality's assets and liabilities | 6 | 11 |
| 116353 | Participate in the design and implementation of municipal supply chain management | 6 | 12 |
| 116364 | Plan a municipal budgeting and reporting cycle | 6 | 8 |
| 116363 | Prepare and analyse municipal financial reports | 6 | 12 |
| 116343 | Apply the principles of ethics in a municipal environment | 6 | 10 |
| 116348 | Conduct stakeholder consultation around municipal finance programmes | 6 | 8 |
| 116351 | Conduct auditing planning and implementation in a South African municipality | 6 | 12 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | 6 | 5 |
| 337059 | Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context | 6 | 15 |
| 116341 | Conduct performance management to a South African municipal environment | 6 | 12 |
| 116357 | Design internal control and internal control evaluation framework | 6 | 8 |
| 116361 | Interpret South African legislation and policy affecting municipal financial management | 6 | 8 |
| 116360 | Manage information technology resources in a municipal finance environment | 6 | 8 |



| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 14534 | Apply knowledge of community issues in relation to development projects | 3 | 4 |
| 113955 | Apply the Batho Pele principles to own work role and context | 3 | 4 |
| 120394 | Apply communication principles, strategies and processes in a leadership role | 4 | 6 |
| 129391 | Apply leadership skills to relationship management | 4 | 8 |
| 120392 | Apply the concept and principles of knowledge management to leadership | 4 | 8 |
| 113960 | Demonstrate and apply knowledge of the ethical standards in the Public Sector | 4 | 4 |
| 120390 | Develop and apply a service culture to a leadership role | 4 | 8 |
| 120393 | Explain and apply legislation and policies applicable to leadership in a specific sector or context | 4 | 10 |
| 120389 | Explain and apply the concept, principles and theories of motivation in a leadership context | 4 | 6 |
| 114585 | Plan strategically to improve business performance | 4 | 4 |
| 120300 | Analyse leadership and related theories in a work context | 5 | 8 |
| 120305 | Analyse the role that emotional intelligence plays in leadership | 5 | 8 |
| 120311 | Apply visionary leadership to develop strategy | 5 | 10 |
| 8968 | Accommodate audience and context needs in oral communication | 3 | 5 |
| 8972 | Interpret a variety of literary texts | 3 | 5 |
| 8969 | Interpret and use information from texts | 3 | 5 |
| 8970 | Write texts for range of communicative contexts | 3 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | 4 | 6 |
| 8974 | Engage in sustained oral communication and evaluate spoken texts | 4 | 5 |
| 8975 | Read analyse and respond to a variety of texts | 4 | 5 |
| 9016 | Represent analyse and calculate shape and motion in 2-and 3 -dimensional space in different contexts | 4 | 4 |

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|---------------|---|-----------|---------|
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | 4 | 6 |
| 12153 | Use the writing process to compose texts required in the business environment | 4 | 5 |
| 8976 | Write for a wide range of contexts | 4 | 5 |
| 113959 | Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes | 3 | 4 |
| 10140 | Apply a range of project management tools | 4 | 8 |
| 14667 | Describe and apply the management functions of an organization | 4 | 10 |
| 119350 | Apply accounting principles and procedures in the preparation of reports and decision making | 5 | 15 |
| 116917 | Apply advanced principles of complexity theory to organisational transformation | 5 | 12 |
| 115395 | Apply and explain the generic business process and value chain model | 5 | 12 |
| 120303 | Apply principles of risk management | 5 | 8 |
| 115401 | Apply the basic principles of issue management | 5 | 8 |
| 116345 | Apply the principles of budgeting within a municipality | 5 | 15 |
| 116345 | Apply the principles of budgeting within a municipality | 5 | 15 |
| 115407 | Apply the principles of change management in the workplace | 5 | 10 |
| 11903 | Co-ordinate the development and implementation of organisational social responsibility strategies | 5 | 5 |
| 15216 | Create opportunities for innovation and lead projects to meet innovative ideas | 5 | 4 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | 5 | 5 |
| 116949 | Establish how a value system underpins organisational transformation | 5 | 12 |
| 116924 | Implement a programme of diversity management in the workplace | 5 | 14 |
| 116922 | Implement a value system to effect organisational transformation | 5 | 12 |
| 114226 | Interpret and manage conflicts within the workplace | 5 | 8 |
| 119336 | Manage the development and performance of human capital in the public sector | 5 | 12 |
| 10146 | Supervise a project team of a developmental project to deliver project objectives | 5 | 14 |



| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|---------------|---|-----------|---------|
| 117925 | Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner | 2 | 3 |
| 116935 | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI) -based messaging application | 2 | 2 |
| 117923 | Use a Graphical User Interface (GUI) -based presentation application to prepare and produce a presentation according to a given brief | 2 | 5 |
| 116937 | Use a Graphical User Interface (GUI) -based spreadsheet application to create and edit spreadsheets | 2 | 4 |
| 116931 | Use a Graphical User Interface (GUI) -based web browser to search the Internet | 2 | 4 |
| 117924 | Use a Graphical User Interface (GUI) -based word processor to format documents | 2 | 5 |
| 116945 | Use electronic mail to send and receive messages | 2 | 2 |
| 116936 | Use a Graphical User Interface (GUI) -based database application to work with simple databases | 3 | 3 |
| 116930 | Use a Graphical User Interface (GUI) -based presentation application to enhance presentation appearance | 3 | 5 |
| 116940 | Use a Graphical User Interface (GUI) -based spreadsheet application to solve a given problem | 3 | 6 |
| 116942 | Use a GUI-based word processor to create merged documents | 3 | 3 |
| 119078 | Use a GUI-based word processor to enhance a document through the use of tables and columns | 3 | 5 |
| 116943 | Using a Graphical User Interface (GUI) -based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet | 4 | 3 |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | 3 | 2 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace | 3 | 4 |
| 9013 | Describe, apply, analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts | 3 | 4 |

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|---------------|---|-----------|---------|
| 9012 | Investigate life and work -related problems using data and probabilities | 3 | 5 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 3 | 5 |
| 116932 | Operate a personal computer system | 1 | 3 |
| 117902 | Use generic functions in a Graphical User Interface (GUI) - environment | 1 | 4 |
| 117867 | Managing files in a Graphical User Interface (GUI) environment | 1 | 3 |
| 116938 | Use a Graphical User Interface (GUI) based word processor to create and edit documents | 1 | 4 |
| 117927 | Use a graphical User interface (GUI) based database application to solve a given problem | 4 | 6 |
| 119457 | Interpret and use information from texts | 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | 3 | 10 |
| 119472 | Accommodate audience and context needs in oral/signed communication | 3 | 10 |
| 7785 | Function in a business environment | 3 | 5 |
| 10135 | Work as a project team member | 3 | 5 |
| 10139 | Implement project administration processes according to requirements | 4 | 5 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on business sub- sector own organization and a specific workplace. | 3 | 4 |



ACCREDITATION NUMBER WITH SERVICE SETA: 3947

| | |
|--------------------------|--|
| SAQA QUALIFICATION | : 66249 |
| SAQA QUALIFICATION TITLE | : FURTHER EDUCATION AND TRAINING CERTIFICATE NEW VENTURE CREATION |
| NQF LEVEL | : 4 |
| CREDITS | : 149 |



| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 114600 | Apply innovative thinking to the development of a small business | 4 | 4 |
| 263455 | Apply the principles of costing and pricing to a business venture | 4 | 6 |
| 263356 | Demonstrate an understanding of an entrepreneurial profile | 4 | 5 |
| 263514 | Demonstrate an understanding of the function of the market mechanism in a new venture | 4 | 5 |
| 120389 | Explain and apply the concept, principles and theories of motivation in a leadership context | 4 | 6 |
| 114584 | Finance new venture | 4 | 5 |
| 263 534 | Implement an action plan for a new venture | 4 | 4 |
| 263474 | Manage finances of a new venture | 4 | 6 |
| 114805 | Manage general administration | 4 | 4 |
| 13948 | Negotiate an agreement or deal in an authentic work situation | 4 | 5 |
| 263434 | Plan and manage production/operations in a new venture | 4 | 6 |
| 263456 | Plan strategically to improve a new venture performance | 4 | 4 |
| 114592 | Produce business plans for a new venture | 4 | 8 |
| 114596 | Research the viability of new venture ideas/opportunities | 4 | 5 |
| 116394 | Implement and manage human resource and labour relations policies and acts | 5 | 9 |
| 119472 | Accommodate audience and context needs in oral/signing communication | 3 | 5 |
| 119457 | Interpret and use information from texts | 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | 3 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | 4 | 6 |
| 119462 | Engage in sustained oral/signing communication and evaluate spoken/signing texts | 4 | 5 |
| 119469 | Read/view, analyse and respond to a variety of texts | 4 | 5 |

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|-----------------------|--|------------------|----------------|
| 9016 | Represent analyse and calculate shape and motion in 2 and 3 dimensional space in different contexts | 4 | 4 |
| 119471 | Use language and communication in occupational learning programmes | 4 | 5 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | 4 | 6 |
| 119459 | Write/present/sign for a wide range of contexts | 4 | 5 |
| 119671 | Administer contracts for a selected new venture | 3 | 10 |
| 113836 | Apply basic computer technology | 3 | 11 |
| 13912 | Apply knowledge of self and team in order to develop a plan to enhance team performance | 3 | 5 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub -sector, own organisation and a specific workplace | 3 | 4 |
| 123258 | Foster and maintain customer relations | 3 | 10 |
| 243298 | Apply administrative skills and knowledge in a sport organisation | 4 | 11 |
| 120392 | Apply the concept and principles of knowledge management to leadership | 4 | 8 |
| 243296 | Apply values and ethics to a sport organisation | 4 | 3 |
| 242872 | Conduct international market research | 4 | 6 |
| 243303 | Create, improvise and organize sport activities | 4 | 6 |
| 13952 | Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit | 4 | 8 |
| 242655 | Demonstrate knowledge and application of ethical conduct in a business environment | 4 | 4 |
| 13945 | Describe and apply the management of stock and fixed assets in a business unit | 4 | 2 |
| 117156 | Interpret basic financial statements | 4 | 4 |
| 243300 | Lead a community sport activity | 4 | 12 |
| 242819 | Motivate and build a team | 4 | 10 |
| 243293 | Promote sport activity in a community | 4 | 4 |
| 114593 | Tender to secure business for a new venture | 4 | 5 |
| 115857 | Explain marketing for SMMEs | 5 | 6 |



ACCREDITATION NUMBER WITH SERVICE SETA: 3947

| | |
|--------------------------|--|
| SAQA QUALIFICATION | : 59201 |
| SAQA QUALIFICATION TITLE | : National certificate: Generic Management |
| NQF LEVEL | : 5 |
| CREDITS | : 162 |



| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 252044 | Apply the principles of knowledge management | 5 | 6 |
| 252037 | Build teams to achieve goals and objectives | 5 | 6 |
| 252020 | Create and manage an environment that promotes innovation | 5 | 6 |
| 252032 | Develop, implement and evaluate an operational plan | 5 | 8 |
| 252027 | Devise and apply strategies to establish and maintain workplace relationships | 5 | 6 |
| 252021 | Formulate recommendations for a change process | 5 | 8 |
| 252029 | Lead people development and talent management | 5 | 8 |
| 252043 | Manage a diverse work force to add value | 5 | 6 |
| 252034 | Monitor and evaluate team members against performance standards | 5 | 8 |
| 252025 | Monitor, assess and manage risk | 5 | 8 |
| 252035 | Select and coach first line managers | 5 | 8 |
| 120300 | Analyse leadership and related theories in a work context | 5 | 8 |
| 252026 | Apply a systems approach to decision making | 5 | 6 |
| 252036 | Apply mathematical analysis to economic and financial information | 5 | 6 |
| 252042 | Apply the principles of ethics to improve organisational culture | 5 | 5 |
| 252022 | Develop, implement and evaluate a project plan | 5 | 8 |
| 252040 | Manage the finances of a unit | 5 | 8 |
| 12433 | Use communication techniques effectively | 5 | 8 |

General Management (Learning Programme ID 60269):

- ❖ ID 252030: Analyse compliance to legal requirements and recommend corrective actions, NQF Level 5, 4 credits.
- ❖ ID 252041: Promote a learning culture in an organisation, NQF Level 5, 5 credits.
- ❖ ID 114212: Explain the impact of organisational wellness on a business environment and indicate a strategy for a business unit NQF Level 4, 3 credits.
- ❖ ID 12140: Recruit and select candidates to fill defined positions, NQF Level 5, 9 credits.
- ❖ ID 12761: Demonstrate an understanding of macroeconomic principles as they apply to the South African business environment, NQF Level 4, 8 credits.
- ❖ ID 252024: Evaluate current practices against best practice, NQF Level 5, 4 credits.
- ❖ ID 252033: Develop ways of dealing with the impact of dreaded diseases and in particular HIV/AIDS, NQF Level 5, 8 credits.
- ❖ ID 252039: Develop a plan to combat corruption, NQF Level 5, 5 credits.
- ❖ ID 10048: Identify brand mix elements, NQF Level 5, 8 credits.
- ❖ ID 114226: Interpret and manage conflicts in the workplace, NQF Level 5, 8 credits.
- ❖ ID 252031: Apply the principles and concepts of emotional intelligence to the management of self and others, NQF Level 5, 4 credits.
- ❖ ID 117853: Conduct negotiations to deal with conflict situations, NQF Level 5, 8 credits.
- ❖ ID 15230: Monitor team members and measure effectiveness of performance, Level 5, 4 credits.
- ❖ ID 264408: Manage and improve communication processes in a function, Level 6, 3 credits.
- ❖ ID 15224: Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks, Level 5, 4 credits.
- ❖ ID 15214: Recognize areas in need of change make recommendations and implement change in the team, department or division, NQF Level 5, 3 credits.
- ❖ ID 15219: Develop and implement a strategy and action plans for a team, department or division, NQF Level 5, 4 credits.
- ❖ ID 15236: Apply financial analysis, NQF Level 5, 4 credits.

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 119554 | Apply environmental management tools to assess impacts | 2 | 5 |
| 13217 | Collect and use information | 2 | 5 |
| 12461 | Communicate at work | 2 | 5 |
| 13220 | Keep the work area safe and productive | 2 | 8 |
| 116080 | Monitor, collect and collate agricultural data | 2 | 2 |
| 12036 | Orientate self in the workplace | 2 | 6 |
| 13258 | Participate in work group activities | 2 | 4 |
| 12483 | Perform basic first aid | 2 | 4 |
| 13221 | Perform routine maintenance | 2 | 8 |
| 119553 | Take action to address impacts on the environment | 2 | 10 |
| 119556 | Use tools and operate equipment in an environmentally responsible manner | 2 | 10 |
| 119558 | Work with, use and care for materials and resources which can impact on health and the environment | 2 | 10 |
| 8963 | Access and use information from texts | 2 | 5 |
| 9009 | Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems | 2 | 3 |
| 7480 | Demonstrate understanding of rational and irrational numbers and number systems | 2 | 3 |
| 9008 | Identify, describe, compare, classify, explore shape and motion in 2 - and 3- dimensional shapes in different contexts | 2 | 3 |
| 8962 | Maintain and adapt oral communication | 2 | 5 |
| 12463 | Understand and deal with HIV/AIDS | 2 | 3 |
| 8967 | Use language and communication in occupational learning programmes | 2 | 5 |
| 7469 | Use mathematics to investigate and monitor the financial aspects of personal and community life | 2 | 2 |
| 9007 | Work with a range of patterns and functions and solve problems | 2 | 5 |
| 8964 | Write for a defined context | 2 | 5 |
| 14784 | Apply sampling theory and practice in the chemical industry | 2 | 5 |
| 13202 | Apply study and learning techniques | 2 | 3 |
| 116121 | Apply sustainable farming practices to conserve the ecological environment | 2 | 5 |
| 113818 | Clean and maintain area of responsibility | 2 | 8 |
| 14051 | Collect and record data | 2 | 3 |
| 8330 | Combat problem plants | 2 | 3 |
| 12334 | Conduct water process laboratory tests | 2 | 6 |
| 13679 | Control and extinguish a fire in a conservation area | 2 | 3 |
| 12351 | Demonstrate an ability to work with local communities | 2 | 7 |
| 12352 | Demonstrate knowledge of the roles and responsibilities of a community committee | 2 | 4 |
| 12033 | Demonstrate knowledge of water cycle, water and wastewater systems and processes | 2 | 5 |
| 12465 | Develop a learning plan and a portfolio for assessment | 2 | 6 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 11818 | Investigate work opportunities in order to make a personal career/employment decision | 2 | 2 |
| 8346 | Manage cultural heritage resources in the field | 2 | 2 |
| 116077 | Monitor water quality | 2 | 3 |
| 119557 | Operate waste disposal facilities | 2 | 6 |
| 12484 | Perform basic fire fighting | 2 | 4 |
| 8332 | Perform conservation guardianship | 2 | 8 |
| 116064 | Recognise and identify the basic functions of the ecological environment | 2 | 4 |
| 119555 | Separate, handle, store, treat and transport waste | 2 | 9 |
| 8348 | Understand Nature Conservation issues | 2 | 4 |
| 10718 | Use a personal budget to manage own money | 2 | 3 |
| 13941 | Apply the budget function in a business unit | 4 | 5 |
| 8555 | Contribute to information distribution regarding HIV/AIDS in the workplace | 4 | 4 |
| 110478 | Demonstrate a knowledge and understanding of a range of research methodologies to undertake local economic development research | 4 | 4 |
| 110481 | Demonstrate a knowledge and understanding of the aspects of the project cycle | 4 | 8 |
| 110493 | Demonstrate a knowledge and understanding of the basic principles of budgeting and financial management applicable to a local economic development project | 4 | 4 |
| 110490 | Demonstrate a knowledge and understanding of the basic principles of public administration and management | 4 | 4 |
| 110475 | Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development | 4 | 6 |
| 110506 | Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication | 4 | 4 |
| 110502 | Demonstrate and apply knowledge and understanding of the roles, function and responsibilities of the main stakeholders and role players in local economic development | 4 | 4 |
| 110503 | Describe and explain socio-economic development theories in the South African context | 4 | 4 |
| 110501 | Identify and explain the application of a range of concepts and tools for local economic development | 4 | 8 |
| 110497 | Identify and explain the purpose of integrated development planning (IDP) | 4 | 4 |
| 110504 | Identify and explain the roles and functions as well as the inter-linkages between different departments in a municipality | 4 | 10 |
| 10388 | Interpret basic financial statements | 4 | 3 |
| 13948 | Negotiate an agreement or deal in an authentic work situation | 4 | 5 |
| 110479 | Outline the environment of local economic development in South Africa | 4 | 4 |
| 110472 | Outline the environment of local government | 4 | 6 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|--|-----------|---------|
| 110484 | Participate in local economic development related meetings and facilitate the necessary flow of local economic development information | 4 | 6 |
| 8648 | Demonstrate an understanding of professional values and ethics | 5 | 4 |
| 8968 | Accommodate audience and context needs in oral communication | 3 | 5 |
| 8971 | Analyse and respond to a variety of literary texts | 3 | 5 |
| 8969 | Interpret and use information from texts | 3 | 5 |
| 8970 | Write texts for a range of communicative contexts | 3 | 5 |
| 12154 | Apply comprehension skills to engage oral texts in a business environment | 4 | 5 |
| 12155 | Apply comprehension skills to engage written texts in a business environment | 4 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | 4 | 6 |
| 12417 | Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3-dimensional space in the life and workplace of adult with increasing responsibilities | 4 | 4 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | 4 | 6 |
| 12153 | Use the writing process to compose texts required in the business environment | 4 | 5 |
| 8976 | Write for a wide range of contexts | 4 | 5 |
| 10170 | Demonstrate understanding of employment relations in an organisation | 3 | 3 |
| 110473 | Demonstrate a knowledge and understanding of a range of records kept in a local economic development environment and what constitutes evidence in own work context | 4 | 8 |
| 110009 | Manage administration records | 4 | 4 |
| 10983 | Participate in the implementation and utilisation of equity related processes | 4 | 5 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | 5 | 5 |
| 8664 | Examine social features as pertaining to the workplace | 5 | 4 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 116345 | Apply the principles of budgeting within a municipality | 6 | 15 |
| 116342 | Apply approaches to managing municipal income and expenditure within a multi -year framework | 6 | 15 |
| 116340 | Apply costing principles to municipal operational and service -based costing | 6 | 11 |
| 116339 | Apply risk management in South African municipalities | 6 | 10 |
| 116346 | Apply techniques and South African statutes to cash and investment management in a municipal environment | 6 | 10 |
| 116344 | Apply the Inter -governmental Fiscal Relations Act to municipal financial management | 6 | 10 |
| 116347 | Contribute to capital planning and financing | 6 | 15 |
| 116358 | Contribute to the strategic planning process in a South African municipality | 6 | 15 |
| 116362 | Manage a municipality's assets and liabilities | 6 | 11 |
| 116353 | Participate in the design and implementation of municipal supply chain management | 6 | 12 |
| 116364 | Plan a municipal budgeting and reporting cycle | 6 | 8 |
| 116363 | Prepare and analyse municipal financial reports | 6 | 12 |
| 116343 | Apply the principles of ethics in a municipal environment | 6 | 10 |
| 116348 | Conduct stakeholder consultation around municipal finance programmes | 6 | 8 |
| 116351 | Conduct auditing planning and implementation in a South African municipality | 6 | 12 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | 6 | 5 |
| 337059 | Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context | 6 | 15 |
| 116341 | Conduct performance management to a South African municipal environment | 6 | 12 |
| 116357 | Design internal control and internal control evaluation framework | 6 | 8 |
| 116361 | Interpret South African legislation and policy affecting municipal financial management | 6 | 8 |
| 116360 | Manage information technology resources in a municipal finance environment | 6 | 8 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 14534 | Apply knowledge of community issues in relation to development projects | 3 | 4 |
| 113955 | Apply the Batho Pele principles to own work role and context | 3 | 4 |
| 120394 | Apply communication principles, strategies and processes in a leadership role | 4 | 6 |
| 129391 | Apply leadership skills to relationship management | 4 | 8 |
| 120392 | Apply the concept and principles of knowledge management to leadership | 4 | 8 |
| 113960 | Demonstrate and apply knowledge of the ethical standards in the Public Sector | 4 | 4 |
| 120390 | Develop and apply a service culture to a leadership role | 4 | 8 |
| 120393 | Explain and apply legislation and policies applicable to leadership in a specific sector or context | 4 | 10 |
| 120389 | Explain and apply the concept, principles and theories of motivation in a leadership context | 4 | 6 |
| 114585 | Plan strategically to improve business performance | 4 | 4 |
| 120300 | Analyse leadership and related theories in a work context | 5 | 8 |
| 120305 | Analyse the role that emotional intelligence plays in leadership | 5 | 8 |
| 120311 | Apply visionary leadership to develop strategy | 5 | 10 |
| 8968 | Accommodate audience and context needs in oral communication | 3 | 5 |
| 8972 | Interpret a variety of literary texts | 3 | 5 |
| 8969 | Interpret and use information from texts | 3 | 5 |
| 8970 | Write texts for a range of communicative contexts | 3 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | 4 | 6 |
| 8974 | Engage in sustained oral communication and evaluate spoken texts | 4 | 5 |
| 8975 | Read analyse and respond to a variety of texts | 4 | 5 |
| 9016 | Represent analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts | 4 | 4 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | 4 | 6 |
| 12153 | Use the writing process to compose texts required in the business environment | 4 | 5 |
| 8976 | Write for a wide range of contexts | 4 | 5 |
| 10140 | Apply a range of project management tools | 4 | 8 |
| 14667 | Describe and apply the management functions of an organization | 4 | 10 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 119350 | Apply accounting principles and procedures in the preparation of reports and decision making | 5 | 15 |
| 116917 | Apply advanced principles of complexity theory to organisational transformation | 5 | 12 |
| 115395 | Apply and explain the generic business process and value chain model | 5 | 12 |
| 120303 | Apply principles of risk management ^t | 5 | 8 |
| 115401 | Apply the basic principles of issue management | 5 | 8 |
| 116345 | Apply the principles of budgeting within a municipality | 5 | 15 |
| 115407 | Apply the principles of change management in the workplace | 5 | 10 |
| 11903 | Co -ordinate the development and implementation of organisational social responsibility strategies | 5 | 5 |
| 15216 | Create opportunities for innovation and lead projects to meet innovative ideas | 5 | 4 |
| 337063 | Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context | 5 | 5 |
| 116949 | Establish how a value system underpins organisational transformation | 5 | 12 |
| 116924 | Implement a programme of diversity management in the workplace | 5 | 14 |
| 116922 | Implement a value system to effect organisational transformation | 5 | 12 |
| 114226 | Interpret and manage conflicts within the workplace | 5 | 8 |
| 119336 | Manage the development and performance of human capital in the public sector | 5 | 12 |
| 10146 | Supervise a project team of a developmental project to deliver project objectives | 5 | 14 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 117925 | Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner | 2 | 3 |
| 116935 | Enhance, edit and organise electronic messages using a Graphical User Interface (GUI) -based messaging application | 2 | 2 |
| 117923 | Use a Graphical User Interface (GUI) -based presentation application to prepare and produce a presentation according to a given brief | 2 | 5 |
| 116937 | Use a Graphical User Interface (GUI) -based spreadsheet application to create and edit spreadsheets | 2 | 4 |
| 116931 | Use a Graphical User Interface (GUI) -based web browser to search the Internet | 2 | 4 |
| 117924 | Use a Graphical User Interface (GUI) -based word processor to format documents | 2 | 5 |
| 116945 | Use electronic mail to send and receive messages | 2 | 2 |
| 116936 | Use a Graphical User Interface (GUI) -based database application to work with simple databases | 3 | 3 |
| 116930 | Use a Graphical User Interface (GUI) -based presentation application to enhance presentation appearance | 3 | 5 |
| 116940 | Use a Graphical User Interface (GUI) -based spreadsheet application to solve a given problem | 3 | 6 |
| 116942 | Use a GUI -based word processor to create merged documents | 3 | 3 |
| 119078 | Use a GUI-based word processor to enhance a document through the use of tables and columns | 3 | 5 |
| 116943 | Using a Graphical User Interface (GUI) -based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet | 4 | 3 |
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | 3 | 2 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub -sector, own organisation and a specific workplace | 3 | 4 |
| 9013 | Describe, apply, analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts | 3 | 4 |
| 9012 | Investigate life and work -related problems using data and probabilities | 3 | 5 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal, business and national issues | 3 | 5 |
| 116932 | Operate a personal computer system | 1 | 3 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|------------|---|-----------|---------|
| 117902 | Use generic functions in a Graphical User Interface (GUI) - environment | 1 | 4 |
| 117867 | Managing files in a Graphical User Interface (GUI) environment | 1 | 3 |
| 116938 | Use a Graphical User Interface (GUI) based word processor to create and edit documents | 1 | 4 |
| 117927 | Use a graphical User interface (GUI) based database application to solve a given problem | 4 | 6 |
| 119457 | Interpret and use information from texts | 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | 3 | 10 |
| 119472 | Accommodate audience and context needs in oral/signed communication | 3 | 10 |
| 7785 | Function in a business environment | 3 | 5 |
| 10135 | Work as a project team member | 3 | 5 |
| 10139 | Implement project administration processes according to requirements | 4 | 5 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on business sub -sector own organization and a specific workplace. | 3 | 4 |
| 114600 | Apply innovative thinking to the development of a small business | 4 | 4 |
| 263455 | Apply the principles of costing and pricing to a business venture | 4 | 6 |
| 263356 | Demonstrate an understanding of an entrepreneurial profile | 4 | 5 |
| 263514 | Demonstrate an understanding of the function of the market mechanism in a new venture | 4 | 5 |
| 120389 | Explain and apply the concept, principles and theories of motivation in a leadership context | 4 | 6 |
| 114584 | Finance new venture | 4 | 5 |
| 263 534 | Implement an action plan for a new venture | 4 | 4 |
| 263474 | Manage finances of a new venture | 4 | 6 |
| 114805 | Manage general administration | 4 | 4 |
| 13948 | Negotiate an agreement or deal in an authentic work situation | 4 | 5 |
| 263434 | Plan and manage production/operations in a new venture | 4 | 6 |
| 263456 | Plan strategically to improve a new venture performance | 4 | 4 |
| 114592 | Produce business plans for a new venture | 4 | 8 |
| 114596 | Research the viability of new venture ideas/opportunities | 4 | 5 |
| 116394 | Implement and manage human resource and labour relations policies and acts | 5 | 9 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|---------------|--|-----------|---------|
| 119472 | Accommodate audience and context needs in oral/signed communication | 3 | 5 |
| 119457 | Interpret and use information from texts | 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | 3 | 5 |
| 9015 | Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems | 4 | 6 |
| 119462 | Engage in sustained oral/signed communication and evaluate spoken/signed texts | 4 | 5 |
| 119469 | Read/view, analyse and respond to a variety of texts | 4 | 5 |
| 9016 | Represent analyse and calculate shape and motion in 2 -and 3 -dimensional space in different contexts | 4 | 4 |
| 119471 | Use language and communication in occupational learning programmes | 4 | 5 |
| 7468 | Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues | 4 | 6 |
| 119459 | Write/present/sign for a wide range of contexts | 4 | 5 |
| 119671 | Administer contracts for a selected new venture | 3 | 10 |
| 113836 | Apply basic computer technology | 3 | 11 |
| 13912 | Apply knowledge of self and team in order to develop a plan to enhance team performance | 3 | 5 |
| 13915 | Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub -sector, own organisation and a specific workplace | 3 | 4 |
| 123258 | Foster and maintain customer relations | 3 | 10 |
| 243298 | Apply administrative skills and knowledge in a sport organisation | 4 | 11 |
| 120392 | Apply the concept and principles of knowledge management to leadership | 4 | 8 |
| 243296 | Apply values and ethics to a sport organisation | 4 | 3 |
| 242872 | Conduct international market research | 4 | 6 |
| 243303 | Create, improvise and organize sport activities | 4 | 6 |
| 13952 | Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit | 4 | 8 |
| 242655 | Demonstrate knowledge and application of ethical conduct in a business environment | 4 | 4 |
| 13945 | Describe and apply the management of stock and fixed assets in a business unit | 4 | 2 |
| 117156 | Interpret basic financial statements | 4 | 4 |

Credit Bearing Short Courses List

| SAQA US ID | TITLE DESCRIPTION | NQF LEVEL | CREDITS |
|---------------|---|-----------|---------|
| 243300 | Lead a community sport activity | 4 | 12 |
| 242819 | Motivate and build a team | 4 | 10 |
| 243293 | Promote sport activity in a community | 4 | 4 |
| 114593 | Tender to secure business for a new venture | 4 | 5 |
| 115857 | Explain marketing for SMMEs | 5 | 6 |
| 252044 | Apply the principles of knowledge management | 5 | 6 |
| 252037 | Build teams to achieve goals and objectives | 5 | 6 |
| 252020 | Create and manage an environment that promotes innovation | 5 | 6 |
| 252032 | Develop, implement and evaluate an operational plan | 5 | 8 |
| 252027 | Devise and apply strategies to establish and maintain workplace relationships | 5 | 6 |
| 252021 | Formulate recommendations for a change process | 5 | 8 |
| 252029 | Lead people development and talent management | 5 | 8 |
| 252043 | Manage a diverse work force to add value | 5 | 6 |
| 252034 | Monitor and evaluate team members against performance standards | 5 | 8 |
| 252025 | Monitor, assess and manage risk | 5 | 8 |
| 252035 | Select and coach first line managers | 5 | 8 |
| 120300 | Analyse leadership and related theories in a work context | 5 | 8 |
| 252026 | Apply a systems approach to decision making | 5 | 6 |
| 252036 | Apply mathematical analysis to economic and financial information | 5 | 6 |
| 252042 | Apply the principles of ethics to improve organisational culture | 5 | 5 |
| 252022 | Develop, implement and evaluate a project plan | 5 | 8 |
| 252040 | Manage the finances of a unit | 5 | 8 |
| 12433 | Use communication techniques effectively | 5 | 8 |

Public Sector Acquisition Management Strategies Workshop

Course Outcome:

Upon attending this workshop participants will be fully equipped with knowledge on how to:

- Understand Acquisition Management in the public sector.
- Understand general aspects applicable to Acquisition Management.
- Implement Acquisition Management processes for bids/quotations.
- Evaluate and adjudicate bids or quotations.



Public Sector Bid Committee

Course Outcome:

The qualifying learner is capable of:

- Discussing elements of a Supply Chain Management model that apply to the bid committee system.
- Applying knowledge of the applicable regulatory framework to ensure compliance.
- Discussing the importance of ethical conduct at all stages of the bid committee process.
- Apply knowledge of the functions of the Bid Specification Committee.
- Apply knowledge of the functions of the Bid Evaluation Committee.
- Apply knowledge of the functions of the Bid Adjudication Committee.
- Demonstrate an understanding of the bid system
- Demonstrate an understanding of the responsibilities of the bid evaluation and adjudication committees
- Demonstrate an understanding how to examine bids
- Demonstrate an understanding how to evaluate and adjudicate bids
- Demonstrate an understanding of the criteria for evaluation
- Demonstrate an understanding how to award contracts
- Demonstrate an understanding of the rejection of bids
- Demonstrate an understanding the competitiveness of the bid process
- Demonstrate an understanding of value for money procurement
- Demonstrate an understanding of competitive bidding methods
- Demonstrate an understanding how to procure goods and services



Advanced Electronic Document and Records Management Systems Workshop

Course Outcome:

Benefits of Attending include:

- Understand the implications of new legislation on records management and guide the organisation to becoming compliant
- Create a strategic plan for a records improvement process
- Align the records management programme to the corporate goals and objectives
- Provide input into the Enterprise Content Management initiatives of the organisation.
- Prepare the organisation for Information Governance, beyond IT Governance
- Assist the organisation in balancing the needs for Privacy versus Accessibility of records
- Lead the process for managing social media as records where appropriate.
- Make informed decisions as to whether the "Cloud" is a suitable repository for organizational records
- Look beyond traditional "File Plan" thinking and start developing value-based records classification schemes
- Facilitate the move to Enterprise Content Management
- Inform the organisation of the pros and cons of SharePoint as a records management system.
- Demonstrate an understanding of the rejection of bids



Asset And Fleet Management Workshop

Course Outcome:

Delegates will learn how to:

- Interpret the Government Immovable Asset Management
- Come up with an Asset management Plan (AMP);
- Apply the knowledge gained through asset management practices for improved reliability and efficiency.
- Reduce the total lifecycle cost of assets through better maintenance tracking, spare parts planning, inventory improvements and disposal of unproductive equipment and systems;
- Eliminate unnecessary or redundant equipment
- Get better appreciation of maintenance requirements with an accurate accounting of assets;
- Optimize the production of machinery, tools, fleets and other working assets.
- Improve risk management techniques.



Microsoft Excel Skills

Course Outcome:

Delegates will learn how to:

- Reconcile accounts,
- Compare data lists,
- Join databases together,
- Locate spreadsheet errors,
- Identify duplicate entries and missing data.
- Create powerful summary reports in seconds rather than hours
- Build ad-hoc query tools with ease
- Enhance your executive reporting
- Quickly summarize daily data by month, quarter/ year



Bereavement Counselling Training

Course Outcome:

Delegates will learn how to:

- Have knowledge of the theories and models of grief and understanding of their application in a counselling context.
- Have practised a range of counselling skills.
- Have developed a greater self-awareness and an understanding of themselves in a counsellor role.
- Have developed understanding of the use of boundaries and contracts.
- Recognise the value of supervision and understand how to make use of it.
- Have experienced a variety of bereavement situations through case study and role-play and gained knowledge of the factors affecting grief.
- Understand responding to bereaved people and how bereavement can lead to new growth and development for the client.
- Gained knowledge and understanding of the relationship between counsellor and client.



Bid Committee Training

Course Outcome:

Delegates will learn how to:

- Get an overview of applicable Legislation to Bid Committee process.
- Know the roles and responsibilities of Committees.
- Examine the constitution, functions and responsibilities of each committee.
- Learn the roles of Bid Committee members in curbing fraud and mitigating risk.
- Establish proper transparency theories in procurement, tendering, and purchasing.
- Evaluate Bid Committees' strengths and weaknesses.
- Present entities with viable mechanisms of strengthening procurement, tendering & purchasing transparency at national, provincial & local levels of Governments.
- Up-dated their entity on the preferential procurement policy framework and point systems.
- Examine the Standard Bid Documents and understand the Bid Specification Committee.



Change Management Course

Course Outcome:

Delegates will learn how to:

It is critical that organizations

- understand change
- promote change
- cope with change
- value change

Expectations and Setting Boundaries

- Balancing self, team, organization and social context
- The Nature, types and contexts of change
- Change Management methodology – principles, processes and elements

Mobilizing the organization for change

- Assembling the change team
- Aligning leaders, sponsors and workforce

- The vision for change
- The business case and communications plan
- Current state assessment
- Outline of desired state

Designing the desired state

- Organizational change readiness assessment
- The case for change defined and communications defined
- Impact assessment – people, systems, processes and culture
- Complete blueprint of desired state

Implementing Change

- Employee involvement process implemented
- Aligning processes and systems



Clinical Governance and Risk Management Workshop

Delegates will learn how to:

Clinical Governance

- Clinical Governance and Leadership
- The Role of a Clinical Governance Committee
- Introduction to Human Factors
- Clinical Practice Improvement Method
- Key Policy Components of an Effective Clinical Governance Framework
- Quality improvement & clinical audit
- Patient experience & involvement

Clinical Risk Management

- Principles of risk management
- An understanding of the key concepts and terms involved
- How to identify risks in clinical services
- How to encourage incident and adverse event reporting
- Practical tools for analysing an incident and finding the root causes
- Techniques to help clinical groups analyse the process and systems failures
- Approaches for gaining commitment from colleagues to handle risks.



Leading people, building organizations

Course Outcome:

- Understand and explain selected theories of leadership and management
- Be confident to explore your own emotional intelligence
- The importance of trust in developing credible team empowerment
- Describe and implement various methods to motivate and reward staff
- Monitor performance and delegate tasks and responsibilities
- Identify barriers to effective teamwork :discuss, implement solutions
- Stress the importance of and apply various methods of handling conflicts
- Understand and apply disciplinary principles when necessary
- Handle challenges through an effective problem solving technique
- Practice lateral thinking in responding to challenges requiring creative solutions
- Practicing success principles of leadership by clarifying my personal vision



Coaching and Mentoring for 21st Century Leaders

- Introduce Core Coaching and Mentoring Concepts
- Equipping leaders to empower employees to take ownership of their own growth and development
- Practise fundamental Coaching Skills
- Introduce GROW Model and Kolb Learning Cycle
- Learn to give and receive feedback
- Apply effective questioning skills to enable development
- Structure a Coaching discussion
- Create a productive environment focusing on top performance
- Practice a high level of work standards and ethics



The Power of Purposeful Leadership

- Highly interactive and experiential
- Includes activities that allow the facilitator to coach the delegates
- Develops insight into critical team issues
- Enhances understanding and awareness of team and individual capabilities
- Provides opportunities to practice skills learnt
- Includes team building activities to anchor the learning objectives
- To strengthen relationships between the managers



Contract Management Workshop

Ensuring a more coordinated planning, implementation and close monitoring of government projects for effective service delivery

This course is aligned to the Unit standards 377896:Administer Contracts for goods, works and services in the public sector NQF level 05 with 05 credits.



Benefits of Attending

- Drafting of legal contracts
- Difference between legal contract and the SLA
- Effects of badly drafted contract, and the standard clauses to the valid contract.
- Understand the Uses of Contracts
- Managing the contract content
- Managing contract process
- Have knowledge of service level agreements
- Outsourcing and SLA's

Contract And Procurement Fraud Workshop

Course Outcome:

The workshop will provide participants with a practical understanding of the :

- Elements of procurement fraud
- The risks associated with procurement fraud
- Legislative framework of procurement and fraud,
- Strategies of limiting the risk of procurement fraud within institutions
- Analyze the procurement process with appropriate and effective methods
- Detect potential fraud in the procurement cycle
- Develop methodology of investigation & preventive action procedures
- Develop the ability of lesson learned from each case of fraud that occurred



Disaster Risk Management Workshop

Course Outcome:

The Disaster Risk and Waste Management Workshop hosted by Business Circle Consultation seeks to assist localities, industries and businesses to.

- Promote learning on disaster risk management within South African region.
- Foster and strengthen relationships between regional practitioners and disaster management organizations.
- Encourage other stakeholders to contribute on the formulation of policies and strategies in the South African region.
- Scrutinizing the Disaster Management Amendment Bill
- Consolidate disaster risk concepts and strategies amongst municipal officials, with an emphasis on preparedness and mitigation strategies;
- Learn lessons in disaster risk management from public and private experience .
- Discuss the key challenges facing municipalities in anticipating and mitigating disasters.
- Share better strategies to improve South Africa's disaster and waste management strategies.
- Sound knowledge and insight of the impact of unsafe and poor disaster management.the incidence of diseases/ injuries related to disaster management.
- Post Disaster management
- National Disaster Management Advisory Forum



Effective Accounts Payable Management Workshop

- Understanding the need for credit sales
- Fostering credit awareness
- Defining a credit strategy
- Understanding the need for a credit policy
- Knowing the benefits of having credit facility
- Appreciating the factors that influence the credit policy
- Implementing the credit facility
- Gathering credit information
- Understanding financial statements
- Applying financial analysis of financial statements
- Monitoring accounts receivables
- Knowing the reasons for slow collection
- Pre-empting excuses for not paying promptly
- Seeing tell- tale signs of potential bad debts
- Using collection techniques
- Case study & practical exercises

Essential Best Practices for Accounts Payable and Credit Management Workshop



Course Outcome:

- Identify and understand Accounts Payable Management.
- Handle invoices correctly and employ the necessary checks and balances.
- Process payments correctly while employing the necessary checks and balances.
- Dramatically improve your efficiency using simple techniques for streamlining the entire payment process
- Provide good customer service, create internal controls, & prepare the department for the annual audit.
- Detect and prevent fraud from vendors and employees.
- Use technology in Accounts Payable to make the job more efficient.

Strategic Facilities Management Workshop



Course Outcome:

This extensive two day workshop is aimed at facilities management professionals who wish to maximize the benefits of the FM function in their organizations and reflect visible results. Focusing at length on the vital aspects of facilities management in various operational contexts in the modern environment, this workshop covers topics such as:

- Key concepts of facilities management
- Comply with legal requirement in managing facilities
- Apply key disciplines for effective facilities management
- Obtain and manage resource necessary to manage facilities

Fraud Prevention and Anti-corruption Strategies Workshop



Key issues to be addressed include:

- Analyzing current directions in policies, regulatory and developments in preventing fraud
- Exploring current trends of fraud in South Africa
- Strengthening Internal Audit Effectiveness
- Anti-corruption Strategies in the public sector
- Corruption prevention in the Public Sector
- Prevention, detection and investigation of fraud
- Merging a Corporate Governance Compliance Program
- White-Collar Crime in South Africa
- Blowing the Whistle - Implementing strategies within organizations to support whistle blowing
- Conducting Fraud Risk Assessment

Innovative Human Resources Management Strategies Workshop

Course Outcome:

Human Resources Strategies

- Human Resources strategy and the role they should play.
- Human Resources processes and the effect they should have
- Understanding HR, measuring and managing HR.

Legislation affecting Human Resources

- Relationship between the Constitution and labour laws
- An overview of all the Acts affecting the relationship between the state, employer and employee

- Understanding the Labour relations Act and the regulation of power.
- The role of the CCMA

Human Resources Leadership and Management

- The difference between Management and Leadership
- Change Management process for leaders
- Coaching – a powerful process for individual development
- Understanding the Generational Theory in South Africa



Integrated Public Sector Governance Workshop

Course Outcome: :

- Public Sector Governance: An Overview & Brief History
- Ethical Leadership & Corporate Citizenship
- Governance & Leadership Structures
- Managing Conflict Of Interest
- Stakeholder Relationship Management
- Integrated Reporting Framework

- Internal Control & Audit Framework
- Risk Governance Framework
- Information Technology (It) Governance Framework
- Compliance Frameworks



Government Procurement, Tenders & Contracts Management Workshop

Course Outcome: :

- Identify bid rigging within the procurement process.
- Learn water tight measures to curb corruption in government tendering.
- Acknowledge the latest updates surrounding procurement and tendering activities.
- Getting grips with ethical issues and considerations within the government tendering framework.
- Establishing techniques in risks analysis and forecasting
- The role of ITC and advertising in Procurement and

- Government tenders.
- Manage value creation and customer service excellence through preparation plans and developing contract strategies.
- Implement a transparent tendering process including evaluation of tenders to pre-determined criteria.
- Undertake strategic contract management in order to attain best results from suppliers and contractors.



Operational Risk Management Training

AS PRESCRIBED BY THE NATIONAL TREASURY FRAMEWORK

A practical training course focusing on the implementation of the tools needed to perform risk management and the timely recognition and measurement of risks in the public sector environment.

Course Outcome: :

- Establishing organisational and governance risk structures
- Developing risk policies and procedures
- Applying risk management approaches
- Setting risk appetite and tolerance levels
- Establishing a risk management process
- Identifying and assessing risks
- Determining and implementing risk controls
- Employing 'international best practice' in risk management
- Utilising risk techniques, tools and systems to minimise risks
- Implementing enterprise risk management (ERM)



Integrated Community Development Planning

Course Outcome:

- Explain the purpose and role of Integrated Development Planning (IDP)
- Discuss the elements covered in the IDP in terms of own work context
- Examine the approach to and mechanisms for implementing, monitoring and evaluating the IDP in own work context
- Illustrate the key components of Integrated Development Planning (IDP) in the form of a presentation with examples from own work context
- To equip participants who act as ICDP change officers/agents with knowledge and skills towards managing ICDP .
- To ensure that social capital and local knowledge skills of community members are invested to its full potential



Generally Recognised Accounting Practice (GRAP) Update Training

Course Outcome:

- Discuss principles of sound financial management
- Explain GRAP concepts, terminology and definitions
- Recognise the link between GRAP and the Public Finance Management Act (PFMA)
- Explain the international position in Standard Setting in the Public Sector
- Understand the System of National Accounts and Government Finance statistics
- Describe and distinguish between different accounting systems such as the accrual basic accounting system, the modified accrual basis accounting system, the cash basis accounting system and the modified cash basis system
- Explain essential issues of financial reporting
- Make the links between different standards, namely: International Public Sector Accounting Standard (IPSAS), Generally Recognised Accounting Practices (GRAP) and Generally Accepted Accounting Practices (GAAP)
- Discuss success and failure factors in public service accounting



International Financial Reporting Standards Workshop

Course Outcome:

- Receive a comprehensive review of the most important IFRS standards interpretations.
- Understand the requirements and choices for IFRS financial statements.
- Analyse and interpret IFRS financial statements.
- Apply newly applicable IFRS amendments effective in the current year.
- Be prepared to implement upcoming new requirements that will be effective in future years.
- Receive information on the latest developments and anticipated changes in IFRS for planning.
- Become familiar with internet sources in order to maintain up-to-date knowledge.
- Understand the progress to date on the convergence of local standards to IFRS worldwide.
- Put theory into practice with practical company case study exercises



Local Governance in the 21st Century Ethics ,Risk ,Governance and Fraud Workshop

Course Outcome:

- To promote the participants' understanding of corruption in the global context
- Identify provisions and institutionalized processes for addressing public sector corruption that exists internationally and in different parts of Africa, including United Nations, African Union and SADC protocols and conventions;
- Share experiences of how corruption has been an obstacle to development
- Share methods and techniques for identifying and preventing corruption
- Share best practices and lessons learned
- Acquire skills necessary to develop anti-corruption programmes
- Acquire skills to enable participants to monitor and evaluate their respective anticorruption programmes.



Medium Term Expenditure Framework Workshop

Course Outcome:

- Assistance in finding the best combination of revenue measures.
- Borrowing and spending plans, that is consistent with economic growth,
- Broadbased development and social progress :
- Reporting against past performance: Infrastructure and capital projects
- Budget process: national sphere of government
- Baseline assessment and reprioritisation
- Provincial budgeting process



Municipal Strategic Planning and Implementation Workshop

Transforming Governance In The 21st Century

Course Outcome:

- Formulating and articulating a mission and vision;
- Developing mechanisms of accountability and legitimacy using performance management;
- Understanding and making good use of new tools for government including privatization and contracting;
- Restructuring and re-engineering organizations; and shaping organizational culture.



Office Administration Workshop

Course Outcome:

- Build a stronger and better relationship with your boss
- Manage your priorities more effectively
- Handle criticisms positively
- Create opportunities to advance your career
- Take charge of your own professional development
- Become a polished and confident professional



Office Management Skills For Executive Pas, Secretaries & Admin Officers Masterclass

Course Outcome:

- Improving communication and presentation skills to a new level of professionalism.
- Enhancing emotional intelligence
- Managing change effectively
- Mastering the event management skills.
- Understanding of project management techniques.
- Understanding and embracing the expanded role of an Executive Secretaries/Office Administrator



Improving Construction Industry Health and Safety Workshop

Course Outcome:

- Explain the specified requirements to conduct safety, health and environmental representation activities at a working place.
- Describe the legislative framework of workplace health and safety legislation,.
- Know the legislation pertaining to health and safety representatives and committees
- Know the effect on the duties of health and safety representatives of health and safety legislation pertaining to the employers and employees (including contractors).
- Participating in the actions to address safety, health and environmental related issues.
- Participating in activities within safety, health and environmental structures



People Management and Leadership Skills Workshop

Course Outcome:

- It provides you with practical tools and techniques to efficiently manage the workforce within your department
- Manage the performance of each team member
- Run regular one-to-one discussions to motivate, improve and develop team members
- Develop goals and plans to improve each team member
- Explore management principals
- Organize human resources to match the task objectives
- Develop your leadership style
- Develop people skills – maximizing effective communication
- Lead successful teams – motivation and the importance of trust
- Implement skills and strategies to manage and resolve conflicts



Implementing The Public Finance Management Act Workshop

Course Outcome:

- Application of the PFMA in departments and public entities
- To regulate financial management in the national government and provincial governments;
- To ensure that all revenue, expenditure, assets and liabilities of government are managed efficiently and effectively;
- To provide for the responsibilities of persons entrusted with financial management in those governments;
- To ensure an efficient and effective financial administration,
- To bring together professionals and public managers to exchange knowledge and facilitate cooperation.
- To address issues of Maladministration, Corruption and Accountability.



Procurement Fraud Prevention and Anti-corruption Strategies Workshop

For moral, accountable, responsive and transparent governance

Course Outcome:

- Analyzing current directions in policies, regulatory and legislative developments in preventing procurement fraud
- Strengthening Internal Audit Effectiveness
- Anti-Corruption Strategies in the public and private sector
- Optimizing your fraud detection strategies
- Predictive analysis of fraud, minimizing risks, streamlining
- Operations while reducing costs and losses in the organization.
- Implementing the latest developments on the Prevention and combating of Corrupt Activities Act.
- Detection and prevention of Cyber Fraud and designing a fraud response plan



Advanced Project Management Workshop

This course is aligned to the Services Seta and material covers unit standards 120372 and 120379 at NQF level 4 .

Course Outcome:

The course is designed to :

- Advance participant's theoretical, conceptual and practical understanding of project management.
- Support the building of development oriented capacity in the public and private sector.
- Manage development programmes and projects in strategic, policy and operational contexts.
- Equip public and private development management at national, provincial and local level to strategically and operationally manage projects
- Apply a range of project management tools and techniques
- Contribute to project initiation, scope definition and scope change control
- Contribute to the management of project risk within own field of expertise
- Monitor, evaluate and communicate simple project schedules
- Participate in the estimation and preparation of cost budget for a project or sub project and monitor actual expenditure against budget
- Evaluate and improve the project team's performance



Public Sector Administration and Management Workshop

Course Outcome:

- Strategic Planning for the Public Sector
- Integrated Development Planning (IDP)
- Understanding corporate Vision, Mission, Goals
- Strategic Objectives
- Agreeing on strategic outcomes
- Developing Indicators to measure outcomes
- Formulation of performance targets
- Monitoring and evaluation
- PMS
- The importance of reporting
- Utilization of reported information



Public Sector Governance, Audit and Risk Management Workshop

Course Outcome:

- Public Finance Management Act versus Kings Reports.
- Audit and Risk Management in its Corporate Governance context.
- Fraud control strategies.
- Strengthening internal audits/controls.
- How to achieve best practice.
- Ways for combating assets abuse.
- Fraud in procurement Tendering

