



MACCAUVLEI
LEARNING
ACADEMY



2018

PUBLIC COURSE SCHEDULE
& IN-HOUSE SOLUTIONS





PUBLIC PROGRAMMES

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

* Skills programmes that are not accredited

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

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



PUBLIC PROGRAMMES

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

Programmes with more than one study school are indicated by the small number next to the date. Thus 9-13¹ is Study School One, 28-1² is Study School Two etc.

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

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

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





PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SKILLS PROGRAMMES												
Effective Handling of Disciplinary Hearings Course code & number						4-5 HDH 0118				29-30 HDH 0218		
HR for Non HR Managers Course code & number									10-12 HRM 0118			
Qualifications												
FET CERTIFICATE: HR MANAGEMENT AND PRACTICES SUPPORT - (NQF Level 4) - 4 Study Schools												
3 Intakes:												
Intake 1 : CHR0118		26 — 2 ¹			7-11 ²	25-29 ³		13-17 ⁴				
Intake 2 : CHR0218					28 — 1 ¹		23-27 ²		10-14 ³	29 — 2 ⁴		
Intake 3 : CHR0318											5-9 ¹	
NATIONAL DIPLOMA: HR MANAGEMENT AND PRACTICES - (NQF Level 5) - 6 Study Schools												
DHR0117 (from 2017)	29 — 2 ⁶											
DHR0217 (from 2017)		5-9 ⁵		16-20 ⁶								
3 Intakes:												
Intake 1 : DHR0118			12-16 ¹		21-25 ²		2-6 ³	20-24 ⁴		1-5 ⁵		
Intake 2 : DHR0218						18-22 ¹		13-17 ²		15-19 ³		3-7 ⁴
Intake 3 : DHR0318										8-12 ¹		

Programmes with more than one study school are indicated by the small number next to the date. Thus 12-16¹ is Study School One, 21-25² is Study School Two etc.

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

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

• Change Management	• Disciplinary Hearings	• Employment Equity	• Industrial Relations	• Performance Management
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TRAINER DEVELOPMENT

PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SKILLS PROGRAMMES												
Assessor - 115753 - Conduct Outcomes-based Assessment Course code & number	22-25 ASS 0118		12-15 ASS 0218		21-24 ASS 0418		23-26 ASS 0518		10-13 ASS 0718		12-15 ASS 0818	
Assessor - 115755 - Design Outcomes-based Assessment Course code & number				23-26 ASS 0318				20-23 ASS 0618				
Coach the Learner (NQF Level 3) Course code & number			5-9 CTL 0118		14-18 CTL 0218		16-20 CTL 0318		10-14 CTL 0418			3-7 CTL 0518
Facilitation Skills - 117871 Course code & number		12-15 FAC 0118		23-26 FAC 0218		11-14 FAC 0318		13-16 FAC 0418		15-18 FAC 0518		3-6 FAC 0618
Learning Material Design & Development Course code & number					28 — 1 LMDD 0118					8-12 LMDD 0218		
Moderator - 115759 - Conduct Moderation of Outcomes-based Assessment Course code & number		5-8 MOD 0118		9-12 MOD 0218		18-21 MOD 0318		20-23 MOD 0418		15-18 MOD 0518		10-13 MOD 0618
Skills Development Facilitator Course code & number	29 — 2 SDF 0118			16-20 SDF 0218		4-8 SDF 0318		27-31 SDF 0418		1-5 SDF 0518		10-14 SDF 0618
Training Co-ordinator Programme (NQF Level 3) Course code & number			5-7 TCC 0118			18-20 TCC 0218			17-19 TCC 0318			



PUBLIC PROGRAMMES

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

Programmes with more than one study school are indicated by the small number next to the date. Thus 5-9¹ is Study School One, 16-20² is Study School Two etc.

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

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

- Managing Learnerships
- RPL Advisor
- Skills Development Awareness



What is a learnership?

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

Learnerships and the BBBEE Scorecard

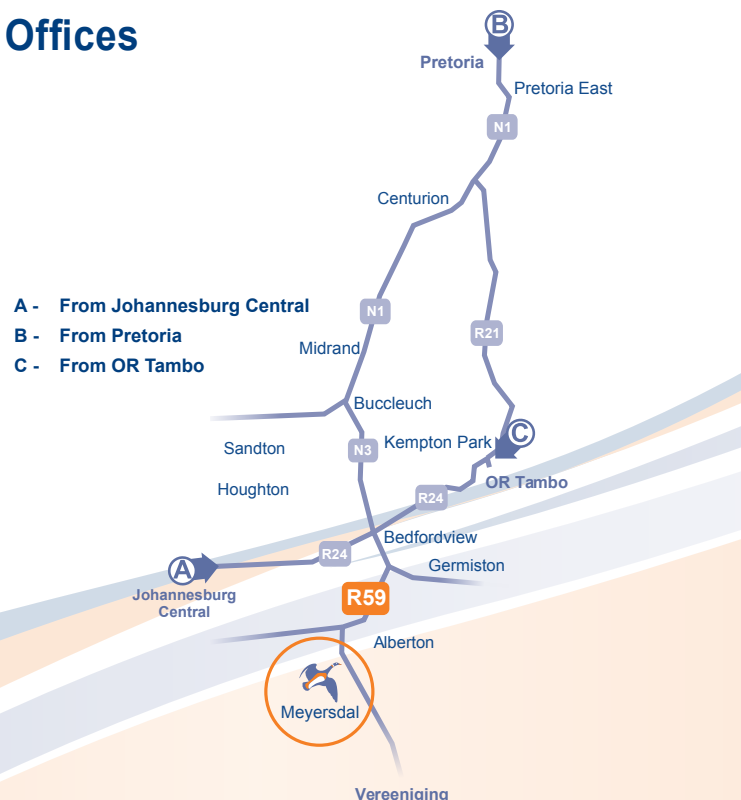
Learnerships will contribute towards the points (including bonus points) available on the Skills Development Scorecard. Skills Development is one of the three Priority Elements under the new BBBEE codes.

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

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

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

Map to Maccauvlei Learning Academy's Offices



Consulting

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

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

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

Customisation

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

Assessment solutions

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

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

Terms and conditions of registration

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

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

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

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

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

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

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

For more information

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

Johannesburg:

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

Email: info@maccauvlei.co.za

or log onto our **website:** www.maccauvlei.co.za.

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

We cannot be held liable if bookings are not confirmed.



MACCAUVLEI LEARNING ACADEMY

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