



MACCAUVLEI
LEARNING
ACADEMY

PUBLIC COURSE SCHEDULE & IN-HOUSE SOLUTIONS

2019



LIFE & FUNCTIONAL SKILLS

PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INTRAPERSONAL SKILLS - MANAGING SELF												
Assertiveness * Course code & number					6-7 AST 0119			19-20 AST 0219				
Emotional Intelligence Course code & number					8-9 EQW 0119			12-13 EQW 0219				
Time Management Course code & number						6 TMG 0119			19 TMG 0219			
INTERPERSONAL SKILLS - MANAGING RELATIONSHIPS												
Business Presentation Skills Course code & number						3 BPS 0119				7 BPS 0219		
Customer Service Excellence Course code & number						12-13 CUS 0119					11-12 CUS 0219	
Conflict Management Course code & number						10-11 CON 0119						
Negotiation Skills Course code & number							8-9 NEG 0119					
Problem Solving Skills Course code & number							22-23 PSS 0119					
FUNCTIONAL SKILLS - MANAGING TASKS												
Writing for Business Results Course code & number									30 WBR 0119			

* Skills programmes that are not accredited

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

- Business Etiquette Workshop
- Call/Contact Centre
- Cleaning & Hygiene Qualification / Skills Programme (NQF Level 1)
- Cleaning & Hygiene Qualification / Skills Programme (NQF Level 2)
- Cleaning & Hygiene Qualification / Skills Programme (NQF Level 3)
- Cleaning & Hygiene Short Courses (Credit & Non-credit bearing):
 - 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
- 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

• 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: CSD0119					6-10 ¹		8-12 ²		2-6 ³			
Accredited skills programmes that are part of the Certificate in Supervisory Development Qualification (CSD) (NQF Level 3)												
Junior Management fundamentals (Study School 1) <i>Course code & number</i>					6-10 JMF 0119							
Team Fundamentals (Study School 2) <i>Course code & number</i>							8-12 TFP 0119					
Business Fundamentals (Study School 3) <i>Course code & number</i>									2-6 BFP 0119			
CERTIFICATE IN MANAGEMENT DEVELOPMENT - (CMD) (NQF Level 4) (Target population: Supervisors, Foremen and First Line Managers) - 4 Study Schools												
Qualification Intake:												
Intake 1: CMD0119*				8-12 ¹	27-31 ²		22-26 ³		16-20 ⁴			
Accredited skills programmes that are part of the Certificate in Management Development Qualification (CMD) (NQF Level 4)												
Managing Me (Management Fundamentals) (Study School 1) <i>Course code & number</i>				8-12 ISE 0119			1-5 ISE 0219			7-11 ISE 0319		
Managing others (Leading Successful Teams) (Study School 2) <i>Course code & number</i>					27-31 ATM 0119							
Managing Business Results (Supervisory Effectiveness) (Study School 3) <i>Course code & number</i>							22-26 ASE 0119		2-6 ASE 0219		11-15 ASE 0319	
Management Control (Financial Controls and Safety) (Study School 4) <i>Course code & number</i>									16-20 FCS 0119			
HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT - (HMD) (NQF Level 5) (Target population: Managers of Supervisors and Junior Managers) - 4 Study Schools												
Qualification Intake:												
Intake 1: HMD0119 **					13-17 ¹		1-5 ²		9-13 ³		4-8 ⁴	
Accredited skills programmes that are part of the Higher Certificate in Management Development Qualification (HMD) (NQF Level 5)												
Leadership & Influence (Study School 1) <i>Course Code & number</i>					13-17 LDS 0119							
Talent & Performance Management (Study School 2) <i>Course code & number</i>							1-5 TPM 0119					
Project Management Strategy & Best Practice (Study School 3) <i>Course code & number</i>									9-13 PMB 0119			
Finance & Risk Management (Study School 4) <i>Course code & number</i>											4-8 FRM 0119	
PROJECT MANAGEMENT QUALIFICATION - (QPM) (NQF Level 4) (Any contributing team members that work on moderately complex projects) - 4 Study Schools												
Qualification Intake:												
QPM0119					20-24 ¹		15-19 ²		9-13 ³		4-8 ⁴	
ACCREDITED SKILLS PROGRAMMES												
Finance for Non-Financial Managers <i>Course Code & number</i>					6-9 FIN 0119			26-29 FIN 0219			18-21 FIN 0319	
Project Management (NQF Level 5) <i>Course code & number</i>			4-7 PMG 0119			24-27 PMG 0219					11-14 PMG 0319	
WORKSHOPS - NON-ACCREDITED												
Adaptive Leadership <i>Course code & number</i>									9-10 ADL 0119			
Practical Supervision (POLC) <i>Course code & number</i>					27-29 POLC 0119		29-31 POLC 0219			14-16 POLC 0319		

Programmes with more than one study school are indicated by the small number next to the date. Thus 8-12¹ is Study School One, 27-31² is Study School Two etc.

*CMD0119 Panel Presentations will be on 24-25 Feb 2020

**HMD0119 Panel Presentations will be on 4-5 May 2020

• 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 <i>Course code & number</i>							1-2 HDH 0119		16-17 HDH 0219			
HR for Non HR Managers <i>Course code & number</i>					13-15 HRM 0119					14-16 HRM 0219		
Qualification Intakes:												
FET CERTIFICATE: HR MANAGEMENT PRACTICE AND SUPPORT - (NQF Level 4) - 4 Study Schools												
CHR0318 (from 2018)	14-18 ²		4-8 ³		6-10 ⁴							
3 Intakes:												
Intake 1: CHR0119		4-8 ¹		1-5 ²		3-7 ³	29	2 ⁴				
Intake 2: CHR0219					20-24 ¹		22-26 ²		30	4 ³	18-22 ⁴	
Intake 3: CHR0319											4-8 ¹	
NATIONAL DIPLOMA: HR MANAGEMENT PRACTICE AND SUPPORT - (NQF Level 5) - 6 Study Schools												
DHR0118 (from 2018)	21-25 ⁶											
DHR0218 (from 2018)		4-8 ⁵		8-12 ⁶								
DHR0318 (from 2018)	14-18 ²		4-8 ³		13-17 ⁴		8-12 ⁵		2-6 ⁶			
3 Intakes:												
Intake 1 : DHR0119			25-29 ¹		27-31 ²		22-26 ³		16-20 ⁴		18-22 ⁵	
Intake 2 : DHR0219						3-7 ¹	29	2 ²	30	4 ³	25-29 ⁴	
Intake 3 : DHR0319										21-25 ¹		

Programmes with more than one study school are indicated by the small number next to the date. Thus 4-8¹ is Study School One, 1-5² is Study School Two, etc.

FET Certificate: HR Management Practice and Support - NQF Level 4 - National Exam dates: 15 February 2019, 17 May 2019, 23 August 2019, 22 November 2019

National Diploma: HR Management Practice and Support - NQF Level 5 - National Exam dates: 15 February 2019, 17 May 2019, 23 August 2019, 22 November 2019

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

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

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 <i>Course code & number</i>	28-31 ASS 0119		11-14 ASS 0219		27-30 ASS 0419		1-4 ASS 0519		2-5 ASS 0719		18-21 ASS 0819	
Assessor - 115755 - Design Outcomes-based Assessment <i>Course code & number</i>				8-11 ASS 0319				12-15 ASS 0619				
Coach the Learner (NQF Level 3) <i>Course code & number</i>			11-15 CTL 0119		13-17 CTL 0219		15-19 CTL 0319		2-6 CTL 0419			2-6 CTL 0519
Facilitation Skills - 117871 <i>Course code & number</i>		4-7 FAC 0119			6-9 FAC 0219		8-11 FAC 0319		9-12 FAC 0419		11-14 FAC 0519	
Learning Material Design & Development <i>Course code & number</i>					20-24 LMDD 0119				30	4		
Moderator - 115759 - Conduct Moderation of Outcomes-based Assessment <i>Course code & number</i>		25-28 MOD 0119		1-4 MOD 0219		24-27 MOD 0319		5-8 MOD 0419		14-17 MOD 0519		2-5 MOD 0619
Skills Development Facilitator <i>Course code & number</i>		18-22 SDF 0119		8-12 SDF 0219		10-14 SDF 0319		19-23 SDF 0419		7-11 SDF 0519		2-6 SDF 0619
Training Co-ordinator Programme (NQF Level 3) <i>Course code & number</i>			25-27 TCC 0119			3-5 TCC 0219			16-18 TCC 0319			

TRAINER DEVELOPMENT

PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes:												
CERTIFICATE IN OCCUPATIONAL DIRECTED ETD PRACTICE - (NQF Level 4) (Including Coach the Learner) - 3 Study Schools												
COD0718 (from 2018)		4-8 ³										
COD0818 (from 2018)		25	1 ²			6-10 ³						
COD0918 (from 2018)	28	1 ³										
8 Intakes:												
Intake 1: COD0119		11-15 ¹		8-12 ²		3-7 ³						
Intake 2: COD0219			11-15 ¹		13-17 ²		8-12 ³					
Intake 3: COD0319					13-17 ¹		8-12 ²		2-6 ³			
Intake 4: COD0419						10-14 ¹	29	2 ²	30	4 ³		
Intake 5: COD0519							15-19 ¹		9-13 ²		4-8 ³	
Intake 6: COD0619									2-6 ¹		28	1 ²
Intake 7: COD0719										14-18 ¹		9-13 ²
Intake 8: COD0819												2-6 ¹
HIGHER CERTIFICATE IN OCCUPATIONAL DIRECTED ETD PRACTICE - (NQF Level 5) - 4 Study Schools												
HCO0118 (from 2018)	28-29 ^P											
HCO0218 (from 2018)			4-5 ^P									
HCO0318 (from 2018)	21-25 ⁴				6-7 ^P							
HCO0418 (from 2018)		18-22 ⁴				24-25 ^P						
HCO0518 (from 2018)		25	1 ⁴				22-23 ^P					
HCO0618 (from 2018)	28	1 ³	25-29 ⁴					26-27 ^P				
HCO0718 (from 2018)	14-18 ²		25-29 ³		20-24 ⁴					21-22 ^P		
HCO0818 (from 2018)	21-25 ²			1-5 ³		3-7 ⁴						9-10 ^P
8 Intakes:												
Intake 1: HCO0119		4-8 ¹		8-12 ²		24-28 ³		19-23 ⁴				
Intake 2: HCO0219			11-15 ¹		27-31 ²			12-16 ³		7-11 ⁴		
Intake 3: HCO0319					6-10 ¹		15-19 ²		30	4 ³	25-29 ⁴	
Intake 4: HCO0419						10-14 ¹		19-23 ²		28	1 ³	
Intake 5: HCO0519							15-19 ¹		16-20 ²			2-6 ³
Intake 6: HCO0619								26-30 ¹			4-8 ²	
Intake 7: HCO0719									16-20 ¹		25-29 ²	
Intake 8: HCO0819										28	1 ¹	
DIPLOMA IN OCCUPATIONAL DIRECTED ETD PRACTICE - (NQF Level 5) - 4 Study Schools												
DOD0418 (from 2018)	14-18 ³		4-8 ⁴									
DOD0518 (from 2018)	21-25 ²		11-15 ³		6-10 ⁴							
5 Intakes:												
Intake 1: DOD0119		11-15 ¹		1-5 ²	27-31 ³		22-26 ⁴					
Intake 2: DOD0219					13-17 ¹		8-12 ²		9-13 ³		4-8 ⁴	
Intake 3: DOD0319						24-28 ¹		19-23 ²		14-18 ³		9-13 ⁴
Intake 4: DOD0419									9-13 ¹		11-15 ²	
Intake 5: DOD0519											11-15 ¹	
B.TECH HRM DEGREE - IN ASSOCIATION WITH CENTRAL UNIVERSITY OF TECHNOLOGY - (NQF Level 7) - 6 Study Schools												
BTEC0218 (from 2018)	28	1 ⁴	25-29 ⁵		20-24 ⁶							
1 Intake:												
Intake 1: BTEC0119		11-15 ¹		8-12 ²		10-14 ³		12-16 ⁴		7-11 ⁵		2-6 ⁶

Programmes with more than one study school are indicated by the small number next to the date. Thus 4-8¹ is Study School One, 8-12² 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

Our learning solutions are enhanced by smart technologies. This includes classroom technology, virtual tutoring and learning by streaming, rapid mobile learning, gamification and e-learning (blended or fully interactive on-line learning).

LIFE & FUNCTIONAL SKILLS	
Intrapersonal Skills - Managing Self	
<ul style="list-style-type: none"> • Active Listening • Emotional Intelligence • Time Management • Controlling Your Anger • Stress Management • Resilience 	<ul style="list-style-type: none"> • Making Change Easy • Courageous Conversations • Presentation Skills • Being Assertive • Telling a Good Story • Dress for Success
Interpersonal Skills - Managing Relationships	
<ul style="list-style-type: none"> • Conflict Management • Coaching • Mentoring • Teamwork • Motivation • Self-directed Leadership 	<ul style="list-style-type: none"> • Problem-solving • Decision-making • Diversity Management • Dealing with Bullying • Dealing with Difficult People • How to Talk to Anyone
Functional Skills - Managing Tasks	
<ul style="list-style-type: none"> • Meeting Etiquette • Effective Emails 	<ul style="list-style-type: none"> • Practical Selling Skills • Induction
COMPLIANCE SERIES	
<ul style="list-style-type: none"> • Basic Conditions of Employment Act • Employment Equity Act • Labour Relations Act • Occupational Health and Safety Act • Protection of Personal Information Act 	<ul style="list-style-type: none"> • Public Finance Management Act • Risk Management • Workplace Ethics • Workplace Professionalism

Should you require any of our other programmes contained in this schedule to be digitised/delivered on-line, please contact us at info@maccauvlei.co.za to arrange a solution. If you require any programme not contained in this schedule to be digitised/delivered on-line, we can co-create/customise a solution for you.

LEARNERSHIPS

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. 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 Diploma in OD ETDP (NQF Level 5)	50333
Learnership on National Certificate: Management Qualification (NQF Level 3)	93946
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 Practice and Support (NQF Level 4)	67463
Learnership on Diploma in HR Management Practice and Support (NQF Level 5)	61592
Learnership on Project Management (NQF Level 4)	50090
Learnership on Cleaning & Hygiene (NQF Level 1)	57937
Learnership on Cleaning & Hygiene (NQF Level 2)	36233
Learnership on Cleaning & Hygiene (NQF Level 3)	20175

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. A variety of our assessments can be done on-line.

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 or withhold learner results 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 any cost implications for delegates who arrive without advance booking and are then turned away (preferably book 2 weeks in advance).

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.

Map to Maccauvlei Learning Academy's Offices



Lined writing area with a background image of white clouds against a light blue sky.



NOTES

A series of horizontal blue lines for writing notes, overlaid on a background image of a large, white, fluffy cumulus cloud against a light blue sky.



MACCAUVLEI LEARNING ACADEMY

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