



YOUR SKILLS PROVIDER OF CHOICE SINCE 1957

PUBLIC SCHEDULE & IN-HOUSE SOLUTIONS



















PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INTRAPERSONAL SKILLS – MAN	AGING	SELF				•						
Assertiveness (Non-accredited) Course Code				24-25 AST 0123		19-20 AST 0223				23-24 AST 0323		
Emotional Intelligence Course Code				12-13 EQW 0123			24-25 EQW 0223			16-17 EQW 0323		
Emotional Intelligence & Assertiveness Course Code						26-28 EQA 0123					13-15 EQA 0223	
Time Management Course Code			23 TMG 0123			21 TMG 0223				24 TMG 0323		
INTERPERSONAL SKILLS – MANA	GING	RELATI	ONSHI	PS								
Business Presentation Skills Course Code			14 BPS 0123			14 BPS 0223				11 BPS 0323		
Coaching & Mentoring Course Code					3-5 CAM 0123				26-28 CAM 0223			
Customer Service Excellence Course Code				3-4 CUS 0123		12-13 CUS 0223				9-10 CUS 0323		
Conflict Management Course Code			27-28 CON 0123					14-15 CON 0223				
Conflict Management & Problem Solving Skills Course Code		13-14 CPS 0123									6-7 CPS 0223	
Anger, Conflict & Stress Management course code				25 ACS 0123						12 ACS 0223		
Negotiation Skills Course Code			29-30 NEG 0123					16-17 NEG 0223				
Problem Solving Skills Course Code					3-4 PSS 0123						20-21 PSS 0223	
FUNCTIONAL SKILLS – MANAGI	NG TA	SKS										
Writing for Business Results (Report Writing) Course Code			6 WBR 0123							25 WBR 0223		

Please take note that all Public offerings can be customised and/or presented as In-House solutions.

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

- Business Etiquette Workshop
- Communication Workshop
- Competency Based Interviewing Skills
- Coaching & Mentoring
- Disability Awareness
- Diversity Workshop
- Ethical Leadership Workshop
- Front Office / Reception Workshop
- HIV/Aids and TB Awareness
- Minute Taking
- New Venture Creation Qualification / Skills Programme (NQF 2)
- Office Professionals Master Class
- Personal Mastery
- POPI Act Workshop
- Stress Management Workshop
- Team Building
- Workplace Readiness





PUBLIC PROGRAMMES Programmes with more than one Study School are indicated by the small number next to the date. Thus 5-91 is Study School 1, 31 Jul-4 Aug² is Study School 2 etc. Jan Feb Mar Apr May Jun Jul Aug Oct Nov Sep CERTIFICATE IN SUPERVISORY DEVELOPMENT (CSD) (NQF Level 3) (Target Population: Team Leaders, New Supervisors and Foremen) 3 Study Schools **Qualification Intake:** 5-9¹ 31---Accredited skills programmes that are part of the Certificate in Supervisory Development Qualification (CSD) (NQF Level 3) JMF 0123 Team Fundamentals (Study School 2) 31--4 TFP Course Code 0123 Business Fundamentals (Study School 3) 2-6 BFP 0123 CERTIFICATE IN MANAGEMENT DEVELOPMENT (CMD) (NQF Level 4) (Target population: Supervisors, Foremen and First Line Managers) 4 Study Schools **Qualification Intake:** Intake 1: CMD0123 26-30¹ 21-25² 11-15⁴ Accredited skills programmes that are part of the Certificate in Management Development Qualification (CMD) (NQF Level 4) 26-30 (Management Fundamentals) (Study School 1) ISF ISE 0123 0223 21-25 (Leading Successful Teams) (Study School 2) ATM 0123 Managing Business Results (Supervisory Effectiveness) (Study School 3) 16-20 ASE 0123 Management Control 11-15 (Financial Controls and Safety) (Study School 4) FCS 0123 HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT (HMD) (NQF Level 5) (Target population: Managers of Supervisors and Junior Managers) 4 Study Schools **Qualification Intake:** -21 24-28² Intake 1: HMD0123 29-Accredited skills programmes that are part of the Higher Certificate in Management Development Qualification (HMD) (NQF Level 5) 29 - 2 LDS 0123 Talent & Performance Management 24-28 (Study School 2) TPM 0123 Project Management Strategy & Best Practice (Study School 3) 2-6 PMB 0123 Finance & Risk Management 4-8 FRM 0123 PROJECT MANAGEMENT QUALIFICATION (QPM) (NQF Level 4) (Target: Any contributing team members that work on moderately complex projects) 4 Study Schools **Qualification Intake:** Intake 1: QPM0123 14-18¹ 2-6² 4-8³ **ACCREDITED SKILLS PROGRAMMES** 13-16 20-23 FIN FIN FIN FIN Course Code 0323 0423 0123 0223 27-30 13-16 5-8 4-7 PMG PMG PMG **PMG** 0123 0223 0423 **WORKSHOPS (NON-ACCREDITED)** Practical Supervision (POLC Course Code 24-26 21-23 23-25 POLC **POLC** POLC. 0123 0223 0323

12

ELD

0123

All of the above programmes can be presented on an In-house basis.

Ethical Leadership

30

ELD

0223





PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SKILLS PROGRAMME												
Effective Handling of Disciplinary Hearings Course Code					3-4 HDH 0123					2-3 HDH 0223		
HR for Non HR Managers Course Code				24-26 HRM 0123				14-16 HRM 0223				

Programmes with more than one Study School are indicated by the small number next to the date. Thus 6-101 is Study School 1, 8-122 is Study School 2 etc.

FET CERTIFICATE: HR MANAGEMENT PRACTICE AND SUPPORT (NQF Level 4) 4 Study Schools											
3 Intakes:											
Intake 1: CHR0123			6-10 ¹		8-12 ²		3-7 ³		11-15 ⁴		
Intake 2: CHR0223						19-23 ¹		14-18 ²		9-13 ³	4-8 ⁴
Intake 3: CHR0323										9-13 ¹	11-15 ²

NATIONAL DIPLOMA: HR MANAGEMENT PRACTICE AND SUPPORT (NQF Level 5) 6 Study Schools										
DHR0122 (from 2022)	16-20 ⁶									
DHR0222 (from 2022)	23-27 ⁴			17-21 ⁵		5-9 ⁶				
DHR0322 (from 2022)	30 —	3 ²	27-31 ³		22-26 ⁴		17-21 ⁵	11-15 ⁶		
3 Intakes:										
Intake 1 : DHR0123			13-17 ¹		22-26 ²		10-14 ³	4-8 ⁴	6-10 ⁵	
Intake 2 : DHR0223							3-7 ¹	4-8 ²	6-10 ³	
Intake 3 : DHR0323									27 —	1¹

SABPP National Exam Dates for 2023

FET Certificate: HR Management Practice and Support (NQF Level 4)
National Diploma: HR Management Practice and Support (NQF Level 5)

17 February 2023; 19 May 2023; 18 August 2023; 17 November 2023

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

• Change Management

• Disciplinary Hearings

• Employment Equity and/or Labour Relations

• Performance Management



PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SKILLS PROGRAMMES												
Assessor – US 115753 Conduct Outcomes-based Assessment Course Code		27 — ASC 0123	 2		8-11 ASC 0223		24-27 ASC 0323			30 — ASC 0423	 2	
Assessor – US 115755 Design Outcomes-based Assessment Course Code				3-6 ASD 0123						2-5 ASD 0223		
Coach the Learner (NQF Level3) Course Code			6-10 CTL 0123		22-26 CTL 0223						27 — CTL 0323	- 1
Facilitation Skills – US 117871 Course Code			6-9 FAC 0123			19-22 FAC 0223			4-7 FAC 0323		20-23 FAC 0423	
Learning Material Design & Development Course Code						19-23 LMDD 0123				23-27 LMDD 0223		
Moderator – US 115759 Conduct Moderation of OB-Assessment Course Code		20-23 MOD 0123		3-6 MOD 0223			24-27 MOD 0323			2-5 MOD 0423		4-7 MOD 0523
Skills Development Facilitator Course Code		27 — SDF 0123	 3		29 — SDF 0223	 2		28 — SDF 0323	 1		13-17 SDF 0423	
Training Co-ordinator Programme (NQF 3) Course Code				3-5 TCC 0123						2-4 TCC 0223		





PUBLIC PROGRAMMES

Programmes with more than one Study School are indicated by the small number next to the date. Thus 6-101 Feb is Study School 1, 17-212 Apr is Study School 2 etc.

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes:												
CERTIFICATE IN OCCUPATION	AL DIRECTED E	TP PRAC	TICE (N	QF Level 4	(Including	Coach the L	earner) 3 S	tudy Schools	S			
COD0622 (from 2022)		6-9 ³										
ODD0722 (from 2022)	30 —	3 ²	27-30 ³									
7 Intakes:												
ntake 1: COD0123		6-10 ¹		17-21 ²		12-15 ³						
ntake 2: COD0223			6-10 ¹		15-19 ²		10-13 ³					
ntake 3: COD0323					22-26 ¹		17-21 ²		11-14 ³			
ntake 4: COD0423							3-7 ¹	28	1 ²	30 —	2 ³	
ntake 5: COD0523								21-25 ¹		16-20 ²		11-14
ntake 6: COD0623										9-13 ¹		4-8 ²
ntake 7: COD0723											27 —	1 ¹
IIGHER CERTIFICATE IN OCC	UPATIONAL F	TD PRA	CTICE (NOF Level	5) 4 Study	Schools						
ICO0122 (from 2022)	18-19 ^P				- Clady	00110010						
ICO0222 (from 2022)	18-19 ^P											
ICO0322 (from 2022)	10.10	7-8 ^P										
ICO0522 (from 2022)		13-17 ⁴			3-4 ^P							
ICO0622 (from 2022)	23-27 ²		27-31 ³		29 —	2 ⁴			26-27 ^P			
6 Intakes:												
ntake 1: HCO0123		6-10 ¹		17-21 ²		26-30 ³		28 —	1 ⁴			11-12
ntake 2: HCO0223			6-10 ¹		15-19 ²		24-28 ³		18-22 ⁴			
ntake 3: HCO0323					8-12 ¹		10-14 ²		11-15 ³		13-17 ⁴	
ntake 4: HCO0423							3-7 ¹		4-8 ²		13-17 ³	
ntake 5: HCO0523									4-8 ¹		6-10 ²	
ntake 6: HCO0623											20-24 ¹	
DIPLOMA IN OCCUPATIONAL	ETD DRACTICE	(NOE Law	-LE)									
ODD0422 (from 2022)	ETD PRACTICE	20-23 ⁴	4 Stud	ly Schools								
OD0522 (from 2022)	23-26 ²	20-23	6-9 ³		22-25 ⁴							
5 Intakes:	23-20		6-9		22-25							
ntake 1: DOD0123		6-9 ¹		17-20 ²		5-8 ³	31 —	—3 ⁴		I		l
ntake 2: DOD0123		0-3	13-16 ¹	17.20	15-18 ²	J-0	10-13 ³		18-21 ⁴			
ntake 3: DOD0323			10-10		8-11 ¹		10-13 ²	28-31 ³	10-21	23-26 ⁴		
ntake 4: DOD0323					011		31 —	—3 ¹		25-26 2-5 ²	27-30 ³	
ntake 5: DOD0423							31			2-3	13-16 ¹	
											13-10	
	MAN RESOUR	CES (NQ	F Level 7))								
ADVANCED DIPLOMA IN HU					45 402	1	17-21 ³		18-22 ⁴		20-24 ⁵	
ADVANCED DIPLOMA IN HU ntake 1: ADH0123			13-17 ¹		15-19 ²		17-21		10-22		20-24	
	IN HUMAN RE	OURCE		Level 8)	15-19-		17-21		10-22		20-24	

Please take note that all Public offerings can be customised and/or presented as In-House solutions except for Advanced Diploma in Human Resource Management and Post Graduate Diploma in HRM

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

Managing Learnerships

RPL Advisor

• Skills Development Awareness





Maccauvlei offers a number of qualifications which can run as a part of a learnership programme. Theoretical learning will take place at our training centre and practicals at the applicant's workplace.

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 and Practices (NQF Level 4)	67463
Learnership on Project Management (NQF Level 4)	50090
Learnership on Diploma in HR Management (NQF Level 5)	61592



FINANCIAL BENEFITS

• Tax Incentives – S12H Allowance

1. Learners with a Disability

- ➤ R 60 000 NQF Level 1 6 Qualification
- ➤ R 50 000 NQF Level 7 10 Qualification

2. Other Learners

- ➤ R 40 000 NQF Level 1- 6 Qualification
- ➤ R 20 000 NQF Level 7 10 Qualification

Note: The learnership must be registered with the relevant SETA to be eligible for the allowance.

• SETA Learnership Grants

Grant ranging from R 4 000 – R 40 000

Note: Learnership must address scarce skills in the sector and the grants are subject to availability.

NON-FINANCIAL BENEFITS

- Improved BEE rating
- Learnerships involve on the job training therefore the productivity of the company can still go on
- Learnerships are practical which improves workplace application
- Learnerships open doors for further learning and asit is NQF aligned, therefore nationally recognised







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 specializes 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.



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



Maccauvlei Learning Academy are leaders in the application of assessment technology. Staying on the leading edge, we offer assessments that meet the demands of organisations in today's and tomorrow's turbulent economy.

offer assessments that meet the demands of organisa	ations in toda	ay's and tomorrow's turbulent economy.
OUR AS	SESSMENT	OFFERINGS
Executive Packages SST Levels IV/V	Essentials	 Personality Cognitive Ability Levels of Complexity Assessment Centres (Including In-Basket, Group Exercises and Presentations)
	Duration	4 to 8 hours
Senior Package SST Levels III/IV	Essentials	 Personality Cognitive Ability Levels of Complexity Assessment Centres (Including In-Basket, Group Exercises and Presentations)
	Duration	4 to 8 hours
Middle Manager Package SST Levels II/III	Essentials	 Personality Cognitive Ability Levels of Complexity Assessment Centres (Including In-Basket, Group Exercises and Presentations)
	Duration	4 to 8 hours
Supervisor Package SST Levels II	Essentials	 Personality Cognitive Ability Learning Potential 4 hours
	Duration	
Specialist / Graduate / Professional Package SST Levels I to IV	Essentials	 Personality Cognitive Ability Levels of Complexity Learning Potential Assessment Centres
	Duration	4 to 8 hours
Extras		 Psychomotor (Vienna) Interests and Preferences Emotional Intelligence Values and Motives 360° Evaluation Personal Development Plan Training Nominations





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.

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).

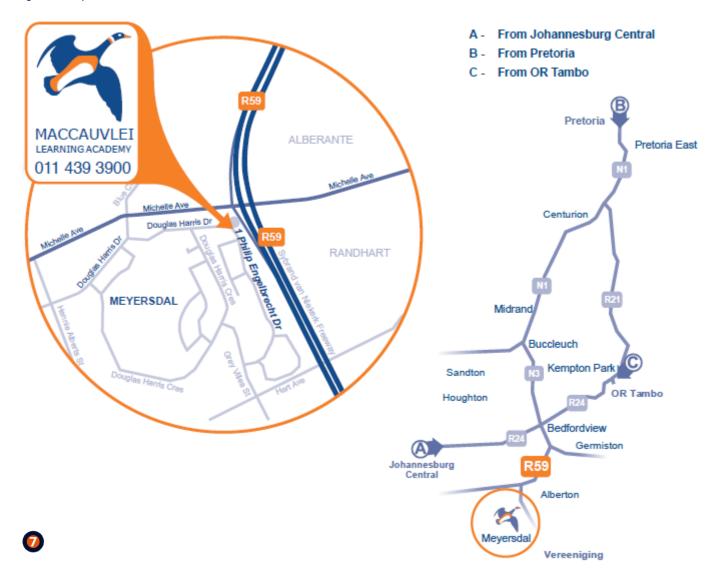


If you would like more information about the products and services provided by Maccauvlei please contact our Marketing Department:

Telephone: 011 439 3900 Fax: 011 439 3930

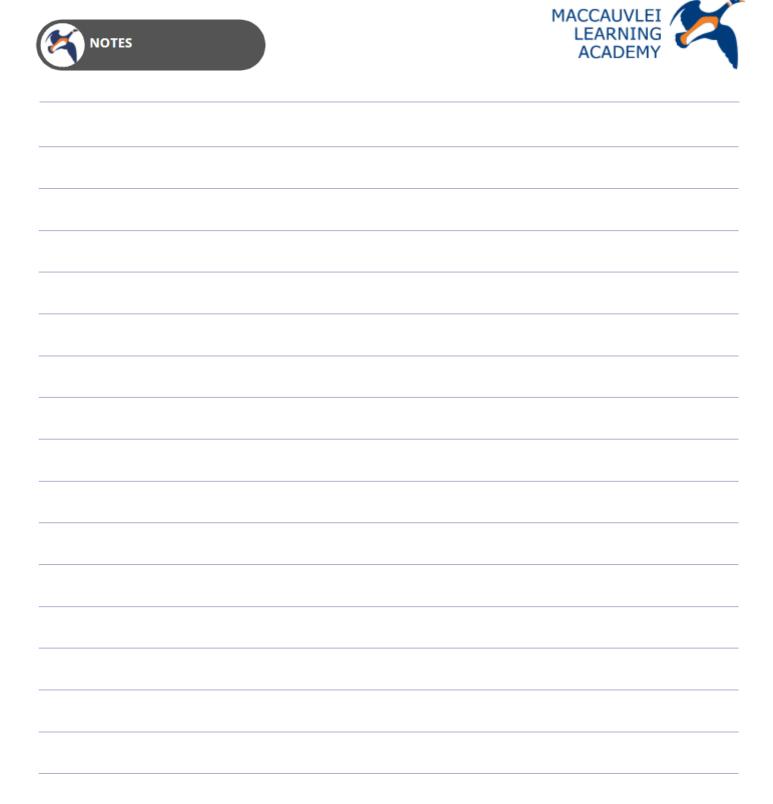
Email: info@maccauvlei.co.za or log onto our website: www.maccauvlei.co.za

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















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