



MACCAUVLEI
LEARNING ACADEMY

NB

Last date for registration (public and in-house) on all legacy programmes in this brochure is **30 April 2024.**

Deadline date of 30 April 2024 applies to all scheduled programmes up to December 2024.

This brochure is subject to change.

2024

**PUBLIC SCHEDULE
AND IN-HOUSE
SOLUTIONS**



**LIFE AND
FUNCTIONAL
SKILLS**



**MANAGEMENT
AND
LEADERSHIP**



**HUMAN
RESOURCE
MANAGEMENT**



**TRAINER
DEVELOPMENT**



**Microsoft
TRAINING
TECHNOLOGY**

YOUR SKILLS PROVIDER OF CHOICE SINCE 1957



PUBLIC PROGRAMMES

PROGRAMMES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
INTRAPERSONAL SKILLS – MANAGING SELF												
Emotional Intelligence & Assertiveness Course Code						3-5 EQA 0124					4-6 EQA 0224	
Time Management Course Code			18 TMG 0124			13 TMG 0224				22 TMG 0324		
INTERPERSONAL SKILLS – MANAGING RELATIONSHIPS												
Business Presentation Skills Course Code			19 BPS 0124			12 BPS 0224				21 BPS 0324		
Coaching & Mentoring Course Code					20-22 CAM 0124				16-18 CAM 0224			
Customer Service Excellence Course Code				22-23 CUS 0124		10-11 CUS 0224				7-8 CUS 0324		
Conflict Management Course Code						24-25 CON 0124					11-12 CON 0224	
Conflict Management & Problem Solving Skills Course Code				8-9 CPS 0124							4-5 CPS 0224	
Anger, Conflict & Stress Management Course code				10-11 ACS 0124						9-10 ACS 0224		
Negotiation Skills Course Code					8-9 NEG 0124					30-31 NEG 0224		
Problem Solving Skills Course Code					6-7 PSS 0124					28-29 PSS 0224		
FUNCTIONAL SKILLS – MANAGING TASKS												
Writing for Business Results (Report Writing) Course Code				24 WBR 0124						23 WBR 0224		

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)

- Assertiveness
- Business Etiquette Workshop
- Communication Workshop
- Competency Based Interviewing Skills
- Disability Awareness
- Diversity Workshop
- Emotional Intelligence
- Front Office / Reception Workshop
- Mentoring
- Minute Taking
- Office Professionals Master Class
- Personal Mastery
- 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 3-7¹ is Study School 1, 29-2² is Study School 2 etc.

PROGRAMMES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Qualification Intake:

CERTIFICATE IN SUPERVISORY DEVELOPMENT (CSD) (NQF Level 3) (Target Population: Team Leaders, New Supervisors and Foremen) 3 Study Schools

1 Intake:

Intake 1: CSD0124						3-7 ¹	29 — 2 ²	30 — 4 ³				
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Accredited skills programmes that are part of the Certificate in Supervisory Development Qualification (CSD) (NQF Level 3)

Junior Management Fundamentals (Study School 1) Course Code						3-7 JMF 0124						
Team Fundamentals (Study School 2) Course Code							29 — 2 TFP 0124					
Business Fundamentals (Study School 3) Course Code								30 — 4 BFP 0124				

CERTIFICATE IN MANAGEMENT DEVELOPMENT (CMD) (NQF Level 4) (Target population: Supervisors, Foremen and First Line Managers) 4 Study Schools

CMD 0123 Panel Presentations					20-22 ^p							
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1 Intake:

Intake 1: CMD0124						24-28 ¹	19-23 ²	14-18 ³		2-6 ⁴		
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Accredited skills programmes that are part of the Certificate in Management Development Qualification (CMD) (NQF Level 4)

Managing Me (Management Fundamentals) (Study School 1) Course Code						24-28 ISE 0124						
Managing Others (Leading Successful Teams) (Study School 2) Course Code							19-23 ATM 0124					
Managing Business Results (Supervisory Effectiveness) (Study School 3) Course Code									14-18 ASE 0124			
Management Control Financial Controls & Safety (Study School 4) Course Code											2-6 FCS 0124	

HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT (HMD) (NQF Level 5) (Target population: Managers of Supervisors and Junior Managers) 4 Study Schools

HMD 0123 Panel Presentations					23-24 ^p							
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1 Intake:

Intake 1: HMD0124						27-31 ¹	22-26 ²	9-13 ³		11-15 ⁴		
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Accredited skills programmes that are part of the Higher Certificate in Management Development Qualification (HMD) (NQF Level 5)

Leadership & Influence (Study School 1) Course Code					27-31 LDS 0124							
Talent & Performance Management (Study School 2) Course Code							22-26 TPM 0124					
Project Management Strategy & Best Practice (Study School 3) Course Code								9-13 PMB 0124				
Finance & Risk Management (Study School 4) Course Code										11-15 FRM 0124		

PROJECT MANAGEMENT QUALIFICATION (QPM) (NQF Level 4) (Target: Any contributing team members that work on moderately complex projects) 4 Study Schools

QPM0123 (from 2023)		5-9 ⁴										
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1 Intake:

Intake 1: QPM0124						13-17 ¹		15-19 ²	30 — 4 ³		4-8 ⁴	
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ACCREDITED SKILLS PROGRAMMES

Finance for Non-Financial Managers (NQF 5) Course Code		12-15 FIN 0124			27-30 FIN 0224			5-8 FIN 0324			4-7 FIN 0424	
Project Management (NQF Level 5) Course Code		5-8 PMG 0124			10-13 PMG 0224				28-31 PMG 0324			

WORKSHOPS (NON-ACCREDITED)

Practical Supervision (POLC) Course Code			25-27 POLC 0124					12-14 POLC 0224		7-9 POLC 0324		
Ethical Leadership Course Code						6 ELD 0124					1 ELD 0224	

Please take note that all Public offerings can 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 PROGRAMME												
Effective Handling of Disciplinary Hearings Course Code					20-21 HDH 0124					14-15 HDH 0224		
HR for Non HR Managers Course Code				8-10 HRM 0124				5-7 HRM 0224				

Programmes with more than one Study School are indicated by the small number next to the date. Thus 4-8¹ is Study School 1, 22-26² is Study School 2 etc.

Qualification intakes:												
FET CERTIFICATE: HR MANAGEMENT PRACTICE AND SUPPORT (NQF Level 4) 4 Study Schools												
3 intakes:												
Intake 1: CHR0124			4-8 ¹	22-26 ²		10-14 ³		12-16 ⁴				
Intake 2: CHR0224						10-14 ¹		19-23 ²		14-18 ³		2-6 ⁴
Intake 3: CHR0324										7-11 ¹		2-6 ²

NATIONAL DIPLOMA: HR MANAGEMENT PRACTICE AND SUPPORT (NQF Level 5) 6 Study Schools												
DHR0123 (from 2023)	22-26 ⁶											
DHR0323 (from 2023)		5-9 ²		15-19 ³		3-7 ⁴		12-16 ⁵	30 — 4 ⁶			
3 intakes:												
Intake 1: DHR0124		26 — 1 ¹	15-19 ²		24-28 ³		26-30 ⁴		21-25 ⁵			
Intake 2: DHR0224					24-28 ¹		26-30 ²			4-8 ³		
Intake 2: DHR0324										11-15 ¹		

SABPP National Exam Dates for 2024

FET Certificate: HR Management Practice and Support (NQF Level 4)	16 February 2024, 17 May 2024, 16 August 2024, 15 November 2024
National Diploma: HR Management Practice and Support (NQF Level 5)	

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

- Change Management
- Disciplinary Hearings
- Employment Equity and/or Labour Relations
- Performance Management

TRAINER DEVELOPMENT

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		5-8 ASC 0124			13-16 ASC 0224			19-22 ASC 0324		7-10 ASC 0424		9-12 ASC 0524
Coach the Learner (NQF Level 3) Course Code		12-16 CTL 0124	4-8 CTL 0224		6-10 CTL 0324		8-12 CTL 0424	19-23 CTL 0524	30 — 4 CTL 0624		25-29 CTL 0724	
Facilitation Skills – US 117871 Course Code			25-28 FAC 0124			10-13 FAC 0224			9-12 FAC 0324		25-28 FAC 0424	
Moderator – US 115759 Conduct Moderation of OB-Assessment Course Code		19-22 MOD 0124		22-25 MOD 0224		24-27 MOD 0324			2-5 MOD 0424			
Skills Development Facilitator Course Code		19-23 SDF 0124			20-24 SDF 0224			19-23 SDF 0324			11-15 SDF 0424	
Training Co-ordinator Programme (NQF 3) Course Code				8-10 TCC 0124						21-23 TCC 0224		

PUBLIC PROGRAMMES

Programmes with more than one Study School are indicated by the small number next to the date. Thus 12-16¹ is Study School 1, 15-19² is Study School 2 etc.

PROGRAMMES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intake:												
CERTIFICATE IN OCCUPATIONAL DIRECTED ETP PRACTICE (NQF Level 4) (Including Coach the Learner) 3 Study Schools												
1 Intake:												
COD0623 (from 2023)	29 — 1 ³											
COD0723 (from 2023)	22-26 ²		25-28 ³									
7 intakes:												
Intake 1: COD0124		12-16 ¹		15-19 ²		18-21 ³						
Intake 2: COD0224			4-8 ¹		6-10 ²		8-11 ³					
Intake 3: COD0324					6-10 ¹		1-5 ²	26-29 ³				
Intake 4: COD0424							8-12 ¹		2-6 ²	28-31 ³		
Intake 5: COD0524								19-23 ¹		7-11 ²		2-5 ³
Intake 6: COD0624									30 — 4 ¹	25-29 ²		
Intake 7: COD0724											25-29 ¹	

HIGHER CERTIFICATE IN OCCUPATIONAL ETD PRACTICE (NQF Level 5) 4 Study Schools												
HCO0423 (from 2023)	15-19 ⁴				6-7 ⁵							
HCO0523 (from 2023)		12-16 ³		22-26 ⁴				26-27 ⁵				
HCO0623 (from 2023)	29 — 2 ²		8-12 ³	27-31 ⁴					9-10 ⁵			
6 intakes:												
Intake 1: HCO0124	29 — 2 ¹		8-12 ²			1-5 ³		2-6 ⁴				9-10 ⁵
Intake 2: HCO0224			15-19 ¹		24-28 ²			9-13 ³		25-29 ⁴		
Intake 3: HCO0324				20-24 ¹		29 — 2 ²		14-18 ³				2-6 ⁴
Intake 4: HCO0424						8-12 ¹		16-20 ²		25-29 ³		
Intake 5: HCO0524								9-13 ¹				9-13 ²
Intake 6: HCO0624											11-15 ¹	

DIPLOMA IN OCCUPATIONAL ETD PRACTICE (NQF Level 5) 4 Study Schools												
DOD0423 (from 2023)	22-25 ⁴											
DOD0523 (from 2023)	15-18 ²		25-28 ³		6-9 ⁴							
5 intakes:												
Intake 1: DOD0124		12-15 ¹		2-5 ²		3-6 ³		5-8 ⁴				
Intake 2: DOD0224			11-14 ¹		27-30 ²		22-25 ³		9-12 ⁴			
Intake 3: DOD0324					6-9 ¹		8-11 ²		16-19 ³		18-21 ⁴	
Intake 4: DOD0424						18-21 ¹		26-29 ²		28-31 ³		9-12 ⁴
Intake 5: DOD0524											4-7 ¹	

ADVANCED DIPLOMA IN HUMAN RESOURCES (NQF Level 7)												
Intake 1: ADH0124			11-15 ¹		13-17 ²		15-19 ³		16-20 ⁴		18-22 ⁵	

POST GRADUATE DIPLOMA IN HUMAN RESOURCES (NQF Level 8)												
Intake 1: PGH0124			11-15 ¹		13-17 ²		15-19 ³		16-20 ⁴		18-22 ⁵	

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

- RPL Advisor
- Skills Development Awareness

PUBLIC PROGRAMMES

PROGRAMMES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PRODUCTIVITY TRAINING												
Microsoft Excel Basic Course Code		01 MEB 0124			03 MEB 0224			01 MEB 0324		01 MEB 0424		04 MEB 0524
Microsoft Excel Intermediate Course Code			15 MEI 0124			03 MEI 0224						
Microsoft Excel Advanced Course Code				02 MEA 0124			01 MEA 0224		02 MEA 0324		04 MEA 0424	
Microsoft Word Basic Course Code		02 MWB 0124			02 MWB 0224			02 MWB 0324			05 MWB 0424	
Microsoft Word Intermediate Course Code			04 MWI 0124			04 MWI 0224			03 MWI 0324			
Microsoft Word Advanced Course Code				03 MWA 0124			03 MWA 0224			03 MWA 0324		
Microsoft PowerPoint Basic Course Code		05 MPB 0124			07 MPB 0224			05 MPB 0324			06 MPB 0424	
Microsoft PowerPoint Intermediate Course Code			04 MPI 0124			04 MPI 0224			03 MPI 0324			
Microsoft PowerPoint Advanced Course Code				04 MPA 0124			04 MPA 0224			04 MPA 0324		
Microsoft Outlook Course Code		06 MOL 0124			10 MOL 0224			06 MOL 0324			06 MOL 0424	
Microsoft Access Basic Course Code		26 MAB 0124			27 MAB 0224			07 MAB 0324			11 MAB 0424	
Microsoft Access Intermediate Course Code			06 MAI 0124			06 MAI 0224			06 MAI 0324			
Microsoft Access Advanced Course Code				05 MAA 0124			05 MAA 0224			07 MAA 0324		
SPECIALIST TRAINING												
Microsoft 365 Fundamentals Course Code		08-09 MSF 0124			28-29 MSF 0224		22-23 MSF 0324				12-13 MSF 0424	
Microsoft Azure Fundamentals Course Code				9-10 AZF 0124			9-10 AZF 0224		16-17 AZF 0324		19-20 AZF 0424	
Microsoft Power BI For End Users Course Code			7-8 PBI 0124			10-11 PBI 0224			10-11 PBI 0324			
Microsoft Projects Intermediate Course Code		13-14 PRI 0124			30-31 PRI 0224				12-13 PRI 0324			
Microsoft Projects Advanced Course Code			13-14 PRA 0124			12-13 PRA 0224		12-13 PRA 0324			14-15 PRA 0424	
Microsoft Visio Course Code			18 MSV 0124			19 MSV 0224			19 MSV 0324		22 MSV 0424	
Microsoft Power Apps Course Code		20 POW 0124					19 POW 0224			18 POW 0324		05 POW 0424

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)	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 Diploma in HR Management (NQF Level 5)	61592

CUSTOMISATION

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 the content.



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.

OUR ASSESSMENT OFFERINGS		
Executive Packages SST Levels IV/V	Essentials	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Personality • Cognitive Ability • Learning Potential
	Duration	4 hours
Specialist / Graduate / Professional Package SST Levels I to IV	Essentials	<ul style="list-style-type: none"> • Personality • Cognitive Ability • Levels of Complexity • Learning Potential • Assessment Centres
	Duration	4 to 8 hours
Extras		<ul style="list-style-type: none"> • Psychomotor (Vienna) • Interests and Preferences • Emotional Intelligence • Values and Motives • 360° Evaluation • Personal Development Plan • Training Nominations



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 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).

FOR MORE INFORMATION

If you would like more information about the products and services provided by Maccauvlei please contact our Marketing Department:
Telephone: 011 439 3900

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

A - From Johannesburg Central

B - From Pretoria

C - From OR Tambo



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YOUR SKILLS PROVIDER OF CHOICE SINCE 1957

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



MACCAUVLEI
LEARNING ACADEMY

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