



MACCAUVLEI
LEARNING ACADEMY

2026

PUBLIC SCHEDULE & INHOUSE SOLUTIONS

-  SERVICES SETA
-  ETDP SETA
-  QCTO
-  SABPP
-  MICROSOFT PARTNER

ACCREDITED WITH



HUMAN
RESOURCE
MANAGEMENT



TRAINER
DEVELOPMENT & LEADERSHIP



MANAGEMENT
& LEADERSHIP



LIFE AND
FUNCTIONAL
SKILLS

HUMAN RESOURCE MANAGEMENT



Programmes with more than one Study School are indicated by the small number next to the date. Thus 16-19¹ is Study School 1, 11-14² is Study School 2 etc.

i HUMAN RESOURCE MANAGEMENT (QCTO PROGRAMME)

HIGHER OCCUPATIONAL CERTIFICATE: HRM ADMINISTRATOR (NQF Level 5) - 4 Study Blocks

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes: 3 Intakes:												
Intake 1: HRA0126			16-19 ¹		11-14 ²		06-09 ³	31 — 03 ⁴				
Intake 2: HRA0226						01-04 ¹		03-06 ²		05-08 ³		07-10 ⁴
Intake 3: HRA0326										12-15 ¹		07-10 ²

i HUMAN RESOURCE MANAGEMENT (LEGACY PROGRAMME)

NATIONAL DIPLOMA: HR MANAGEMENT & PRACTICES (NQF Level 5) - 6 Study Blocks

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes: 2 Intakes:												
Intake 1: DHR0126			16-20 ¹		11-15 ²		06-10 ³	31 — 04 ⁴	05-09 ⁵			07-11 ⁶
Intake 2: DHR0226						01-05 ¹		03-07 ²		05-09 ³		07-11 ⁴

i SABPP National Exam Dates for 2026

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

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

13 February 2026, 15 May 2026, 14 August 2026,
13 November 2026

In-house programmes can be accredited [where applicable] or non-accredited

IN-HOUSE / CUSTOMISED PROGRAMMES

- Change Management
- Disciplinary Hearings
- Employment Equity and/or Labour Relations
- Facilitation Skills Refresher
- Performance Management
- Skills Development Awareness

TRAINER DEVELOPMENT



Programmes with more than one Study School are indicated by the small number next to the date. Thus 16-20¹ is Study School 1, 18-22² is Study School 2 etc.

i TRAINER DEVELOPMENT (LEGACY PROGRAMMES)

SKILLS PROGRAMMES

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assessor – US 115753 Conduct Outcomes-Based Assessment Course Code		16-19 ASS 0126	23-26 ASS 0226		11-14 ASS 0326	22-25 ASS 0426						
Facilitation Skills – US 117871 Course Code			23-26 FAC 0126			22-25 FAC 0226						
Skills Development Facilitator Course Code		23-27 SDF 0126			25-29 SDF 0226							
Moderator – US 115759 Moderation of OB-Assessment Course Code	26-29 MOD 0126		30 MOD 0226	02		29 MOD 0326	02			26-29 MOD 0426		

NATIONAL CERTIFICATE IN OD ETPD [HIGHER CERTIFICATE IN OD ETPD] (NQF Level 5) - 4 Study Schools

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes: 2 Intakes:												
Intake 1: HCO0126			16-20 ¹		18-22 ²		27-31 ³			12-16 ⁴		
Intake 2: HCO0226						29 — 03 ¹	31 — 04 ²			26-30 ³		

DIPLOMA IN OD ETPD (NQF Level 5) - 4 Study Schools

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes: 3 Intakes:												
Intake 1: DOD0126			02-05 ¹		25-28 ²			11-14 ³		19-22 ⁴		
Intake 2: DOD0226					04-07 ¹		06-09 ²		07-10 ³		02-05 ⁴	
Intake 3: DOD0326						29 — 02 ¹	24-27 ²			19-22 ³		07-10 ⁴

TRAINER DEVELOPMENT



Programmes with more than one Study School are indicated by the small number next to the date. Thus 23-24¹ is Study School 1, 02-05² is Study School 2 etc.

i TRAINER DEVELOPMENT (QCTO PROGRAMMES)

SKILLS PROGRAMMES

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Assessment Practitioner – SP220320 Course Code								17-21 ASS 0526		19-23 ASS 0626	30 ASS 0726	04
Learning & Development Facilitator – SP220319 Course Code								31 FAC 0326	04		23-27 FAC 0426	
Skills Development Facilitator (SDF) Practitioner – SP220321 Course Code								17-21 SDF 0326			16-20 SDF 0426	
Work-Based L&D Practitioner – SP220322 Course Code					11-15 WLDP 0126					12-16 WLDP 0226		

OCCUPATIONAL CERTIFICATE: OCCUPATIONAL TRAINER (NQF Level 4) - 5 Study Blocks

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
OCT0425 (from 2025)		09-12 ⁵										
OCT0525 (from 2025)		23-26 ⁵										
OCT0625 (from 2025)	19-22 ⁴		16-19 ⁵									
OCT0925 (from 2025)	12-15 ³		09-12 ⁴		04-07 ⁵							
Qualification Intakes: 7 Intakes:												
Intake 1: OCT0126		23-24 ¹	02-05 ²	20-23 ³		01-04 ⁴	20-23 ⁵					
Intake 2: OCT0226			23-24 ¹ 30	02 ²		08-11 ³		03-06 ⁴	28	01 ⁵		
Intake 3: OCT0326					11-12 ¹ 18-21 ²		20-23 ³		14-17 ⁴		09-12 ⁵	
Intake 4: OCT0426						06-07 ¹ 13-16 ²			07-10 ³		02-05 ⁴	
Intake 5: OCT0526								12-13 ¹ 17-20 ²		05-08 ³	30	03 ⁴
Intake 6: OCT0626									28-29 ¹	05-08 ²	30	03 ³
Intake 7: OCT0726											30	01 ¹ 07-10 ²

Please Note: Learners may enroll for an additional one-week Basic Microsoft Computer Skills Programme to further enhance their digital proficiency.

TRAINER DEVELOPMENT



Programmes with more than one Study School are indicated by the small number next to the date. Thus 16-20¹ is Study School 1, 20-24² is Study School 2 etc.

OCCUPATIONAL CERTIFICATE: TRAINING AND DEVELOPMENT PRACTITIONER (Level 5) - 6 Study Blocks

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TDP0124 (from 2024)	26-30 ⁶											
TDP0125 (from 2025)		02-06 ⁶										
TDP0225 (from 2025)	26-30 ⁵		09-13 ⁶									
TDP0325 (from 2025)	12-16 ⁴		02-06 ⁵	13-17 ⁶								
TDP0425 (from 2025)	19-23 ⁴		23-27 ⁵		04-08 ⁶							
TDP0525 (from 2025)		09-13 ³		13-17 ⁴		01-05 ⁵	27-31 ⁶					
TDP0625 (from 2025)		02-06 ²		20-24 ³		08-12 ⁴	27-31 ⁵		28 — 02 ⁵			
TDP0725 (from 2025)	12-16 ⁴		02-06 ⁵	13-17 ⁶								
TDP1025 (from 2025)	19-23 ²		09-13 ³		04-08 ⁴	29 — 03 ⁵	24-28 ⁶					
Qualification Intakes:												
6 Intakes:												
Intake 1: TDP0126		16-20 ¹		20-24 ²		08-12 ³		03-07 ⁴		05-09 ⁵	23-27 ⁶	
Intake 2: TDP0226			16-20 ¹		18-22 ²		20-24 ³		14-18 ⁴		09-13 ⁵	
Intake 3: TDP0326					11-15 ¹		13-17 ²		14-18 ³		23-27 ⁴	
Intake 4: TDP0426							06-10 ¹		07-11 ²		02-06 ³	
Intake 5: TDP0526									07-11 ¹		09-13 ²	
Intake 6: TDP0626											23-27 ¹	



Programmes with more than one Study School are indicated by the small number next to the date. Thus 16-20¹ is Study School 1, 20-24² is Study School 2 etc.

ADVANCED OCCUPATIONAL CERTIFICATE: LEARNING AND DEVELOPMENT PROFESSIONAL (NQF Level 6) - 5 Study Blocks

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intakes: 6 Intakes:												
Intake 1: ALD0126		16-20 ¹		20-24 ²		22-26 ³		24-28 ⁴		26-30 ⁵		
Intake 2: ALD0226			09-13 ¹		18-22 ²		20-24 ³		14-18 ⁴		16-20 ⁵	
Intake 3: ALD0326					04-08 ¹		06-10 ²		07-11 ³		09-13 ⁴	
Intake 4: ALD0426							13-17 ¹		28 — 02 ²		30 — 04 ³	
Intake 5: ALD0526									28 — 02 ¹		30 — 04 ²	
Intake 6: ALD0626											02-06 ¹	

ADVANCED DIPLOMA IN HUMAN RESOURCES (NQF Level 7) - 5 Study Schools

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Intake 1: ADH0126			16-20 ¹		18-22 ²		20-24 ³		14-18 ⁴		16-20 ⁵	

POST GRADUATE DIPLOMA IN HUMAN RESOURCES (NQF Level 8) - 5 Study Schools

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Intake 1: PGH0126			16-20 ¹		18-22 ²		20-24 ³		14-18 ⁴		16-20 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



Programmes with more than one Study School are indicated by the small number next to the date. Thus 22 - 26¹ is Study School 1, 24-28² is Study School 2 etc.

CERTIFICATE IN SUPERVISORY DEVELOPMENT (CSD) (NQF Level 3) - 3 Study Schools

(Target Population: Team Leaders, New Supervisors and Foremen)

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intake: 1 Intake:												
Intake 1: CSD0126						22-26 ¹		24-28 ²		12-16 ³		
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						22-26 JMF 0126						
Team Fundamentals (Study School 2) Course Code								24-28 TFP 0126				

CERTIFICATE IN MANAGEMENT DEVELOPMENT (CMD) (NQF Level 4) - 4 Study Schools

(Target population: Supervisors, Foremen and First Line Managers)

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
CMD 0125 Panel Presentations					18-20 ^P							
Qualification Intake: 2 Intakes:												
Intake 1: CMD0126					25-29 ¹		13-17 ²	24-28 ³		19-23 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) Course Code					25-29 ISE 0126							
Managing Others (Leading Successful Teams) (Study School 2) Course Code							13-17 ATM 0126					
Managing Business Results (Supervisory Effectiveness) (Study School 3) Course Code								24-28 ASE 0126				
Management Control (Financial Controls and Safety) (Study School 4) Course Code										19-23 FCS 0126		
Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Accredited skills programmes that are part of the Certificate in Management Development Qualification (CMD) (NQF Level 4)												
Intake 2: CMD0226								03-07 ¹	28	02 ²	16-20 ³	
Managing Me (Management Fundamentals) (Study School 1) Course Code								03-07 ISE 0226				
Managing Others (Leading Successful Teams) (Study School 2) Course Code									28 ATM 0226	02		
Managing Business Results (Supervisory Effectiveness) (Study School 3) Course Code											16-20 ASE 0226	

MANAGEMENT & LEADERSHIP



Programmes with more than one Study School are indicated by the small number next to the date. Thus 23 - 27¹ is Study School 1, 18-22² is Study School 2 etc.

HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT (HMD) (NQF LEVEL 5) - 4 Study Schools

(Target population: Managers of Supervisors and Junior Managers)

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HMD 0125 Panel Presentations					21-22 ^P							
Qualification Intake: 2 Intakes:												
Intake 1: HMD 0126		23-27 ¹			18-22 ²		06-10 ³	31 — 04 ⁴				
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		23-27 LDS 0226										
Talent & Performance Management (Study School 2) Course Code					18-22 TPM 0226							
Project Management Strategy & Best Practice (Study School 3) Course Code							06-10 PMB 0226					
Finance & Risk Management (Study School 4) Course Code								31 — 04 PMB 226				

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Accredited skills programmes that are part of the Higher Certificate in Management Development Qualification (HMD) (NQF Level 5)												
Intake 2: HMD0226								17-21 ¹		05-09 ²	23-27 ³	
Leadership & Influence (Study School 1) Course Code								17-21 LDS 0226				
Talent & Performance Management (Study School 2) Course Code										05-09 TPM 0226		
Project Management Strategy & Best Practice (Study School 3) Course Code											23-27 PMB 0226	

ACCREDITED SKILLS PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance for Non-Financial Managers (NQF 5) Course Code					25-28 FIN 0126			17-20 FIN 0226			16-19 FIN 0326	

WORKSHOPS (NON-ACCREDITED)

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Practical Supervision (POLC) Course Code				7-9 POLC 0126			27-29 POLC 0226				16-18 POLC 0326	

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

LIFE & FUNCTIONAL SKILLS

INTRAPERSONAL SKILLS – MANAGING SELF

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emotional Intelligence & Assertiveness Course Code						17-19 EQA 0126					02-04 EQA 0226	
Time Management Course Code					13 TMG 0126					14 TMG 0226		

INTERPERSONAL SKILLS – MANAGING RELATIONSHIPS

Business Presentation Skills Course Code					14 BPS 0126					15 BPS 0226		
Customer Service Excellence Course Code					11-12 CUS 0126					26-27 CUS 0226		
Conflict Management Course Code					25-26 CON 0126				21-22 CON 0226			
Anger, Conflict & Stress Management course code						01-02 ACS 0126				28-29 ACS 0226		
Negotiation Skills Course Code					27-28 NEG 0126				21-22 NEG 0226			
Problem Solving Skills Course Code						29-30 PSS 0126				12-13 PSS 0226		

FUNCTIONAL SKILLS - MANAGING TASKS

Writing for Business Results (Report Writing) Course Code						03 WBR 0126			23 WBR 0226			
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Please take note that all Public offerings can be customised and/or presented as In-House solutions.

IN-HOUSE / CUSTOMISED PROGRAMMES

- Assertiveness
- Business Etiquette Workshop
- Coaching and Mentoring
- Communication Workshop
- Competency Based Interviewing Skills
- Disability Awareness
- Diversity Workshop
- Emotional Intelligence
- Front Office/Reception Workshop
- Mentoring
- Minute Taking
- Office Professionals Master Class
- Project Management
- Personal Mastery
- Stress Management Workshop
- Team Building
- Workplace Readiness

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(Please enquire about accreditation [where applicable] and duration)

MICROSOFT TRAINING TECHNOLOGY

END USER APPLICATIONS

Public Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Intro to Computers: PC Overview, Word basic, PowerPoint Basic and Excel Basic Course Code	12-16 INC 0126	02-06 INC 0226	02-06 INC 0326		11-15 INC 0426	01-05 INC 0526	06-10 INC 0626	03-07 INC 0726		05-09 INC 0826	02-06 INC 0926	
Microsoft Excel Basic (Group A) Course Code	13 MEB 0126	09 MEB 0326	05 MEB 0526	01 MEB 0726	04 MEB 0926	03 MEB 1126	02 MEB 1326	04 MEB 1526	03 MEB 1726	06 MEB 1926	03 MEB 2126	03 MEB 2326
Microsoft Excel Basic (Group B) Course Code	29 MEB 0226	20 MEB 0426	17 MEB 0626	14 MEB 0826	19 MEB 1026	19 MEB 1226	14 MEB 1426	20 MEB 1626	15 MEB 1826	16 MEB 2026	19 MEB 2226	
Microsoft Excel Intermediate (Group A) Course Code	19 MEI 0126	11 MEI 0326	10 MEI 0526	08 MEI 0726	07 MEI 0926	09 MEI 1126	08 MEI 1326	10 MEI 1526	08 MEI 1726	02 MEI 1926	11 MEI 2126	11 MEI 2326
Microsoft Excel Intermediate (Group B) Course Code	27 MEI 0226	23 MEI 0426	26 MEI 0626	20 MEI 0826	20 MEI 1026	24 MEI 1226	21 MEI 1426	24 MEI 1626	18 MEI 1826	13 MEI 2026	24 MEI 2226	
Microsoft Excel Advanced (Group A) Course Code	20 MEA 0126	12 MEA 0326	13 MEA 0526	09 MEA 0726	12 MEA 0926	11 MEA 1126	10 MEA 1326	12 MEA 1526	10 MEA 1726	14 MEA 1926	16 MEA 2126	14 MEA 2326
Microsoft Excel Advanced (Group B) Course Code	28 MEA 0226	24 MEA 0426	30 MEA 0626	22 MEA 0826	28 MEA 1026	25 MEA 1226	23 MEA 1426	18 MEA 1626	22 MEA 1826	22 MEA 2026	27 MEA 2226	
Excel Formulas, Functions and Data Analysis Course Code	19-23 EFD 0126		09-13 EFD 0226		04-08 EFD 0326		13-17 EFD 0426		07-11 EFD 0526		09-13 EFD 0626	
Microsoft PowerPoint Basic Course Code	21 MPB 0126	11 MPB 0226	12 MPB 0326	17 MPB 0426	18 MPB 0526	08 MPB 0626	01 MPB 0726	05 MPB 0826	04 MPB 0926	05 MPB 1026	04 MPB 1126	
Microsoft PowerPoint Advanced Course Code	30 MPA 0126	25 MPA 0226	25 MPA 0326	30 MPA 0426	27 MPA 0526	18 MPA 0626	27 MPA 0726	21 MPA 0826	23 MPA 0926	27 MPA 1026	20 MPA 1126	
Microsoft Word Basic Course Code	12 MWB 0126			02 MWB 0226			03 MWB 0326			14 MWB 0426		
Microsoft Word Intermediate Course Code		06 MWI 0126			22 MWI 0226			07 MWI 0326			12 MWI 0426	
Microsoft Word Advanced Course Code			06 MWA 0126			19 MWA 0226			11 MWA 0326		27 MWA 0426	
Microsoft Outlook Basic Course Code	14 MOB 0126		18 MOB 0226		15 MOB 0326		09 MOB 0426		14 MOB 0526			
Microsoft Outlook Advanced Course Code		10 MOA 0126		02 MOA 0226		18 MOA 0326		19 MOA 0426		09 MOA 0526		



MACCAUVLEI
LEARNING ACADEMY

Training Venue



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