



MACCAUVLEI  
LEARNING ACADEMY

2025  
PUBLIC  
SCHEDULE &  
IN-HOUSE  
SOLUTIONS



LIFE AND  
FUNCTIONAL SKILLS



MANAGEMENT  
& LEADERSHIP



HUMAN RESOURCE  
MANAGEMENT



TRAINER  
DEVELOPMENT

SERVICES SETA

ETDP SETA

QCTO

SABPP

MICROSOFT  
PARTNER

ACCREDITED WITH

*Invest in your people, Invest In your future.*





"In the classroom of  
life, curiosity is your  
greatest teacher.  
Never stop asking  
questions."



"Every great  
achievement starts  
with a decision to  
learn—embrace  
knowledge and unlock  
your potential."



"Success is not just  
about what you learn,  
but how you apply  
it. Make every lesson  
count!"



"Dream big, work hard,  
and let education be  
the bridge to your  
aspirations."





# MACCAUVLEI FOREWORD

## 2025 PUBLIC SCHEDULE

### Welcome to Maccauvlei Learning Academy's 2025 Course Schedule!

In a world that never stands still, growth is the one constant that drives both individuals and businesses forward. At Maccauvlei, we believe that investing in people is the most powerful way to build a future worth looking forward to. That's why we've designed our 2025 schedule to not just respond to the needs of today's workforce, but to anticipate the skills that will define tomorrow's leaders.

Our 2025 schedule is packed with programmes designed to meet the challenges of today's ever-evolving workforce. This year, we're particularly excited to expand our offerings with an enhanced range of specialist Microsoft programmes – tools that are no longer just "nice-to-haves" but essential for anyone looking to navigate an increasingly digital world. By adding these to our lineup, we're ensuring our learners are equipped with the practical skills that open doors to new opportunities in any sector.

We have additional new offerings that include QCTO aligned programmes. As more programmes gain QCTO approval, Maccauvlei will update our schedule and website. Stay tuned for updates!

What makes Maccauvlei stand apart? Our ability to shape learning experiences that are as unique as the people and organisations we work with. We know one-size-fits-all solutions won't always get you where you need to go. Our customisable in-house programmes are crafted to fit specific needs, allowing businesses to develop their teams in ways that directly align with their goals. This isn't just about training – it's about creating pathways that drive real, tangible progress.

For us, education is deeply personal. It's about watching learners transform, as they rise through the ranks, ready to tackle the challenges ahead. From early-career professionals to seasoned managers looking to sharpen their skills, our courses are more than stepping stones, they are profound milestones in achieving your professional dreams.

We invite you to dive into our 2025 offerings and discover how you can shape your future, your way.

To progress, purpose, and new possibilities!



**Paula Teigao**  
Practice Leader,  
Maccauvlei Learning Academy



# LIFE AND FUNCTIONAL SKILLS

## PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>INTRAPERSONAL SKILLS – MANAGING SELF</b>												
Emotional Intelligence & Assertiveness <i>Course Code</i>						2-4 EQA 0125					17-19 EQA 0225	
Time Management <i>Course Code</i>			10 TMG 0125			9 TMG 0225				27 TMG 0325		
<b>INTERPERSONAL SKILLS – MANAGING RELATIONSHIPS</b>												
Business Presentation Skills <i>Course Code</i>			11 BPS 0125			10 BPS 0225				28 BPS 0325		
Coaching & Mentoring <i>Course Code</i>					26-28 CAM 0125				1-3 CAM 0225			
Customer Service Excellence <i>Course Code</i>			12-13 CUS 0125			11-12 CUS 0225				29-30 CUS 0325		
Conflict Management <i>Course Code</i>						17-18 CON 0125					3-4 CON 0225	
Anger, Conflict & Stress Management <i>Course Code</i>				14-15 ACS 0125						20-21 ACS 0225		
Negotiation Skills <i>Course Code</i>						23-24 NEG 0125				20-21 NEG 0225		
Problem Solving Skills <i>Course Code</i>						25-26 PSS 0125				22-23 PSS 0225		
<b>FUNCTIONAL SKILLS – MANAGING TASKS</b>												
Writing for Business Results (Report Writing) <i>Course Code</i>			26 WBR 0125							24 WBR 0225		

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)

### PROGRAMMES

- Assertiveness
- Business Etiquette Workshop
- Communication Workshop
- Competency Based Interviewing Skills
- Conflict Management & Problem Solving Skills
- Disability Awareness
- Diversity Workshop
- Emotional Intelligence
- Ethical Leadership
- 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 2-6<sup>1</sup> is Study School 1, 4-8<sup>2</sup> is Study School 2 etc.

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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: CSD0125						2-6 <sup>1</sup>		4-8 <sup>2</sup>	15-19 <sup>3</sup>			
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						2 - 6 JMF 0125						
Team Fundamentals (Study School 2) Course Code								4-8 TFP 0125				

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Qualification Intake:												
CERTIFICATE IN MANAGEMENT DEVELOPMENT (CMD) (NQF Level 4) (Target population: Supervisors, Foremen and First Line Managers) 4 Study Schools												
CMD 0124 Panel Presentations					19-21 <sup>P</sup>							
1 Intake:												
Intake 1: CMD0125					26-30 <sup>1</sup>		14-18 <sup>2</sup>		15-19 <sup>3</sup>		10-14 <sup>4</sup>	
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					26-30 ISE 0125							
Managing Others (Leading Successful Teams) (Study School 2) Course Code							14-18 ATM 0125					
Managing Business Results (Supervisory Effectiveness) (Study School 3) Course Code									15-19 ASE 0125			
Management Control (Financial Controls and Safety) (Study School 4) Course Code											10-14 FCS 0125	

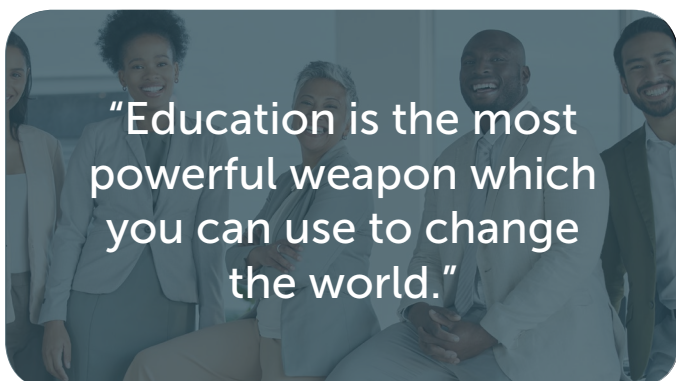
# MANAGEMENT & LEADERSHIP

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>HIGHER CERTIFICATE IN MANAGEMENT DEVELOPMENT (HMD) (NQF Level 5) (Target population: Managers of Supervisors and Junior Managers) 4 Study Schools</b>												
HMD 0124 Panel Presentations					22-23 <sup>p</sup>							
<b>1 Intake:</b>												
Intake 1: HMD0125						23-27 <sup>1</sup>		11-15 <sup>2</sup>	29 — 3 <sup>3</sup>	24-28 <sup>4</sup>		
<b>Accredited skills programmes that are part of the Higher Certificate in Management Development Qualification (HMD) (NQF Level 5)</b>												
Leadership & Influence (Study School 1) Course Code						23-27 LDS 0125						
Talent & Performance Management (Study School 2) Course Code								11-15 TPM 0125				
Project Management Strategy & Best Practice (Study School 3) Course Code									29 — 3 PMB 0125			
Finance & Risk Management (Study School 4) Course Code											24-28 FRM 0125	

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>ACCREDITED SKILLS PROGRAMME</b>												
Finance for Non-Financial Managers (NQF 5) Course Code					19-22 FIN 0125			25-28 FIN 0225			17-20 FIN 0325	

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>WORKSHOPS (NON-ACCREDITED)</b>												
Practical Supervision (POLC) Course Code				7-9 POLC 0125			14-16 POLC 0225				3-5 POLC 0325	

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





# HUMAN RESOURCE MANAGEMENT

## PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
NATIONAL DIPLOMA: HR MANAGEMENT PRACTICE AND SUPPORT (NQF Level 5) 6 Study Schools												
DHR0124 (from 2024)	13-17 <sup>6</sup>											
DHR0224 (from 2024)	27-31 <sup>4</sup>		24-28 <sup>5</sup>		19-23 <sup>6</sup>							

### SABPP National Exam Dates for 2025

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

14 February 2025, 16 May 2025, 15 August 2025, 14 November 2025

IN-HOUSE /  
CUSTOMISED  
PROGRAMMES  
(NON-ACCREDITED)

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

"Have Courage to  
change your life with  
education"



# TRAINER DEVELOPMENT QCTO

## PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>SKILLS PROGRAMMES</b>												
Assessment Practitioner - SP220320 <i>Course Code</i>		3-7 ASS 0125			26-30 ASS 0225			4-8 ASS 0325		13-17 ASS 0425		1-5 ASS 0525
L&D Facilitator - SP2200319 <i>Course Code</i>			10-14 FAC 0125			23-27 FAC 0225			8-12 FAC 0325			8-12 FAC 0425
SDF Practitioner - SP220321 <i>Course Code</i>		3-7 SDF 0125			26-30 SDF 0225			18-22 SDF 0325			24-28 SDF 0425	
Work-Based L&D Practitioner - SP220322 <i>Course Code</i>			31 WLDP 0125	4			7 - 11 WLDP 0225			27-31 WLDP 0325		
Moderator - US115759 Moderation of OB-Assessment <i>Course Code</i>	27-30 MOD 0125			7-10 MOD 0225		30 MOD 0325	3			20-23 MOD 0425		

Programmes with more than one Study School are indicated by the small number next to the date. Thus 3-4<sup>1</sup> is Study School 1 ,10-13<sup>2</sup> is Study School 2 etc.

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Qualification Intake:</b>												
<b>OCCUPATIONAL TRAINER ( Level 4)   5 Study Blocks</b>												
OCT0124 (from 2024)			3-6 <sup>4</sup>		12-15 <sup>5</sup>							
<b>7 Intakes:</b>												
Intake 1: OCT0125		3-4 <sup>1</sup> 10-13 <sup>2</sup>		14-17 <sup>3</sup>		17-20 <sup>4</sup>		18-21 <sup>5</sup>				
Intake 2: OCT0225			31 7-10 <sup>2</sup>	1 <sup>1</sup>		9-12 <sup>3</sup>		11-14 <sup>4</sup>		13-16 <sup>5</sup>		
Intake 3: OCT0325					12-13 <sup>1</sup> 19-22 <sup>2</sup>		21-24 <sup>3</sup>		29 2 <sup>4</sup>		24-27 <sup>5</sup>	
Intake 4: OCT0425							14-15 <sup>1</sup> 21-24 <sup>2</sup>		29 2 <sup>3</sup>			1-4 <sup>4</sup>
Intake 5: OCT0525								4-5 <sup>1</sup> 11-14 <sup>2</sup>		13-16 <sup>3</sup>		8-11 <sup>4</sup>
Intake 6: OCT0625									1-2 <sup>1</sup> 8-11 <sup>2</sup>		10-13 <sup>3</sup>	
Intake 7: OCT0725											10-11 <sup>1</sup> 17-20 <sup>2</sup>	



# TRAINER DEVELOPMENT QCTO

Programmes with more than one Study School are indicated by the small number next to the date. Thus 10-14<sup>1</sup> is Study School 1, 05-09<sup>2</sup> is Study School 2

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TRAINING AND DEVELOPMENT PRACTITIONER (Level 5) 6 Study Schools												
TDP0124 (from 2024)		17-21 <sup>2</sup>			5-9 <sup>3</sup>		14-18 <sup>4</sup>			6-10 <sup>5</sup>		
6 Intakes:												
Intake 1: TDP0125		10-14 <sup>1</sup>			5-9 <sup>2</sup>		28 — 1 <sup>3</sup>			6-10 <sup>4</sup>		8-12 <sup>5</sup>
Intake 2: TDP0225			31 — 4 <sup>1</sup>			9-13 <sup>2</sup>		25-29 <sup>3</sup>			3-7 <sup>4</sup>	
Intake 3: TDP0325					12-16 <sup>1</sup>		28 — 1 <sup>2</sup>			6-10 <sup>3</sup>		
Intake 4: TDP0425							7-11 <sup>1</sup>		15-19 <sup>2</sup>		24-28 <sup>3</sup>	
Intake 5: TDP0525									8-12 <sup>1</sup>			1-5 <sup>2</sup>
Intake 6: TDP0625											10-14 <sup>1</sup>	
HIGHER CERTIFICATE IN OCCUPATIONAL ETD PRACTICE (NQF Level 5) 4 Study Schools												
HCO0224 (from 2024)		17-18 <sup>P</sup>										
HCO0324 (from 2024)					5-6 <sup>P</sup>							
HCO0424 (from 2024)		17-21 <sup>4</sup>					14-15 <sup>P</sup>					
HCO0524 (from 2024)			3-7 <sup>3</sup>		12-16 <sup>4</sup>				1-2 <sup>P</sup>			

"Every setback is a setup for a comeback. Keep learning, keep growing!"



# TRAINER DEVELOPMENT

Programmes with more than one Study School are indicated by the small number next to the date at the top of page. Thus 24-28<sup>1</sup> is Study School 1, 19-23<sup>2</sup> is Study School 2 etc.

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>DIPLOMA IN OCCUPATIONAL ETD PRACTICE (NQF Level 5) - 4 STUDY SCHOOLS</b>												
Intake 1: DOD0524 FROM 2024	20-23 <sup>2</sup>		10-13 <sup>3</sup>		5-8 <sup>4</sup>							

<b>ADVANCED DIPLOMA IN HUMAN RESOURCES (NQF Level 7)</b>												
Intake 1: ADH0125			24-28 <sup>1</sup>		19-23 <sup>2</sup>		21-25 <sup>3</sup>		15-19 <sup>4</sup>		17- 21 <sup>5</sup>	

<b>POST GRADUATE DIPLOMA IN HUMAN RESOURCES (NQF Level 8)</b>												
Intake 1: PGH0125			24-28 <sup>1</sup>		19-23 <sup>2</sup>		21-25 <sup>3</sup>		15-19 <sup>4</sup>		17- 21 <sup>5</sup>	

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**  
(NON-ACCREDITED)

☐ RPL Advisor

☐ Skills Development Awareness



"Develop a passion for learning. If you do, you will never cease to grow."

# MICROSOFT TECHNOLOGY TRAINING

## PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>PRODUCTIVITY TRAINING</b>												
Microsoft Excel Basic Course Code		3 MEB 0125	3 MEB 0225	1 MEB 0325	5 MEB 0425	2 MEB 0525	1 MEB 0625	1 MEB 0725	1 MEB 0825	1 MEB 0925	6 MEB 1025	4 MEB 1125
Microsoft Excel Intermediate Course Code		17 MEI 0125	10 MEI 0225	7 MEI 0325	12 MEI 0425	9 MEI 0525	7 MEI 0625	7 MEI 0725	8 MEI 0825	2 MEI 0925	10 MEI 1025	8 MEI 1125
Microsoft Excel Advanced Course Code		24 MEA 0125	17 MEA 0225	8 MEA 0325	13 MEA 0425	10 MEA 0525	8 MEA 0625	11 MEA 0725	9 MEA 0825	3 MEA 0925	11 MEA 1025	9 MEA 1125
Microsoft Word Basic Course Code		4 MWB 0125			19 MWB 0225			13 MWB 0325			18 MWB 0425	
Microsoft Word Intermediate Course Code			11 MWI 0125			11 MWI 0225			15 MWI 0325			
Microsoft Word Advanced Course Code				9 MWA 0125			9 MWA 0225			9 MWA 0325		
Microsoft PowerPoint Basic Course Code		5 MPB 0125			20 MPB 0225			18 MPB 0325			19 MPB 0425	
Microsoft PowerPoint Interme- diate Course Code			12 MPI 0125			12 MPI 0225			16 MPI 0325			
Microsoft PowerPoint Advanced Course Code				14 MPA 0125			14 MPA 0225			13 MPA 0325		
Microsoft Outlook Course Code		6 MOL 0125			14 MOL 0225			12 MOL 0325			17 MOL 0424	
Microsoft Access Basic Course Code		18 MAB 0125			21 MAB 0225			19 MAB 0325			12 MAB 0425	
Microsoft Access Intermediate Course Code			18 MAI 0125			17 MAI 0225			17 MAI 0325			

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



"The only person who is educated is the one who has learned how to learn and change."

"Education is not preparation for life; education is life itself."



# MICROSOFT TECHNOLOGY TRAINING

## PUBLIC PROGRAMMES

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SPECIALIST TRAINING												
Microsoft 365 Fundamentals <i>Course Code</i>		10-11 MSF 0125			26-27 MSF 0225		23-24 MSF 0325				24-25 MSF 0425	
Microsoft Azure Fundamental <i>Course Code</i>				24-25 AZF 0125			17-18 AZF 0225		22-23 AZF 0325		27-28 AZF 0425	
Power BI Data Analyst <i>Course Code</i>		12-14 PBI 0125	4-6 PBI 0225	2-4 PBI 0325	6-8 PBI 0425	3-5 PBI 0525	2-4 PBI 0625	4-6 PBI 0725	2-4 PBI 0825	6-8 PBI 0925	3-5 PBI 1025	1-3 PBI 1125
Microsoft Projects Intermediate <i>Course Code</i>		19-20 PRI 0125			28-29 PRI 0225				25-26 PRI 0325			
Microsoft Projects Advanced <i>Course Code</i>			24-25 PRA 0125			18-19 PRA 0225		25-26 PRA 0325			13-14 PRA 0425	
Microsoft Visio <i>Course Code</i>			26 MSV 0125			23 MSV 0225			10 MSV 0325		20 MSV 0425	
Microsoft Azure AI Fundamen- tals <i>Course Code</i>		24-25 AAF 0125	19-20 AAF 0225		15-16 AAF 0325		21-22 AAF 0425		11-12 AAF 0525		13-14 AAF 0625	11-12 AAF 0725

Programmes	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SPECIALIST TRAINING												
Microsoft Azure Data Fundamentals <i>Course Code</i>		3-4 ADF 0125	13-14 ADF 0225		22-23 ADF 0325		24-25 ADF 0425		25-26 ADF 0525		6-7 ADF 0625	
Microsoft Power Platform Fundamentals <i>Course Code</i>		17-18 PPF 0125	27-28 PPF 0225		29-30 PPF 0325		30-31 PPF 0425		18-19 PPF 0525		24-25 PPF 0625	8-9 PPF 0725
Microsoft Security, Compliance, and Identity Fundamentals <i>Course Code</i>		27-28 SCIF 0125	24-25 SCIF 0225				10-11 SCIF 0325		29-30 SCIF 0425		20-21 SCIF 0525	

"Your education is a  
dress rehearsal for a  
life that is yours to  
lead."



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# Notes





**MACCAUVLEI**  
LEARNING ACADEMY

## CONTACT US



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