



**Pro-Active College**<sup>®</sup>

PUBLIC SERVICES COLLEGE (Pty)Ltd  
Company Reg No. 1993/004687/07

# Training Schedule 2024

**Practical training solutions through occupational qualifications, skills programmes, short courses and workshops:**

- Public Finance
- Public Administration & Management
- Supply Chain Management
- Education & Development
- Secretarial
- Computer Skills including ICDL
- Cleaning Services & Interpersonal Skills
- Soft skills (Prepare for a Job Interview etc.)

**Face-to-Face | MS Teams |  
e-Learning & Self study**

**Version: V2024/007 Update: 10 April 2024**

**Accredited • B-BBEE Level 2**

Central Supplier Database Reference: MAAA0000293

**FREEDOM THROUGH KNOWLEDGE**



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## **Cultivating Awareness and Delivery through Enablement and Unity**

Pro-Active Public Services College (Pty) Ltd reserves the right to change the information in this schedule as the need may arise and at any time. The information contained in this schedule may therefore be rendered incomplete and outdated.

# PUBLIC FINANCE

To promote the effective, efficient, and economical management of funds and services to accomplish institutional objectives



## Unit Standard Aligned Courses: Last intake for PSETA enrolment: 31 May 2024

Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
<b>Financial Management for Non-Financial Managers</b> <i>Apply financial Analysis</i> <i>Manage the finance of a unit</i>	15236 252040	L: 5 C:12	3	6 – 8 May 2024	R9 441
<b>Government Accounting</b> <i>Apply accounting principles and procedures in the preparation of reports and decision making</i>	119350	L: 5 C:15	4	13 – 16 May 2024	R 11 890
<b>Government Budgeting including SCOA</b> <i>Prepare budgets for a specific sector</i>	120302	L: 6 C: 15	4	6 - 9 May 2024	R 11 891
<b>PFMA &amp; Treasury Regulations</b> <i>Demonstrate an understanding of the Public Finance Management Act (PMFA) and related Treasury Regulations</i>	377913	L: 5 C: 15	3	20 - 22 May 2024	R 9 440
<b>Strategic Planning and Integration with Budgets</b> <i>Apply visionary leadership to develop strategy</i>	120311	L: 5 C: 10	3	6 – 8 May 2024	R 9 444

# Short Courses

Course Name	Days	Dates	Price
<b>Cashflow and Budget Management</b> <i>This skills programme is intended to give an in-depth, practical knowledge of the cash flow and budget management in national and provincial departments.</i>	3	22 – 24 April 2024 1 - 3 July 2024 2 – 4 Sept 2024 4 – 6 Nov 2024	R 9 446
<b>Financial Management for Non-Financial Managers</b> <i>Apply financial Analysis Manage the finance of a unit</i>	3	12 – 14 Aug 2024 7 – 9 Oct 2024 2 – 4 Dec 2024	R9 441
<b>Government Accounting</b> <i>Apply accounting principles and procedures in the preparation of reports and decision making</i>	4	16 – 19 Sept 2024	R 11 890
<b>Government Budgeting including SCOA</b> <i>Prepare budgets for a specific sector</i>	4	22 – 25 July 2024 18 – 21 Nov 2024	R 11 891
<b>PFMA &amp; Treasury Regulations</b> <i>Demonstrate an understanding of the Public Finance Management Act (PMFA) and related Treasury Regulations</i>	3	8 – 10 July 2024 30 Sept – 2 Oct 9 – 11 Dec 2024	R 9 440
<b>Strategic Planning and Integration with Budgets</b> <i>Apply visionary leadership to develop strategy</i>	3	3 – 5 Jun 2024 26 – 28 Aug 2024 21 – 23 Oct 2024	R 9 444

## Practical Workshops

### HOW TO... WORKSHOPS!

**Do you want to understand the PFMA/MFMA better?**

**Interpret Financial Statements?**

**Modified Cash Standard of transaction vs. Accrual transaction recognition**

**Comprehend the SCM process in the Public Sector**

**Want to be more confident in your day-to-day tasks?**

# Practical Workshops

## PUBLIC FINANCE



Practical Workshop	Days	Dates	Price
Interpretation and analysis of financial statements (modified cash basis) for non-financial practitioners Workshop	1	2 May 2024 16 Aug 2024 1 Nov 2024	R 5260
The difference between Modified Cash Standard of transaction recognition and Accrual transaction recognition Workshop	1	3 May 2024 23 Aug 2024 8 Nov 2024	R 5261
Strategic Planning and Integration with Budgets Workshop	2	9 – 10 May 2024 15 – 16 Aug 2024	R 7500
PFMA & Treasury Regulations Workshop	2	16 – 17 May 2024 22 – 23 Aug 2024	R 7501
Government Accounting Workshop	3	20 – 22 May 2024 29 – 30 Aug 2024	R 11 000
Government Budgeting including SCOA Workshop	3	3 – 5 June 2024 4 – 6 Sept 2024	R 11 001
Thefts, losses, and related debt management Workshop	2	6 – 7 June 2024 12 -13 Sept 2024	R 7502
Cashflow and Budget Management Workshop	2	13 – 14 June 2024 19 – 20 Sept 2024	R 7503
Financial Management for Non-Financial Managers Workshop	2	20 – 21 June 2024 26 – 27 Sept 2024	R 7504
Financial Management for Non-Financial Managers in Tertiary Educational Institutions Workshop	2	27 – 28 June 2024 3 – 4 Oct 2024	R 7505
Risk Management in the Public Sector Workshop	2	4 – 5 July 2024 10 -11 Oct 2024	R 7506
Fleet Management in Government Workshop	2	11 – 12 July 2024 17 – 18 Oct 2024	R 7507

## MUNICIPAL FINANCE

Practical Workshop	Days	Dates	Price
Financial Management for Non-Financial Managers in Local Government Workshop	2	18 – 19 July 2024 24 – 25 Oct 2024	R 7508
Interpretation and analysis of financial statements (GRAP and accrual accounting basis of accounting) for non-financial practitioners Workshop	2	9 – 10 May 2024 29 - 30 Aug 2024 10 - 11 Oct 2024	R 7499
Municipal Accounting (mSCOA based) Workshop	2	25 – 26 July 2024 7 – 8 Nov 2024	R 7509
Municipal Budgeting (mSCOA based) Workshop	2	1 – 2 Aug 2024 14 – 15 Nov 2024	R 7510
MFMA and Regulations Workshop	2	2 – 3 May 2024 7 – 8 Nov 2024	R 7520
Fleet Management in Local Government Workshop	2	9 – 10 May 2024 1 – 2 Aug 2024	R 7521

# SUPPLY CHAIN MANAGEMENT

To promote the alignment, coordination, integration, and synchronisation of Supply Chain Management activities to enable excellence in service delivery.

## Unit Standard Aligned Courses: Last intake for PSETA enrolment: 31 May 2024

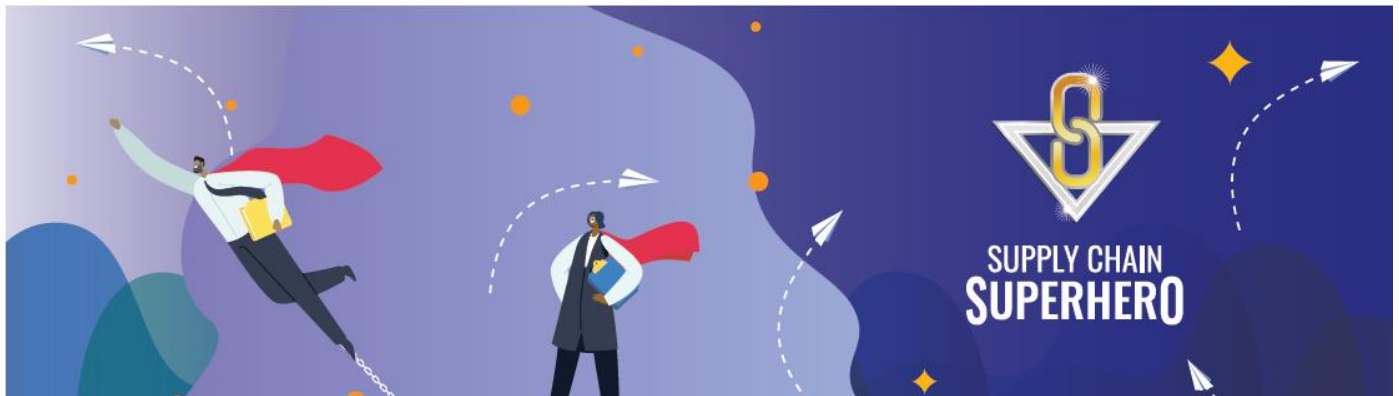
Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
<b>Bid Committees in the Public Sector Skills programme</b> <i>Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa</i>	337061	L: 5 C: 15	4	20 – 23 May 2024	R 11 760
<b>Supply Chain Management: Introduction, Forecasting and Acquisition Management</b> <i>Apply principles, regulations and legislation underlying supply chain management in the public sector</i>	119345	L: 5 C: 15	4	6 – 9 May 2024	R 11 909
<b>Demand Management</b> <i>Perform demand management activities for public sector supply chain management</i>	377901	L: 5 C: 7	3	15 – 17 April 2024 20 – 22 May 2024	R 9796
<b>Acquisition Management</b> <i>Perform Acquisition Management activities for public sector supply chain management</i>	377898	L: 5 C: 11	3	6 – 8 May 2024	R 9791
<b>Logistics Management</b> <i>Manage logistics operations</i>	113835	L: 4 C: 12	4	13 – 16 May 2024	R 11 995
<b>Contract Management</b> <i>Administer contracts for goods, works and services in the public</i>	377896	L: 5 C: 5	3	6 – 8 May 2024	R 9 445

# Short Courses

Course Name	Days	Dates	Price
<b>Bid Committees in the Public Sector Skills programme</b> <i>Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa</i>	4	16 – 19 Sept 2024 2 – 5 Dec 2024	R 11 760
<b>Supply Chain Management: Introduction, Forecasting and Acquisition Management</b> <i>Apply principles, regulations and legislation underlying supply chain management in the public sector</i>	4	3 – 6 Jun 2024 12 – 15 Aug 2024 30 Sept – 3 Oct 2024 9 – 12 Dec 2024	R 11 909
<b>Demand Management</b> <i>Perform demand management activities for public sector supply chain management</i>	3	18 – 20 Jun 2024 19 – 21 Aug 2024 4 – 6 Nov 2024	R 9796
<b>Acquisition Management</b> <i>Perform Acquisition Management activities for public sector supply chain management</i>	3	3 – 5 Jun 2024 12 – 14 Aug 2024 30 Sept – 2 Oct 2024 9 – 11 Dec 2024	R 9791
<b>Logistics Management</b> <i>Manage logistics operations</i>	4	26 – 29 Aug 2024	R 11 995
<b>Contract Management</b> <i>Administer contracts for goods, works and services in the public</i>	3	8 – 10 July 2024 9 – 11 Sept 2024 11 – 13 Nov 2024	R 9 445
<b>Supply Chain Management for Cost Centres (Chief users)</b> <i>Apply fundamental concepts of supply chain management optimization</i>	4	1 – 4 July 2024 18 – 21 Nov 2024	R 12 027

# Practical Workshops

# SUPPLY CHAIN MANAGEMENT



Practical Workshop	Days	Dates	Price
Acquisition Management in the Public Sector Workshop	2	9 – 10 May 2024 15 – 16 Aug 2024	R 7511
Bid Committees in the Public Sector Workshop	2	16 – 17 May 2024 22 – 23 Aug 2024	R 7512
Contract Management in the Public Sector Workshop	2	6 – 7 June 2024 12 -13 Sept 2024	R 7513
Demand Management in the Public Sector Workshop	2	13 – 14 June 2024 19 – 20 Sept 2024	R 7514
Logistics Management in the Public Sector Workshop	2	20 – 21 June 2024 26 – 27 Sept 2024	R 7515
Preferential Procurement Regulations, 2022 Workshop	1	2 May 2024 16 Aug 2024 1 Nov 2024	R 5262
Introduction to the SCM Process Workshop	2	6 – 7 June 2024 12 -13 Sept 2024	R 7516
Asset Management in the Public Sector Workshop	2	13 – 14 June 2024 19 – 20 Sept 2024	R 7517
SCM Process Performance Management in the Public Sector Workshop	2	20 – 21 June 2024 26 – 27 Sept 2024	R 7518
SCM Process Risk Management in the Public Sector Workshop	2	27 – 28 June 2024 3 – 4 Oct 2024	R 7519

- Workshop Price includes: Venue, Refreshments, Lunch, Facilitation, Handouts and Electronic Attendance Certificate.



# PUBLIC ADMINISTRATION AND MANAGEMENT

To promote the development of strategic leadership and management needed to transform all spheres of government.

## Occupational Certificate

Title	ID	NQF Level	Credits
<b>Occupational Certificate: Public Service Administrator</b>	<b>118766</b>	<b>5</b>	<b>120</b>
QCTO – Accreditation:	In process		
Training method:	Face-to-Face		
Cost per learner:	In process		

Knowledge Modules	NQF Level	Credits	Days	Dates
Government Systems				
HR Administration				
Programme and Project Management				
Public Service Communication and Administration				
Ethics, Good Administration, and Integrity				
Developing Self in the workplace				
Financial and Supply Chain Administration				
Technology				

- **Requirement:** Candidates who wish to register for this qualification, must be employed in the field as their employer needs to sign a workplace agreement.
- **Certificate will be issued by the Quality Council for Trades and Occupations** on successful completion of External Integrated Summative Assessment (EISA) exam
- **To complete both modules and External Integrated Summative Assessment (EISA) exam within 12 months**

# Occupational Certificate

Title	ID	NQF Level	Credits
<b>Occupational Certificate: General Manager Public Service</b>	<b>118791</b>	<b>6</b>	<b>150</b>
QCTO – Accreditation:	In process		
Training method:	Face-to-Face		
Cost per learner:	In process		

Promotes administrative efficiency within governmental departments by rendering managerial services and support aligned to governmental policies.

Knowledge Modules	NQF Level	Credits	Days	Dates
Business Communication	5			
Human Resource Management	5			
Principles of maintaining interpersonal relations	5			
Benefits and Conditions of Service	6			
Promote occupational health and safety in the workplace	5			
Government Systems	5			
Technology	5			

- **Requirement:** Candidates who wish to register for this qualification, must be employed in the field as their employer needs to sign a workplace agreement.
- **Certificate will be issued by the Quality Council for Trades and Occupations** on successful completion of External Integrated Summative Assessment (EISA) exam
- **To complete both modules and External Integrated Summative Assessment (EISA) exam within 12 months**

# National Certificate:

Title	SAQA ID	NQF Level	Credits
<b>Public Administration</b>	<b>50060</b>	<b>5</b>	<b>150</b>

**Last day for PSETA Learner enrolment: 31 May 2024**

The certificate will help to increase employment prospects of Public Administration Officials and improved productivity, efficiency, quality, and competence within the Public Sector

Module	Days
<b>Self-Development and Ethics in the Public Sector</b> (Unit standard/s: 119332;119342)	<b>4</b>
<b>Service Delivery in the Public Sector</b> (Unit standard/s: 120310; 120306)	<b>4</b>
<b>Information and Knowledge Management</b> (Unit standard/s: 120304;115405)	<b>5</b>
<b>Conflict and Diversity Management</b> (Unit standard/s: 114226;116928)	<b>5</b>
<b>Policy Development and Management</b> (Unit standard/s: 120301;120307)	<b>4</b>
<b>Risk Management</b> (Unit standard/s: 120303)	<b>3</b>
<b>Human Resources Management</b> (Unit standard/s: 119336;15222)	<b>4</b>
<b>Project Management NQF 5</b> (Unit standard/s: 10146;15216;15237)	<b>4</b>
<b>Government Budgeting including SCoA</b> (Unit standard/s: 120302)	<b>4</b>

**To complete all modules within 18 months.**

# Occupational Certificate:

Title	SAQA ID	NQF Level	Credits
<b>Office Administrator: Public Service Administrator</b>	<b>91994</b>	<b>5</b>	<b>52</b>
QCTO – Accreditation:	Unique ID: SDP130623143517		
Training method	Face-to-Face		
Cost per learner	R 24 000		
The certificate will help to increase employment prospects of Public Administration Officials and improved productivity, efficiency, quality, and competence within the Public Sector			
Module	Days	Compulsory Dates 2024	
Module 1: Office Administrator 1	5	Book 4 learners and pick your own date	
Module 2: Office Administrator 2	5	Book 4 learners and pick your own date	

- ✓ **Requirement:** Candidates who wish to register for this qualification, must be employed in the Public Sector and their employer need to sign a workplace agreement.
- ✓ **Certificate will be issued by the Quality Council for Trades and Occupations** on successful completion of External Integrated Summative Assessment (EISA) exam
- ✓ To complete both modules and External Integrated Summative Assessment (EISA) exam within 6 months

**“It always seems impossible until it’s done” – Nelson Mandela**



# PUBLIC ADMINISTRATION AND MANAGEMENT

Unit Standard Aligned Courses:  
Last intake for PSETA enrolment: 31 May 2024

Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
<b>Change Management</b> <i>Implement an effective change management programme to achieve specified objectives</i>	116925	L: 5 C: 12	3	6 – 8 May 2024	R 8 442
<b>Conflict Management</b> <i>Compulsory Unit Standard of SAQA Qualification ID: 50060 Interpret and manage conflicts within the workplace</i>	114226	L: 5 C: 8	2	9 – 10 May 2024	R 6 159
<b>Customer Care including Batho Pele (NQF 3)</b>	242860	L: 3 C: 4	3	22 – 24 April 2024	R 8 175
<b>Customer Care (NQF 4)</b>	242901	L: 4 C: 6	3	8 – 10 May 2024	R 8 228
<b>Diversity Management</b> <i>Compulsory Unit Standard of SAQA Qualification ID: 50060 Manage diversity in the workplace</i>	116928	L: 5 C: 14	3	6 – 8 May 2024	R 8 443
<b>Emotional Intelligence and Leadership Skills</b>	120305	L: 5 C: 8	3	6 – 8 May 2024	R 8 453
<b>Fleet Management for Local Government</b>	113827	L: 4 C: 12	3		R 8 977
<b>Fleet Management for National and Provincial Government Departments</b>	113827	L: 4 C: 12	4		R 10 764
<b>Human Resource Management</b> <i>Manage the development and performance of human capital in the public sector</i>	119336	L: 5 C: 12	4	20 – 23 May 2024	R 10 743
<b>Information and Knowledge Management</b> <i>Compulsory Unit Standard of SAQA Qualification ID: 50060</i>	120304 115405	L: 5 C: 19	5	20 - 24 May 2024	R 14 580

Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
<b>Labour Relations</b> <i>Demonstrate an understanding of the Labour Relations Act (Act 66 of 1995)</i>	114278	L: 5 C: 12	4	20 – 24 May 2024	R 11 770
<b>Monitoring &amp; Evaluation</b> <i>Monitor and evaluate team members against performance standards</i>	252034	L: 5 C: 8	3	13 – 15 May 2024	R 9 411
<b>Policy Development and Management</b>	120301 120307	L: 5 C: 18	4	20 – 23 May 2024	R 11 980
<b>Presentation and Public Speaking</b>	242842	L: 4 C: 2	3	13 – 15 May 2024	R 8 442
<b>Professional Writing Skills</b> <i>Use the writing process to compose texts required in the business environment, Read/view, analyse and respond to a variety of texts</i>	12153 119469	L: 4 C: 10	3	6 – 8 May 2024	R 8 400
<b>Project Management NQF 5</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50060 Supervise a project team for a developmental project to deliver project objectives</i>	10146	L: 5 C: 14	4	6 – 9 May 2024	R 10 721
<b>Project Management NQF 6</b> <i>Apply the principles and theories of public sector project management</i>	242914	L: 6 C: 12	4	15 – 18 April 2024	R 11 983
<b>Report Writing</b>	110023	L: 4 C: 6	2	9 – 10 May 2024	R 6 624
<b>Risk Management</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50060</i>	120303	L: 5 C: 8	3	3 – 5 June 2024	R 9 427
<b>Self-Development and Ethics in the Public Sector</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50060</i>	119332 119342	L: 5 C: 18	4	20 – 23 May 2024	R 10 732
<b>Service Delivery in the Public Sector</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50060</i>	120310 120306	L: 5 C: 14	4	6 – 9 May 2024	R 10 705

# Short Courses

Course Name	Days	Dates	Price
<b>Change Management</b> <i>Implement an effective change management programme to achieve specified objectives</i>	3	3 – 5 Jun 2024 2 – 4 Sept 2024 9 – 11 Dec 2024	R 8 442
<b>Conflict Management</b> <i>Compulsory Unit Standard of SAQA Qualification ID: 50060 Interpret and manage conflicts within the workplace</i>	2	1 – 2 Aug 2024 31 Oct – 1 Nov 2024 5 – 6 Dec 2024	R 6 159
<b>Customer Care including Batho Pele (NQF 3)</b>	3	1 – 3 July 2024 30 Sept – 2 Oct 2024	R 8 175
<b>Customer Care (NQF 4)</b>	3	28 – 30 Oct 2024	R 8 228
<b>Diversity Management</b> <i>Compulsory Unit Standard of SAQA Qualification ID: 50060 Manage diversity in the workplace</i>	3	29 – 31 July 2024 28 – 30 Oct 2024 2 – 4 Dec 2024	R 8 443
<b>Emotional Intelligence and Leadership Skills</b>	3	12 – 14 Aug 2024 30 Sept – 2 Oct 2024 9 – 11 Dec 2024	R 8 453
<b>Fleet Management for Local Government</b>	3	22 – 24 July 2024 7 – 9 Oct 2024	R 8 977
<b>Fleet Management for National and Provincial Government Departments</b>	4	3 – 6 Jun 2024 16 – 19 Sept 2024	R 10 764
<b>Human Resource Management</b> <i>Manage the development and performance of human capital in the public sector</i>	4	8 – 11 July 2024 11 – 14 Nov 2024	R 10 743
<b>Information and Knowledge Management</b> <i>Compulsory Unit Standard of SAQA Qualification ID: 50060</i>	5	12 – 16 Aug 2024 18 – 22 Nov 2024	R 14 580
<b>Labour Relations</b> <i>Demonstrate an understanding of the Labour Relations Act (Act 66 of 1995)</i>	4	3 – 6 Jun 2024 9 – 12 Sept 2024 2 – 5 Dec 2024	R 11 770
<b>Monitoring &amp; Evaluation</b> <i>Monitor and evaluate team members against performance standards</i>	3	12 – 14 Aug 2024 11 – 13 Nov 2024	R 9 411
<b>Policy Development and Management</b>	4	15 – 18 July 2024 16 – 19 Sept 2024 18 – 21 Nov 2024	R 11 980
<b>Presentation and Public Speaking</b>	3	10 – 12 June 2024 2 – 4 Sept 2024 2 – 4 Dec 2024	R 8 442

Course Name	Days	Dates	Price
<b>Professional Writing Skills</b> <i>Use the writing process to compose texts required in the business environment</i> <i>Read/view, analyse and respond to a variety of texts</i>	3	1 – 3 July 2024 7 – 9 Oct 2024 9 – 11 Dec 2024	R 8 400
<b>Project Management NQF 5</b> <i>Compulsory Skills Programme of SAQA</i> <i>Qualification ID: 50060</i> <i>Supervise a project team for a developmental project to deliver project objectives</i>	4	1 – 4 July 2024 2 – 5 Sept 2024 4 – 7 Nov 2024	R 10 721
<b>Project Management NQF 6</b> <i>Apply the principles and theories of public sector project management</i>	4	3 – 6 Jun 2024 29 July – 1 Aug 2024 30 Sept – 3 Oct 2024 2 – 5 Dec 2024	R 11 983
<b>Report Writing</b>	2	4 – 5 July 2024 10 – 11 Oct 2024 12 – 13 Dec 2024	R 6 624
<b>Risk Management</b> <i>Compulsory Skills Programme of SAQA</i> <i>Qualification ID: 50060</i>	3	18 – 20 June 2024 25 – 27 Sept 2024 25 – 27 Nov 2024	R 9 427
<b>Self-Development and Ethics in the Public Sector</b> <i>Compulsory Skills Programme of SAQA</i> <i>Qualification ID: 50060</i>	4	22 – 25 July 2024 21 – 24 Oct 2024	R 10 732
<b>Service Delivery in the Public Sector</b> <i>Compulsory Skills Programme of SAQA</i> <i>Qualification ID: 50060</i>	4	12 – 15 Aug 2024	R 10 705



# Workshops

Workshop	Days	Dates	Price
<b>Supervisory skills in the Public Sector</b> ✓ <i>This skills programme provides a learner with the knowledge, skills, attitudes and values needed to successfully fulfil the role of a supervisor in the public sector. The activities and tasks required of a supervisor to excel in their role will be outlined</i>	4	24 – 26 June 2024 25 – 27 Sept 2024	R 8442
<b>Change Management Workshop</b>	1	2 May 2024	R 2500
<b>Electronic Records Management</b>  Records Managers, Registry Personnel and officials involved with the creation, maintenance, and disposal of records	2	16 - 17 May 2024 11 - 12 July 2024 17 – 18 Oct 2024	R 6000



# SECRETARIAL & ADMINISTRATION

To promote the development of skills and competencies of public sector or office support personnel resulting in service delivery excellence.

## Unit Standard Aligned Courses: Last intake for PSETA enrolment: 31 May 2024

Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
<b>Meeting and Minute Taking Skills</b> <i>Co-ordinate meetings, minor events, and travel arrangements</i>	13929	L: 3 C: 3	3	22 – 24 April 2024	R 8 432
<b>Office Management</b> <i>Develop administrative procedures in a selected organisation. Manage administration records</i>	110003 110009	L: 4 C: 12	4	15 – 18 April 2024	R 10 725
<b>Public Administration NQF 4</b>	242880 119351	L: 5 C: 16	5	20 – 24 May 2024	R 13 000
<b>Reception and Telephone Skills</b> <i>Process incoming and outgoing telephone calls. Monitor and control reception area</i>	7790 13928	L: 3 C: 7	2	2 – 3 May 2024	R 5 963
<b>Records Management</b> <i>Create, maintain, and update record keeping systems</i>	115855	L: 5 C: 5	3	13 – 15 May 2024	R 8 148
<b>Registry and Mail Management</b> <i>Receive, distribute, and dispatch mail in an office environment</i>	14347	L: 2 C: 2	2	16 – 17 May 2024	R 5 963

# Short Courses

Course Name	Days	Dates	Price
<b>Meeting and Minute Taking Skills</b> <i>Co-ordinate meetings, minor events, and travel arrangements</i>	3	10 – 12 June 2024 12 – 14 Aug 2024 4 – 6 Nov 2024	R 8432
<b>Office Management</b> <i>Develop administrative procedures in a selected organisation. Manage administration records</i>	4	24 – 27 June 2024 16 – 19 Sept 2024	R 10 725
<b>Public Administration NQF 4</b>	5	12 – 16 Aug 2024	R 13 000
<b>Reception and Telephone Skills</b> <i>Process incoming and outgoing telephone calls. Monitor and control reception area</i>	2	20 – 21 June 2024 10 – 11 Oct 2024	R 5 963
<b>Records Management</b> <i>Create, maintain, and update record keeping systems</i>	3	8 – 10 July 2024 14 – 16 Oct 2024	R 8 148
<b>Registry and Mail Management</b> <i>Receive, distribute, and dispatch mail in an office environment</i>	2	11 – 12 July 2024 17 – 18 Oct 2024	R 5 963
<b>Cleaning Services and Interpersonal Skills</b> <i>This skills programme will enable a learner to gain the knowledge, skills, attitudes, and values required to provide an excellent cleaning service. A learner is further equipped with interpersonal skills such as communication and conflict management skills for improved customer service delivery</i>	4	15 – 18 April 2024 13 – 16 May 2024 10 – 13 June 2024 15 – 18 July 2024 12 – 15 Aug 2024 16 – 19 Sept 2024 14 – 17 Oct 2024 11 – 14 Nov 2024	R 8 000
<b>Managerial Skills for Personal Assistants and Secretaries</b> <i>Reception Skills, Telephone Skills, Diary Management, Time and Stress Management, Business Writing, Assertiveness and Communication, Conflict Management, Interpersonal Relations, Decision-Making</i>	4	24 – 27 Jun 2024 19 – 22 Aug 2024 4 – 7 Nov 2024	R 8 965

# Workshops

Workshop	Days	Dates	Price
<b>Electronic Records Management</b> <i>Records Managers, Registry Personnel and officials involved with the creation, maintenance, and disposal of records</i>	2	16 - 17 May 2024 11 - 12 July 2024 17 – 18 Oct 2024	R 6000

# EDUCATION AND DEVELOPMENT

To equip learners with skills, capabilities, and insights to be fully conversant with current education, training and development practices and processes.

## NATIONAL CERTIFICATE: OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES.

SAQA Qualification ID: 50334 - NQF Level 5

SETA Accreditation:	ETDP SETA
Enrolment	<b>Last day for ETDP SETA Learner enrolment: 20 June 2024</b>
Training method:	Face-to-Face or eLearning & Self Study
Cost per learner:	R 45 703 (Face-to-Face) R 12 000 (E-Learning & Self Study)

Module	Face-2-Face	e-Learning Self-Study
Train the Trainer (Facilitate, Coach and Mentor)	R 13 008	R 3 200
Assessor Programme	R 8 442	R 2 800
Design and Develop Learning Programmes	R 14 445	R 3 050
Skills Development Facilitator (SDF)	R 13 007	R 2 950
<b>TOTAL</b>	<b>R 48 902</b>	<b>R 12 000</b>

**The certificate will help to increase employment prospects of ETD practitioners and ensure quality and competence within the field.**



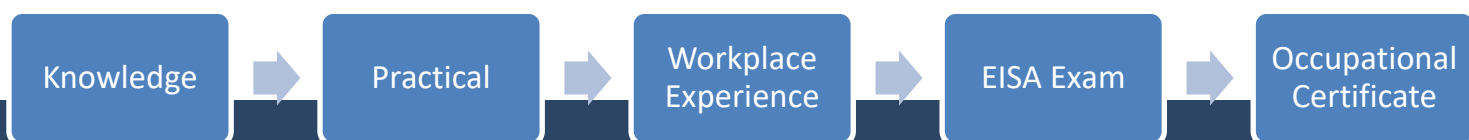
# Occupational Certificate

Title	SAQA ID	NQF Level	Credits
<b>Occupational Certificate: Training and Development Practitioner</b>	<b>101321</b>	<b>5</b>	<b>190</b>
QCTO – Accreditation:	Unique ID: SDP070223082821		
Training method:	Face-to-Face		
Cost per learner:	R 54 420		

**The certificate will help to increase employment prospects of ETD practitioner and ensure quality and competence within the field.**

Module	Days	Compulsory Dates 2024
Module 1: Learning and Development Facilitator	5	1 – 5 July 2024
Module 2: Assessment Practitioner	4	13 – 16 May 2024 1- 4 Oct 2024
Module 3: Skills Development Practitioner	5	15 -19 July 2024 3 – 7 Feb 2025
Module 4: Work Based Learning and Development Practitioner (Coach & Mentor)	5	9 – 13 Sept 2024 5 – 9 May 2025
Module 5: Learning and Development Manager	5	11 – 15 Nov 2024 25 – 29 Aug 2025

- **Requirement:** Candidates who wish to register for this qualification, must be employed in the field as their employer needs to sign a workplace agreement.
- **Certificate will be issued by the Quality Council for Trades and Occupations** on successful completion of External Integrated Summative Assessment (EISA) exam
- **To complete both modules and External Integrated Summative Assessment (EISA) exam within 12 months**



# Unit Standard Aligned Courses:

## Last intake for ETDP SETA: 20 June 2024

Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
<b>Train the Trainer</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	117871 123397 117874 117865 115789 263976	L: 5 C: 41	5	6 – 10 May 2024	R 13 008
<b>Assessor Programme</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	115753	L: 5 C: 15	3	3 – 5 Jun 2024	R 8442
<b>Moderator Programme</b>	115759	L: 6 C: 10	3	13 – 15 May 2024	R 9440
<b>Design and Develop Learning Programmes</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	123396 123394 123401 115790	L: 5 C: 36	5	Book 3 learners and choose date	R 14 445
<b>Skills Development Facilitator</b> <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	15221 15227 15232 15217 252041 15218	L: 5 C: 29	5	15 – 19 April 2024	R 13 007
<b>Facilitator Programme</b>	117871 123397 115789	L: 5 C: 25	4		R 10 725
<b>Coach and Mentor Programme</b>	117874 117865 263976	L: 5 C: 16	3	3 – 5 June 2024	R 8 442

# QCTO Skills Programmes / Part Qualifications

Accreditation Number: 07-QCTO/SDP251023211715 (ending 24/10/2028)

Module	ID / OFO Code	NQF	Credits	Days	Dates	Price
<b>Learning and Development Facilitator</b>	SP-220319	5	36	5	1 - 5 July 2024	R 11 000
<b>Assessment Practitioner</b>	SP-220320	5	20	4	13 - 16 May 2024 1 - 4 Oct 2024	R 9 820
<b>Skills Development Practitioner</b>	SP-220321	5	40	5	15 -19 July 2024 3 - 7 Feb 2025	R 11 100
<b>Work Based Learning and Development Practitioner (Coach &amp; Mentor)</b>	SP-220322	5	30	5	9 - 13 Sept 2024 5 - 9 May 2025	R 11 200

## Short Courses

Course Name	Days	Dates	Price
<b>Train the Trainer</b>	5	22 - 26 July 2024 2 - 6 Sept 2024 18 - 22 Nov 2024	R 13 008
<b>Assessor Programme</b>	3	12 - 14 Aug 2024 30 Sept - 2 Oct 2024	R 8 442
<b>Moderator Programme</b>	3	1 - 3 July 2024 28 - 30 Oct 2024	R 9 440
<b>Design and Develop Learning Programmes</b>	5	8 - 12 July 2024 11 - 15 Nov 2024	R 14 445
<b>Skills Development Facilitator</b>	5	16 - 20 Sept 2024 2 - 6 Dec 2024	R 13 007
<b>Facilitator Programme</b>	4	8 - 11 July 2024 21 - 24 Oct 2024	R 10 725
<b>Coach and Mentor Programme</b>	3	7 - 9 Oct 2024	R 8 442

# COMPUTER SKILLS

**Our Facilitators are extremely patient and maximum of 10 learners per group are trained (Face-to-Face only)**

Computer skilled employees enable organisations to use technology more effectively, leading to increases in productivity, competitiveness & ensuring that operational objectives are achieved efficiently.

Course Name	Level	Days	Dates	Price
<b>Computer Skills for Beginners</b>	Beginner	5	15 – 19 April 2024 1 – 5 July 2024 30 Sept – 4 Oct 2024 2 – 6 Dec 2024	R 11 235
<b>ICDL Word</b>	Intermediate	3	23 – 25 July 2024 22 – 24 Oct 2024	R 8 645
<b>ICDL Word</b>	Advanced	4	4 – 7 June 2024 5 – 8 Nov 2024	R 11 709
<b>ICDL Excel</b>	Intermediate	3	7 – 9 May 2024 30 July – 1 Aug 2024 29 – 31 Oct 2024	R 8 647
<b>ICDL Excel</b>	Advanced	4	14 – 17 May 2024 16 – 19 July 2024 19 – 22 Nov 2024	R 11 712
<b>ICDL PowerPoint</b>	Intermediate	2	5 – 6 Sept 2024	R 6 455
<b>ICDL PowerPoint</b>	Advanced	4	20 – 23 Aug 2024	R 11 663

## Additional ICDL Services:

ICDL Logbook: R 1300

ICDL Testing: R 1200



**ICDL programmes are for anyone who wishes to become fully competent in the use of a computer and common applications. Computer skills enable people of all ages to understand and use technology to improve their personal and professional lives. ICDL modules provide a practical programme of up-to-date skills and knowledge areas which are validated by a test.**



# More Short Courses & Workshops

1. Basic Conflict Management – One day
2. Asset & Disposal Management
3. Bid Committees Workshop for Local Government
4. Computer: MS Project Level 1
5. Disability Management in the Workplace
6. ECD: Facilitate and Monitor the Development of Babies, Toddlers and Young Children
7. ECD: Helping the Underachieving Child
8. ECD: Managing Anxiety and Depression in the School Environment
9. ECD: Plan and Prepare for Early Childhood Development
10. ECD: Provide Care and Support for Babies, Toddlers and Young Children
11. Executive Assistant Development Module 1, 2 & 3
12. Finance: Effective Cash Flow Management in the Public Sector – Specialised workshop
13. Finance: Financial Management in the Public Sector – A practical Approach
14. Finance: MPAC & SCOPA: Preventing wasteful expenditure in public institutions
15. Finance: Performance Auditing – Specialised workshop
16. Finance: SCoA for Budget Managers / SCoA for Practitioners
17. Management: Lead and Manage teams of people
18. Management: Risk Management and Combined Assurance
19. Management: Stress, Time and Conflict Management
20. Management: Team Development
21. MFMP: Municipal Finance Management Programme
22. Soft Skills: Anger Management, Soft Skills: Building your self-esteem, Soft Skills: Business Etiquette,
23. Communication Strategies, Create a dynamite job portfolio (CV) & Mastering an Interview
24. Supply Chain Performance

# e-Learning & Self study

With e-learning you can learn in your own time, at your own pace. E-Learning enable you to control the amount of information you consume at a time. You decide how much time you spend on a topic. You can learn anywhere. You can take your time and review material and presentations as many times as you need. Once registered you can log in with your details (that you received when you registered), view courses and buy courses. Add them to your shopping cart and pay online. The course will become available within 24 hours, and you will have access to the course for one year. You can start your self- study journey.

You will have one year access to the course. There will be an online learner manual, PowerPoint presentations and questions that you will have to complete after each section to continue to the next. Printed learner manuals can be bought from our head office. After completing the e-learning course (where applicable) you can courier your hard copy of your Portfolio of Evidence to our head office.

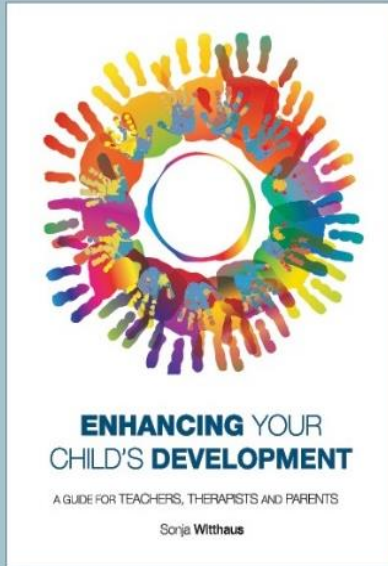
**Link to register & pay: <https://elearn.connect-pscollege.co.za/>**

Course Name		Unit standard	NQF	Credits	Price
<b>QUALIFICATION</b> <b>Occupationally Directed Education Training and Development Practices</b> <b>SAQA Qualification ID: 50334</b> <b>NQF Level 5 - Only</b> <b>R 12 000</b> <b>Last day for enrolment: 20 June 2024</b>	<b>Assessor Programme</b>	115753	5	15	R 2 800
	<b>Train the Trainer</b>	117871; 123397; 117874; 117865; 115789; 263976	5	41	R 3200
	<b>Skills Development Facilitator</b>	15221; 15227; 15232; 15217; 252041; 15218	5	29	R 2950
	<b>Design and Develop Learning Programmes</b>	123396; 123394; 123401; 115790	5	36	R 3050
<b>Financial Management for Non-Financial Managers</b>		15236; 252040	5	12	R2 720
<b>Create a dynamite job portfolio (CV)</b>					R 320
<b>Mastering a Job Interview</b>					R 420
<b>Time Management</b> The Power of change   Understanding yourself   Setting Goals   Planning & Setting a ritual   The four D's   Organising your work space and files Managing your workload   Personal action plan					R 450
<b>Managing AD / HD in the School Environment</b>					R 750
<b>Supporting Children and Adults Living with HIV and AIDS</b>					R 650

E-Learning Accreditation: ETDP SETA letter available on request. Approval received for Online, Distance and Blended learning for the ETDP programmes



Pro-Active  
PUBLISHING



## ENHANCING YOUR CHILD'S DEVELOPMENT

**A Guide for Teachers, Therapists and Parents**

Sonja Witthaus, 2015

Paperback

ISBN 978-1-928256-04-5

**R 480 Book**

**Also available on eBook: R350**



### **discover the OVERVIEW**

If you are caring for a child, whether as a parent, caregiver or teacher, understanding the normal childhood development process is important. But what if your child's progress deviates from the norm? How can you help your child if he or she experiences developmental or learning problems?

**Enhancing Your Child's Development** provides the reader with insight into how children develop normally and explores ways in which children who struggle with developmental difficulties can be assisted and supported. It specifically addresses the following topics:

- What a child needs to develop normally.
- How to test if your child is developing sufficiently: normal developmental milestones from birth to 6 years.
- Possible causes and cures for problems during normal childhood development.
- How to identify and interpret complications like developmental delays, learning difficulties, perceptual problems, motor skill problems and school related problems.
- Practical exercises for children (from birth to 9 years old) and advice for parents and caregivers.



### **glimpse the CONTENT**

#### **Part 1: Normal Child Development**

- The Components of Normal Child Development
- Using Toys and Activities to Stimulate Normal Child Development
- How to Test if Your Child is Developing Sufficiently

#### **Part 2: Complications During Child Development**

- Possible Causes and Cures
- Identifying and Interpreting Complications
- What Can I do to Help?
- Questions Parents and Teachers Often Ask

#### **Appendices**

- Exercises Which Stimulate the Development of Motor and Perceptual Skills
- Handling Spelling and Reading Difficulties
- Examples of Writing and Spelling Mistakes – Analyses and Interpretation
- Helping the Child to Study and Learn
- Ideas for Discipline



### **meet the AUTHOR**

**Sonja Witthaus** qualified as an Occupational Therapist from the University of Pretoria in 1992. She has over 10 years experience working with children experiencing developmental delays, learning difficulties like dyslexia, attention deficit and hyperactive behaviour.

She has been involved in the support and development of stimulation programs for various preschool facilities and has facilitated many workshops for nursery and school teachers, caregivers and therapists in terms of normal childhood development and helping children experiencing complications.

Sonja is passionate about the development and empowerment of children.



# ABOUT US

Pro-Active Public Services College was founded in January 1999 to address the need for financial skills development in the public sector. Pro-Active Public Services College was the first educational institution to receive full accreditation from the Public Sector Education and Training Authority (PSETA) in South Africa.

## OUR BUSINESS

Pro-Active Public Services College offers training solutions through occupational qualifications, skills programmes, short courses and workshops. We offer face-to-face training, [e-learning](#) and online interactive training. Training is facilitated as scheduled courses or specifically tailored for group-training needs of customers. The training solutions offered fall within the following categories: Public Finance; Supply Chain Management (in the Public Sector); Management; Administration; Secretarial; Education and Development (ECD & OD-ETDP); Soft skills and Computer Skills.

## VISION

To be an accredited international educational institution of excellence, integrity, and innovation.

## MISSION

Improving the knowledge and skill sets of the African workforce to facilitate economic development and growth by offering high quality, flexible and effective competency-based education and training.

## OUR LOGO

Unbound and untamed, the proud wild horse encapsulates the essence of freedom. Free to run wild, roam across vast and uncharted landscapes, overcome hurdles and stand proud in victory; the wild horse is representative of the freedom we promote.

## GOVERNANCE

Board of Directors, CEO, COO, Total Quality Management Committee and Academic Board

## B-BBEE STATUS

Level 2



Pro-Active College™  
FREEDOM THROUGH KNOWLEDGE  
CELEBRATING  
TWENTY - FOUR  
YEARS  
OF TRAINING  
EXCELLENCE

**Reliability • Integrity • Customer focus • Empowerment  
Respect • Excellence**

# Pro-Active Empowerment Trust

## OUR VISION & MISSION



**OUR VISION** To promote self-sufficient, and economically active communities, overcoming historically disadvantaged legacy barriers, and achieving long term and sustainable futures.

**OUR MISSION** Through collaboration and partnerships, Pro-Active Empowerment Trust strives to create a strong foundation for sustainable solutions that foster economic development and prosperity within communities.

## EMPOWERMENT INITIATIVES

As a registered Non-Profit and Public Benefit Organisation, organisations are welcome to donate their tax-deductible social grants or other donations to the Trust. The Trust will acknowledge all monetary donations and social grants with a Section 18A Certificate, issued according to SARS regulations.

## SOCIAL ECONOMIC DEVELOPMENT

Pro-Active Empowerment Trust meets the criteria to receive social economic development (SED) funds.

Companies that are required to make SED donations, which currently amount to 1% of their net profit after tax, can donate to the Pro-Active Empowerment Trust for the purpose of fulfilling their BEE (Broad-Based Black Economic Empowerment) obligations.

Donations made to Pro-Active Empowerment Trust will enable companies to demonstrate their commitment to socio-economic development and meet their BEE requirements. In return for their donation, the Pro-Active Empowerment Trust will provide these companies with an 18A certificate. This certificate serves as proof that the donation made to the trust is in line with the requirements of the South African Income Tax Act Section 18A. It allows the donating companies to claim tax benefits for their contributions.

## BROAD-BASED BLACK ECONOMIC EMPOWERMENT OWNERSHIP VEHICLE

Pro-Active Empowerment Trust is recognised as a BEE (Broad-Based Black Economic Empowerment) vehicle, which means it fulfils the criteria to help companies comply with BEE regulations.

This is positive news for companies that are required to meet BEE requirements and are seeking ways to achieve compliance. Having Pro-Active Empowerment Trust as a shareholder in your company you will empower thousands of people in communities, not just one shareholder.

For more information about how the Pro-Active Empowerment Trust can assist companies in meeting their BEE compliance requirements, it is recommended to contact the founder of the trust. She will be able to provide further details and guidance on how to become involved with the trust and benefit from its BEE ownership status.

## RECRUITMENT OF BENEFICIARIES

EMPOWERING COMMUNITIES, INSPIRING SUCCESS

### IDENTIFY BENEFICIARY

The recruitment process for beneficiaries involves the trustees actively reaching out to black individuals in rural communities through community centres and churches.

### TRAINING NEEDS ANALYSIS

Once identified, a training needs analysis is conducted for each learner to assess their specific requirements.

### ENROLLMENT & ADMINISTRATION

Based on this analysis, the learner will be enrolled for the necessary training. Every beneficiary must sign a contract agreeing to abide by all the requirements outlined in the Trust deed. This contract ensures that beneficiaries are aware of what is expected of them and are committed to fulfilling their obligations. To ensure convenience and support local businesses, whenever possible, the training will be conducted within the community itself. This presents a unique opportunity for small businesses to offer their services, such as providing the training venue and catering for the learners. As part of the process, each learner will be required to sign a document acknowledging that the training received was provided free of charge. This further emphasises the commitment to empowering beneficiaries without imposing any financial burdens on them.

### MONITORING

If a beneficiary is enrolled at an educational institution under the Trust's support fails to meet certain obligations, such as attending classes, completing exams or tests, and submitting projects without acceptable reasons, their bursary, scholarship, or grant will be immediately revoked. This means that the Trust will not provide any further financial support or cover expenses on behalf of the beneficiary. The Trust monitors the progress of learners and expects them to fulfill their responsibilities to maintain their funding.

### JOB CREATION

#### CV COMPILATION & JOB HUNTING

Our vision is to create job opportunities by guiding learners in CV compilation and facilitating the upload of their CV, photo, and contact details on the Empowerment Trust website and social media, where companies and government institutions can easily reach out to them and provide valuable work experience.

## PROJECTS COMPLETED

Since its inception, the Trust has provided a total of **1005 individuals** with training.

During the years 2008 and 2009, **Basic Cleaning** and **Interpersonal Skills** training was provided to **54 beneficiaries**, all of whom received their competent certificates.

**Bonang Mhleka, Oteng Maimane, and Zephanious Mahuloe** successfully completed the **Assessor Learning Programme** in October 2014 and August 2020 respectively, and received their Certificate of Competence.

Between 2010 and 2019, a total of **948 beneficiaries** received training on **Stress, Time, and Conflict Management**.



**PRO-ACTIVE EMPOWERMENT TRUST WILL APPRECIATE YOUR DONATION AND THANK YOU IN ADVANCE.**

#### BANKING DETAILS

ACCOUNT NAME: PRO-ACTIVE EMPOWERMENT TRUST  
BANK: NEOBANK BRANCH: RRB  
WOODLANDS CODE: 198765  
ACCOUNT NUMBER: 107 879 8656

#### PRO-ACTIVE EMPOWERMENT TRUST

NPO NUMBER: 145-832  
TRUST NUMBER: IT13856/07

# ACCREDITATION & REGISTRATIONS

**Central Supplier Database** Reference: MAAA0000293

**PSETA Full Accreditation:** P21/0708/GP01 (PSETA ISOE (Institute of Sectoral and/or Occupational Excellence))

**QCTO Accreditation/s:**

Unique ID: SDP070223082821 (101321 – ending 2 June 2028)

Unique ID: SDP130623143517 (91994 – ending 12 June 2028)

Unique ID: SDP251023211715 (Skills Programmes ending 24 Oct 2028)

**ETDP SETA** Programme Approval ETDP10783

**LGSETA** Programme Approval

**ICDL** Approved Training and Testing Centre (Head Office)

**Services SETA** Programme Approval

**TETA** Programme Approval

E-Learning Accreditation: ETDP SETA letter available on request. Approval received for Online, Distance and Blended learning for the ETDP programmes.

**Follow us on social media: #proactivecollege**



# GROUP TRAINING SOLUTIONS

All our courses are available as group training sessions. When training groups of employees, a tailored in-house solution offers greater benefits to an organisation.



## Benefits of Group Training Solutions:

- More affordable price per learner results in cost savings
- Material can be customised to address specific needs of a client
- Venue of the client's choice can be used (throughout South Africa and even Africa). Alternatively, a client can provide their own venue resulting in further cost savings.
- Course is run on the date of the client's preference.
- The duration of a course can be increased to include a Portfolio of Evidence building session.

# TRAINING DELIVERY METHOD & FEES








Venue for scheduled face-to-face training dates: Pretoria, Gauteng

Face-to-Face Training	eLearning / Self Study	Online / Live Interactive
		
<b>Training delivery method</b>		
<p>You will attend training at a venue</p> <p>Submit your Portfolio of Evidence within 2 months after attending the course</p>	<p>With e-learning you can learn in your own time, at your own pace. eLearning enable you to control the amount of information you consume at a time. You decide how much time you spend on a topic. You can learn anywhere. You can take your time and review material and presentations as many times as you need. There will be an online electronic learner manual, PowerPoint presentations and questions that you will have to complete after each section to continue to the next. Submit your Portfolio of Evidence within 2 months after purchasing the course.</p>	<p>You will attend a live interactive training session online from your cell phone or computer, scheduled on a specific date &amp; time.</p> <p>Submit your Portfolio of Evidence within 2 months after attending the course</p>
<p>Our venue or yours</p>	<p><a href="https://elearn.connect-pscollege.co.za/">https://elearn.connect-pscollege.co.za/</a></p>	<p>Platform: MS Teams</p>
<b>Fees include</b>		
Please note: Pro-Active College is exempt from VAT		
<p>Venue, Refreshments, Lunch, Facilitation and Learner Manual. Assessment, Moderation, SETA Administration &amp; Certification where applicable</p>	<p>One year access to online course content that includes electronic learner manual, presentation slides and tests. Assessment, Moderation, SETA Administration &amp; Certification where applicable</p>	<p>Live Facilitation through MS Teams (08:30 – 15:00) &amp; Courier fees for delivery of Learner Manual. Assessment, SETA Administration &amp; Certification where applicable.</p>
<p>Late submission and resubmission fees will be payable for portfolios submitted late without prior arrangement and approval.</p>		
<b>Tools needed</b>		
<p>Own transport and accommodation.</p>	<p>Computer with internet connection Printed manuals can be bought</p>	<p>Cell phone, Tablet or Laptop and stable internet connection</p>



# PAYMENT METHODS

We accept the following payment methods:

	Official government orders
	Credit card payments at our head office Credit card payments on our online store Credit card payments on our eLearning site
	Account name: Pro-Active Public Services College Standardbank, Centurion 012-645, Account: 410 272 558 Nedbank, Business Pretoria 149-745, Account: 149 721 7709
	 <p>Snap here to pay</p>
	

For e-learning: Visit <https://elearn.connect-pscollege.co.za/> to book & pay online or email government order for voucher to attend eLearning



## Programme Details

<b>Course</b>			
<b>Date</b>			
<b>Venue/Method</b>		<b>Amount</b>	R

## Learner Details

<b>Title</b>		<b>Disability</b>		<b>Dietary</b>	
<b>First Name(s)</b>					
<b>Surname</b>					
<b>ID number</b> <small>(Attach copy of ID)</small>	<b>** Certified copy of ID must be submitted to enroll on SETA LMS</b>				
<b>Job title</b>					
<b>Cell</b>		<b>Email</b>			

## Organisation Responsible for Payment

<b>Company / Organisation</b>					
<b>Directorate</b>		<b>VAT</b>			
<b>Postal Address</b>					
<b>Order number</b>		<b>Email invoice to</b>			

## Training Co-Ordinator

<b>Name &amp; Surname</b>					
<b>Email</b>		<b>Cell</b>			

## Terms and Conditions

<ol style="list-style-type: none"> <li>1. Accurately complete this form in full and in block letters.</li> <li>2. TO REGISTER: Email your fully completed form, copy of ID and proof of payment/government order to: register@pscollege.co.za. If you do not receive a receipt of registration within 24 hours, please contact us on email: register@pscollege.co.za</li> <li>3. We accept the following methods of payments: Zapper, SnapScan, Credit card, EFT or government orders.</li> <li>4. Banking details: Pro-Active Public Services College (Pty) Ltd, Nedbank Branch: Business Pretoria (149-745) Account: 149 721 7709</li> </ol>	<ol style="list-style-type: none"> <li>5. Pro-Active College reserves the right to refuse admission where proof of payment or a government order cannot be shown.</li> <li>6. Cancellations/Postponements/Substitute learners must be done in writing (no later than 5 days before the course) to: register@pscollege.co.za. A cancellation fee may be applicable for costs incurred.</li> <li>7. In the case of cancellation or postponement of a course, Pro-Active College will not be liable for any incidental costs such as accommodation or travel costs that were incurred by a client in relation to the intended course.</li> <li>8. Pro-Active College reserves the right to change the presentation, content or facilitator for a course.</li> </ol>
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<b>APPROVAL OF COURSE REGISTRATION</b> I, the undersigned approving authority, hereby declare that: (1) I have read and understand all the terms and conditions of this registration; (2) all the information provided in the Course Registration Form is true, correct and complete; and (3) I studied the course outline and comply with the minimum entry requirements to attend this programme (4) I have the necessary authority to approve this course registration. I further accept responsibility for full payment of the registration fee, without prejudice.	<b>Name &amp; Surname</b>	
	<b>Job Title</b>	
	<b>Signature</b>	

In line with the Protection of Personal Information (POPI) Act (No 4 of 2013), Pro-Active Public Services College declares that the institution is required to supply learner information to regulatory bodies (for example SETAs, QCTO, DHET; and will not distribute learner data to any party other than that required by law or regulation. (2022/2023)



**Pro-Active College**<sup>®</sup>

PUBLIC SERVICES COLLEGE (Pty)Ltd  
Company Reg No. 1993/004687/07

# Occupational Certificate:

## REGISTRATION FORM

Email: [register@pscollege.co.za](mailto:register@pscollege.co.za)

CSD: MAAA0000293 | Tel: (012) 346 6589

Programme Details:				
<b>Occupational Certificate</b>				
<b>Venue</b>		<b>Amount</b>		
Learner 1 Details				
<b>Title</b>		<b>Disability</b>		<b>Dietary</b>
<b>First Name(s)</b>				
<b>Surname</b>				
<b>ID number</b> <small>(Attach copy of ID)</small>	**Please attach certified copy of ID			
<b>Job title</b>				
<b>Cell</b>		<b>Email</b>		
Learner 2 Details				
<b>Title</b>		<b>Disability</b>		<b>Dietary</b>
<b>First Name(s)</b>				
<b>Surname</b>				
<b>ID number</b> <small>(Attach copy of ID)</small>	**Please attach certified copy of ID			
<b>Job title</b>				
<b>Cell</b>		<b>Email</b>		
Learner 3 Details				
<b>Title</b>		<b>Disability</b>		<b>Dietary</b>
<b>First Name(s)</b>				
<b>Surname</b>				
<b>ID number</b> <small>(Attach copy of ID)</small>	**Please attach certified copy of ID			
<b>Job title</b>				
<b>Cell</b>		<b>Email</b>		

## Organisation Responsible for Payment

<b>Company / Organisation</b>			
<b>Directorate</b>		<b>VAT</b>	
<b>Postal Address</b>			
<b>Order number</b>		<b>Email invoice to</b>	

## Training Co-Ordinator

<b>Name &amp; Surname</b>			
<b>Email</b>		<b>Cell</b>	

## WORKPLACE AGREEMENT INFORMATION

Candidates who wish to register for this qualification, must be employed in the field as their employer needs to sign a workplace agreement.

<b>Employer</b>			
<b>Physical address where you will be doing your workplace experience</b>			
<b>Contact name</b>			
<b>Email</b>		<b>Cell</b>	

## Terms and Conditions

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Accurately complete this form in full and in block letters.</li> <li>2. TO REGISTER: Email your fully completed form, copy of ID and proof of payment/government order to: <a href="mailto:register@pscollege.co.za">register@pscollege.co.za</a>. If you do not receive a receipt of registration within 24 hours, please contact us on email: <a href="mailto:register@pscollege.co.za">register@pscollege.co.za</a></li> <li>3. We accept the following methods of payments: Zapper, SnapScan, Credit card, EFT or government orders.</li> <li>4. Banking details: Pro-Active Public Services College (Pty) Ltd, Nedbank Branch: Business Pretoria (149-745) Account: 149 721 7709</li> </ol> | <ol style="list-style-type: none"> <li>5. Pro-Active College reserves the right to refuse admission where proof of payment or a government order cannot be shown.</li> <li>6. Cancellations/Postponements/Substitute learners must be done in writing (no later than 10 days before the course) to: <a href="mailto:register@pscollege.co.za">register@pscollege.co.za</a>. A cancellation fee may be applicable for costs incurred.</li> <li>7. In the case of cancellation or postponement of a course, Pro-Active College will not be liable for any incidental costs such as accommodation or travel costs that were incurred by a client in relation to the intended course.</li> <li>8. Pro-Active College reserves the right to change the presentation, content or facilitator for a course.</li> </ol> |
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## APPROVAL OF COURSE REGISTRATION

I, the undersigned approving authority, hereby declare that: (1) I have read and understand all the terms and conditions of this registration; (2) all the information provided in the Course Registration Form is true, correct and complete; and (3) I studied the course outline and comply with the minimum entry requirements to attend this programme (4) I have the necessary authority to approve this course registration. I further accept responsibility for full payment of the registration fee, without prejudice.

<b>Name &amp; Surname</b>	
<b>Job Title</b>	
<b>Signature</b>	

In line with the Protection of Personal Information (POPI) Act (No 4 of 2013), Pro-Active Public Services College declares that the institution is required to supply learner information to regulatory bodies (for example SETAs, QCTO, DHET; and will not distribute learner data to any party other than that required by law or regulation.



**Pro-Active College**<sup>®</sup>

PUBLIC SERVICES COLLEGE (Pty)Ltd  
Company Reg No. 1993/004687/07

# Practical Workshops

## REGISTRATION FORM

Email: [register@pscollege.co.za](mailto:register@pscollege.co.za)

CSD: MAAA0000293 | Tel: (012) 346 6589

Workshop	Date	Venue/Online	Amount

<b>Learner</b>	<b>Title</b>		<b>Disability</b>		<b>Dietary</b>	
	<b>First Name(s)</b>					
	<b>Surname</b>					
	<b>ID number</b>					
	<b>Job title</b>					
	<b>Cell</b>		<b>Email</b>			

<b>Payment</b>	<b>Company / Organisation</b>				
	<b>Postal Address</b>				
	<b>Order number</b>		<b>Email invoice to</b>		

### Terms and Conditions

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|--|---|
| <ol style="list-style-type: none"> <li>1. Accurately complete this form in full and in block letters.</li> <li>2. TO REGISTER: Email your fully completed form, copy of ID and proof of payment/government order to: <a href="mailto:register@pscollege.co.za">register@pscollege.co.za</a>. If you do not receive a receipt of registration within 24 hours, please contact us on email: <a href="mailto:register@pscollege.co.za">register@pscollege.co.za</a></li> <li>3. We accept the following methods of payments: Zapper, SnapScan, Credit card, EFT or government orders.</li> <li>4. Banking details: Pro-Active Public Services College (Pty) Ltd, Nedbank Branch: Business Pretoria (149-745) Account: 149 721 7709</li> <li>5. Pro-Active College reserves the right to refuse admission where proof of payment or a government order cannot be shown.</li> <li>6. Cancellations/Postponements/Substitute learners must be done in writing (no later than 10 days before the course) to: <a href="mailto:register@pscollege.co.za">register@pscollege.co.za</a>.</li> </ol> | <ol style="list-style-type: none"> <li>7. A cancellation fee may be applicable for costs incurred.</li> <li>8. In the case of cancellation or postponement of a course, Pro-Active College will not be liable for any incidental costs such as accommodation or travel costs that were incurred by a client in relation to the intended course.</li> <li>9. Pro-Active College reserves the right to change the presentation, content or facilitator for a course.</li> </ol> <p><b>In line with the Protection of Personal Information (POPI) Act (No 4 of 2013), Pro-Active Public Services College declares that the institution is required to supply learner information to regulatory bodies (for example SETAs, QCTO, DHET; and will not distribute learner data to any party other than that required by law or regulation.</b></p> |
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### APPROVAL OF WORKSHOP REGISTRATION

I, the undersigned approving authority, hereby declare that: (1) I have read and understand all the terms and conditions of this registration; (2) all the information provided in the Course Registration Form is true, correct and complete; and (3) I studied the workshop outline and comply with the minimum entry requirements to attend this workshop (4) I have the necessary authority to approve this registration. I further accept responsibility for full payment of the registration fee, without prejudice.

<b>Name &amp; Surname</b>	
<b>Job Title</b>	
<b>Signature</b>	

# CONTACT US



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Assessments: [submit@pscollege.co.za](mailto:submit@pscollege.co.za)

Certification: [admin@pscollege.co.za](mailto:admin@pscollege.co.za)

Accreditation enquiries: [retha@pscollege.co.za](mailto:retha@pscollege.co.za)

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## EMAIL US TODAY FOR A QUOTE

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