



Pro-Active College[®]

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: V2024/005 Update: 27 Feb 2024

Accredited • B-BBEE Level 2

Central Supplier Database Reference: MAAA0000293

FREEDOM THROUGH KNOWLEDGE



Index

Public Finance	3
Supply Chain Management	5
Public Administration And Management	8
Secretarial And Administration.....	15
Education And Development	17
Computer Skills	21
More Workshops	21
E-Learning & Self Study.....	23
Enhancing Your Child’s Development Book & Ebook	24
About Us.....	25
Pro-Active Empowerment Trust.....	26
Accreditation & Registrations.....	27
Group Training Solutions	28
Training Delivery Method & Fees	29
Payment Methods.....	30
Course Registration Form	31
Contact Us	32

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 The information contained in this schedule may therefore be rendered incomplete and outdated.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
Financial Management for Non-Financial Managers <i>Apply financial Analysis</i> <i>Manage the finance of a unit</i>	15236 252040	L: 5 C:12	3	18 – 20 March 2024 6 – 8 May 2024	R9 441
Government Accounting <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
Government Budgeting including SCOA <i>Prepare budgets for a specific sector</i>	120302	L: 6 C: 15	4	8 – 11 Apr 2024	R 11 891
PFMA & Treasury Regulations <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
Strategic Planning and Integration with Budgets <i>Apply visionary leadership to develop strategy</i>	120311	L: 5 C: 10	3	2 – 4 Apr 2024	R 9 444

Short Courses

Course Name	Days	Dates	Price
Cashflow and Budget Management <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
Financial Management for Non-Financial Managers <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
Government Accounting <i>Apply accounting principles and procedures in the preparation of reports and decision making</i>	4	16 – 19 Sept 2024	R 11 890
Government Budgeting including SCOA <i>Prepare budgets for a specific sector</i>	4	22 – 25 July 2024 18 – 21 Nov 2024	R 11 891
PFMA & Treasury Regulations <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
Strategic Planning and Integration with Budgets <i>Apply visionary leadership to develop strategy</i>	3	3 – 5 Jun 2024 26 – 28 Aug 2024 21 – 23 Oct 2024	R 9 444

Workshops

Workshop	Days	Dates	Price
Thefts, losses and related debt management workshop <ul style="list-style-type: none"> ✓ Definitions & Terminology ✓ Legislative framework ✓ Role Players: Internal and External ✓ Types of losses ✓ Handling of thefts and losses ✓ Reporting and disclosure requirements ✓ Preventative controls <p>CERTIFICATE OF ATTENDANCE A WORKSHOP NOT TO BE MISSED EXPERT FACILITATOR WITH MANY YEARS OF EXPERIENCE</p>	2	<u>MS TEAMS ONLY:</u> 14 – 15 March 2024 30 - 31 May 2024 26 – 27 Sept 2024	R 4950

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
Bid Committees in the Public Sector Skills programme <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	11 – 14 March 2024 20 – 23 May 2024	R 11 760
Supply Chain Management: Introduction, Forecasting and Acquisition Management <i>Apply principles, regulations and legislation underlying supply chain management in the public sector</i>	119345	L: 5 C: 15	4	25 – 28 March 2024	R 11 909
Demand Management <i>Perform demand management activities for public sector supply chain management</i>	377901	L: 5 C: 7	3	15 – 17 April 2024	R 9796
Acquisition Management <i>Perform Acquisition Management activities for public sector supply chain management</i>	377898	L: 5 C: 11	3	25 – 27 March 2024	R 9791
Logistics Management <i>Manage logistics operations</i>	113835	L: 4 C: 12	4	13 – 16 May 2024	R 11 995
Contract Management <i>Administer contracts for goods, works and services in the public</i>	377896	L: 5 C: 5	3	4 – 6 March 2024 6 – 8 May 2024	R 9 445

Short Courses

Course Name	Days	Dates	Price
Bid Committees in the Public Sector Skills programme <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
Supply Chain Management: Introduction, Forecasting and Acquisition Management <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
Demand Management <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
Acquisition Management <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
Logistics Management <i>Manage logistics operations</i>	4	26 – 29 Aug 2024	R 11 995
Contract Management <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
Supply Chain Management for Cost Centres (Chief users) <i>Apply fundamental concepts of supply chain management optimization</i>	4	1 – 4 July 2024 18 – 21 Nov 2024	R 12 027

Workshops

Workshop	Days	Dates	Price
Bid Committees in the Public Sector Workshop ✓ Certificate of Attendance	2	11 – 12 April 2024 13 – 14 June 2024 26 – 27 Sept 2024 12 - 13 Dec 2024	R 5220
Preferential Procurement Regulations Workshop ✓ Legislative and policy developments pertaining to preferential procurement. ✓ Policy directives: National Treasury ✓ Policy directives: Accounting Officers and Accounting Authorities	1	19 April 2024	R 3000



PUBLIC ADMINISTRATION AND MANAGEMENT

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

National Certificate:

Title	SAQA ID	NQF Level	Credits
Public Administration	50060	5	150

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

To complete all modules within 18 months.

Occupational Certificate:

Title	SAQA ID	NQF Level	Credits
Office Administrator: Public Service Administrator	91994	5	52
QCTO – Accreditation:	Unique ID: SDP130623143517		
First intake: Registration and full payment required by:	29 Feb 2024		
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	11 – 14 Mar 2024
Module 2: Office Administrator 2	5	6 – 10 May 2024
Module 1: Office Administrator 1	5	tba
Module 2: Office Administrator 2	5	tba
Module 1: Office Administrator 1	5	tba
Module 2: Office Administrator 2	5	tba

- ✓ **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
Change Management <i>Implement an effective change management programme to achieve specified objectives</i>	116925	L: 5 C: 12	3	18 – 20 March 2024	R 8 442
Conflict Management <i>Compulsory Unit Standard of SAQA Qualification ID: 50060 Interpret and manage conflicts within the workplace</i>	114226	L: 5 C: 8	2	14 – 15 March 2024 9 – 10 May 2024	R 6 159
Customer Care including Batho Pele (NQF 3)	242860	L: 3 C: 4	3	22 – 24 April 2024	R 8 175
Customer Care (NQF 4)	242901	L: 4 C: 6	3	8 – 10 May 2024	R 8 228
Diversity Management <i>Compulsory Unit Standard of SAQA Qualification ID: 50060 Manage diversity in the workplace</i>	116928	L: 5 C: 14	3	11 – 13 March 2024 6 – 8 May 2024	R 8 443
Emotional Intelligence and Leadership Skills	120305	L: 5 C: 8	3	6 – 8 May 2024	R 8 453
Fleet Management for Local Government	113827	L: 4 C: 12	3	8 – 10 April 2024	R 8 977
Fleet Management for National and Provincial Government Departments	113827	L: 4 C: 12	4	8 – 11 April 2024	R 10 764
Human Resource Management <i>Manage the development and performance of human capital in the public sector</i>	119336	L: 5 C: 12	4	11 – 14 March 2024	R 10 743
Information and Knowledge Management <i>Compulsory Unit Standard of SAQA Qualification ID: 50060</i>	120304 115405	L: 5 C: 19	5	4 – 8 March 2024	R 14 580

Course Name	Unit standard	NQF Level & Credits	Days	Dates	Price
Labour Relations <i>Demonstrate an understanding of the Labour Relations Act (Act 66 of 1995)</i>	114278	L: 5 C: 12	4	25 – 28 March 2024	R 11 770
Monitoring & Evaluation <i>Monitor and evaluate team members against performance standards</i>	252034	L: 5 C: 8	3	13 – 15 May 2024	R 9 411
Policy Development and Management	120301 120307	L: 5 C: 18	4	20 – 23 May 2024	R 11 980
Presentation and Public Speaking	242842	L: 4 C: 2	3	11 – 13 March 2024	R 8 442
Professional Writing Skills <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
Project Management NQF 5 <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	4 – 7 March 2024 6 – 9 May 2024	R 10 721
Project Management NQF 6 <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
Report Writing	110023	L: 4 C: 6	2	9 – 10 May 2024	R 6 624
Risk Management <i>Compulsory Skills Programme of SAQA Qualification ID: 50060</i>	120303	L: 5 C: 8	3	18 – 20 March 2024	R 9 427
Self-Development and Ethics in the Public Sector <i>Compulsory Skills Programme of SAQA Qualification ID: 50060</i>	119332 119342	L: 5 C: 18	4	25 – 28 March 2024	R 10 732
Service Delivery in the Public Sector <i>Compulsory Skills Programme of SAQA Qualification ID: 50060</i>	120310 120306	L: 5 C: 14	4	18 – 21 March 2024	R 10 705

Short Courses

Course Name	Days	Dates	Price
Change Management <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
Conflict Management <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
Customer Care including Batho Pele (NQF 3)	3	1 – 3 July 2024 30 Sept – 2 Oct 2024	R 8 175
Customer Care (NQF 4)	3	28 – 30 Oct 2024	R 8 228
Diversity Management <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
Emotional Intelligence and Leadership Skills	3	12 – 14 Aug 2024 30 Sept – 2 Oct 2024 9 – 11 Dec 2024	R 8 453
Fleet Management for Local Government	3	22 – 24 July 2024 7 – 9 Oct 2024	R 8 977
Fleet Management for National and Provincial Government Departments	4	3 – 6 Jun 2024 16 – 19 Sept 2024	R 10 764
Human Resource Management <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
Information and Knowledge Management <i>Compulsory Unit Standard of SAQA Qualification ID: 50060</i>	5	12 – 16 Aug 2024 18 – 22 Nov 2024	R 14 580
Labour Relations <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
Monitoring & Evaluation <i>Monitor and evaluate team members against performance standards</i>	3	12 – 14 Aug 2024 11 – 13 Nov 2024	R 9 411
Policy Development and Management	4	15 – 18 July 2024 16 – 19 Sept 2024 18 – 21 Nov 2024	R 11 980
Presentation and Public Speaking	3	10 – 12 June 2024 2 – 4 Sept 2024 2 – 4 Dec 2024	R 8 442

Course Name	Days	Dates	Price
Professional Writing Skills <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
Project Management NQF 5 <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
Project Management NQF 6 <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
Report Writing	2	4 – 5 July 2024 10 – 11 Oct 2024 12 – 13 Dec 2024	R 6 624
Risk Management <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
Self-Development and Ethics in the Public Sector <i>Compulsory Skills Programme of SAQA</i> <i>Qualification ID: 50060</i>	4	22 – 25 July 2024 21 – 24 Oct 2024	R 10 732
Service Delivery in the Public Sector <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
Supervisory skills in the Public Sector <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	25 – 27 March 2024 24 – 26 June 2024 25 – 27 Sept 2024	R 8442
Change Management Workshop	1	1 March 2024	R 2500
Electronic Records Management Records Managers, Registry Personnel and officials involved with the creation, maintenance, and disposal of records	2	14 - 15 March 2024 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
Meeting and Minute Taking Skills <i>Co-ordinate meetings, minor events, and travel arrangements</i>	13929	L: 3 C: 3	3	22 – 24 April 2024	R 8 432
Office Management <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
Public Administration NQF 4	242880 119351	L: 5 C: 16	5	20 – 24 May 2024	R 13 000
Reception and Telephone Skills <i>Process incoming and outgoing telephone calls. Monitor and control reception area</i>	7790 13928	L: 3 C: 7	2	29 Feb – 1 March 2024	R 5 963
Records Management <i>Create, maintain, and update record keeping systems</i>	115855	L: 5 C: 5	3	11 – 13 March 2024 13 – 15 May 2024	R 8 148
Registry and Mail Management <i>Receive, distribute, and dispatch mail in an office environment</i>	14347	L: 2 C: 2	2	14 – 15 March 2024 16 – 17 May 2024	R 5 963

Short Courses

Course Name	Days	Dates	Price
Meeting and Minute Taking Skills <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
Office Management <i>Develop administrative procedures in a selected organisation. Manage administration records</i>	4	24 – 27 June 2024 16 – 19 Sept 2024	R 10 725
Public Administration NQF 4	5	12 – 16 Aug 2024	R 13 000
Reception and Telephone Skills <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
Records Management <i>Create, maintain, and update record keeping systems</i>	3	8 – 10 July 2024 14 – 16 Oct 2024	R 8 148
Registry and Mail Management <i>Receive, distribute, and dispatch mail in an office environment</i>	2	11 – 12 July 2024 17 – 18 Oct 2024	R 5 963
Cleaning Services and Interpersonal Skills <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	11 – 14 March 2024 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
Managerial Skills for Personal Assistants and Secretaries <i>Reception Skills, Telephone Skills, Diary Management, Time and Stress Management, Business Writing, Assertiveness and Communication, Conflict Management, Interpersonal Relations, Decision-Making</i>	4	25 – 28 March 2024 24 – 27 Jun 2024 19 – 22 Aug 2024 4 – 7 Nov 2024	R 8 965

Workshops

Workshop	Days	Dates	Price
Electronic Records Management <i>Records Managers, Registry Personnel and officials involved with the creation, maintenance, and disposal of records</i>	2	14 - 15 March 2024 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.

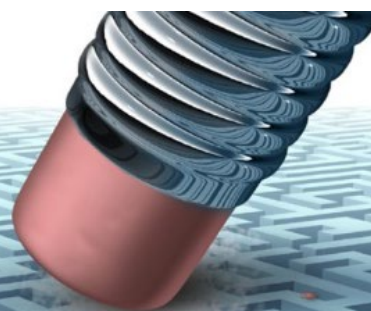
SAQA Qualification ID: 50334 - NQF Level 5

SETA Accreditation:	ETDP SETA
Enrolment	Last day for ETDP SETA Learner enrolment: 20 June 2024
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
TOTAL	R 48 902	R 12 000

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

**SUCCESSFULLY
COMPLETE ONLY
4 MODULES AND
RECEIVE YOUR
QUALIFICATION.**



Occupational Certificate

Title	SAQA ID	NQF Level	Credits
Occupational Certificate: Training and Development Practitioner	101321	5	190
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	11 – 15 March 2024
Module 2: Assessment Practitioner	4	13 – 16 May 2024
Module 3: Skills Development Practitioner	5	15 -19 July 2024
Module 4: Work Based Learning and Development Practitioner (Coach & Mentor)	5	9 – 13 Sept 2024
Module 5: Learning and Development Manager	5	11 – 15 Nov 2024

- **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
Train the Trainer <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	117871 123397 117874 117865 115789 263976	L: 5 C: 41	5	4 – 8 March 2024 6 – 10 May 2024	R 13 008
Assessor Programme <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	115753	L: 5 C: 15	3	8 – 10 April 2024 3 – 5 Jun 2024	R 8442
Moderator Programme	115759	L: 6 C: 10	3	13 – 15 May 2024	R 9440
Design and Develop Learning Programmes <i>Compulsory Skills Programme of SAQA Qualification ID: 50334</i>	123396 123394 123401 115790	L: 5 C: 36	5	11 – 15 March 2024	R 14 445
Skills Development Facilitator <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
Facilitator Programme	117871 123397 115789	L: 5 C: 25	4	8 – 11 April 2024	R 10 725
Coach and Mentor Programme	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
Learning and Development Facilitator	SP-220319	5	36	5	11 – 15 March 2024	R 11 000
Assessment Practitioner	SP-220320	5	20	4	13 – 16 May 2024	R 9 820
Skills Development Practitioner	SP-220321	5	40	5	15 -19 July 2024	R 11 100
Work Based Learning and Development Practitioner (Coach & Mentor)	SP-220322	5	30	5	9 – 13 Sept 2024	R 11 200

Short Courses

Course Name	Days	Dates	Price
Train the Trainer	5	22 – 26 July 2024 2 – 6 Sept 2024 18 – 22 Nov 2024	R 13 008
Assessor Programme	3	12 – 14 Aug 2024 30 Sept – 2 Oct 2024	R 8 442
Moderator Programme	3	1 – 3 July 2024 28 – 30 Oct 2024	R 9 440
Design and Develop Learning Programmes	5	8 – 12 July 2024 11 – 15 Nov 2024	R 14 445
Skills Development Facilitator	5	16 – 20 Sept 2024 2 – 6 Dec 2024	R 13 007
Facilitator Programme	4	8 – 11 July 2024 21 – 24 Oct 2024	R 10 725
Coach and Mentor Programme	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
Computer Skills for Beginners	Beginner	5	15 – 19 April 2024 1 – 5 July 2024 30 Sept – 4 Oct 2024 2 – 6 Dec 2024	R 11 235
ICDL Word	Intermediate	3	3 – 5 April 2024 23 – 25 July 2024 22 – 24 Oct 2024	R 8 645
ICDL Word	Advanced	4	5 – 8 March 2024 4 – 7 June 2024 5 – 8 Nov 2024	R 11 709
ICDL Excel	Intermediate	3	26 – 28 March 2024 7 – 9 May 2024 30 July – 1 Aug 2024 29 – 31 Oct 2024	R 8 647
ICDL Excel	Advanced	4	14 – 17 May 2024 16 – 19 July 2024 19 – 22 Nov 2024	R 11 712
ICDL PowerPoint	Intermediate	2	11 – 12 April 2024 5 – 6 Sept 2024	R 6 455
ICDL PowerPoint	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.

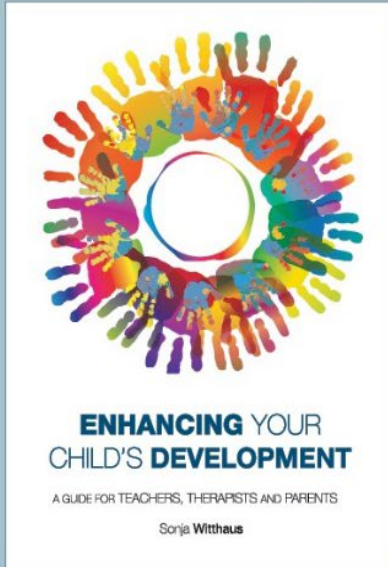
Link to register & pay: <https://elearn.connect-pscollege.co.za/>

Course Name		Unit standard	NQF	Credits	Price
QUALIFICATION Occupationally Directed Education Training and Development Practices SAQA Qualification ID: 50334 NQF Level 5 - Only R 12 000 Last day for enrolment: 20 June 2024	Assessor Programme	115753	5	15	R 2 800
	Train the Trainer	117871; 123397; 117874; 117865; 115789; 263976	5	41	R 3200
	Skills Development Facilitator	15221; 15227; 15232; 15217; 252041; 15218	5	29	R 2950
	Design and Develop Learning Programmes	123396; 123394; 123401; 115790	5	36	R 3050
Financial Management for Non-Financial Managers		15236; 252040	5	12	R2 720
Create a dynamite job portfolio (CV)					R 320
Mastering a Job Interview					R 420
Time Management 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
Managing AD / HD in the School Environment					R 750
Supporting Children and Adults Living with HIV and AIDS					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



Pro-Active Empowerment Trust

Started in 2008, the Pro-Active Empowerment Trust aims to train and empower disadvantaged black people in communities who have little or no opportunities to obtain valuable knowledge otherwise.

As a registered non-profit and public benefit organization, individuals or organisations can donate to the Trust.

They will receive a 18A certificate that is tax deductible.

NPO:145-832



Email: trust@pscollege.co.za

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
		
Training delivery method		
<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 & time.</p> <p>Submit your Portfolio of Evidence within 2 months after attending the course</p>
<p>Our venue or yours</p>	<p>https://elearn.connect-pscollege.co.za/</p>	<p>Platform: MS Teams</p>
Fees include		
<p>Please note: Pro-Active College is exempt from VAT</p>		
<p>Venue, Refreshments, Lunch, Facilitation and Learner Manual. Assessment, Moderation, SETA Administration & 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 & Certification where applicable</p>	<p>Live Facilitation through MS Teams (08:30 – 15:00) & Courier fees for delivery of Learner Manual. Assessment, SETA Administration & Certification where applicable.</p>
<p>Late submission and resubmission fees will be payable for portfolios submitted late without prior arrangement and approval.</p>		
Tools needed		
<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

Course			
Date			
Venue/Method		Amount	R

Learner Details

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

Organisation Responsible for Payment

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

Training Co-Ordinator

Name & Surname				
Email		Cell		

Terms and Conditions

<ol style="list-style-type: none"> 1. Accurately complete this form in full and in block letters. 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 3. We accept the following methods of payments: Zapper, SnapScan, Credit card, EFT or government orders. 4. Banking details: Pro-Active Public Services College (Pty) Ltd, Nedbank Branch: Business Pretoria (149-745) Account: 149 721 7709 	<ol style="list-style-type: none"> 5. Pro-Active College reserves the right to refuse admission where proof of payment or a government order cannot be shown. 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. 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. 8. Pro-Active College reserves the right to change the presentation, content or facilitator for a course.
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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.	Name & Surname	
	Job Title	
	Signature	

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)

Programme Details:				
Occupational Certificate	Office Administrator: Public Service Administrator (SAQA ID: 91994 NQF Level 5 52 credits)			
Module 1				
Module 2				
Venue	Pretoria	Amount	R 24 000 per learner	
Learner 1 Details				
Title		Disability		Dietary
First Name(s)				
Surname				
ID number <small>(Attach copy of ID)</small>	**Please attach certified copy of ID			
Job title				
Cell		Email		
Learner 2 Details				
Title		Disability		Dietary
First Name(s)				
Surname				
ID number <small>(Attach copy of ID)</small>	**Please attach certified copy of ID			
Job title				
Cell		Email		
Learner 3 Details				
Title		Disability		Dietary
First Name(s)				
Surname				
ID number <small>(Attach copy of ID)</small>	**Please attach certified copy of ID			
Job title				
Cell		Email		

Organisation Responsible for Payment

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

Training Co-Ordinator

Name & Surname			
Email		Cell	

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.

Employer			
Physical address where you will be doing your workplace experience			
Contact name			
Email		Cell	

Terms and Conditions

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Accurately complete this form in full and in block letters. 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 3. We accept the following methods of payments: Zapper, SnapScan, Credit card, EFT or government orders. 4. Banking details: Pro-Active Public Services College (Pty) Ltd, Nedbank Branch: Business Pretoria (149-745) Account: 149 721 7709 | <ol style="list-style-type: none"> 5. Pro-Active College reserves the right to refuse admission where proof of payment or a government order cannot be shown. 6. Cancellations/Postponements/Substitute learners must be done in writing (no later than 10 days before the course) to: register@pscollege.co.za. A cancellation fee may be applicable for costs incurred. 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. 8. Pro-Active College reserves the right to change the presentation, content or facilitator for a course. |
|--|---|

APPROVAL OF COURSE REGISTRATION

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Name & Surname	
Job Title	
Signature	

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Programme Details:			
Course	Occupational Certificate Training and Development Practitioner (SAQA ID: 101321 NQF Level 5 190 credits)		
Module 1: Learning and Development Facilitator	11 – 15 March 2024		
Module 2: Assessment Practitioner	13 – 16 May 2024		
Module 3: Skills Development Practitioner	15 -19 July 2024		
Module 4: Work Based Learning & Development Practitioner	9 – 13 Sept 2024		
Module 5: Learning and Development Manager	11 – 15 Nov 2024		
Venue	Pretoria	Amount	R 54 420 per learner
Learner 1 Details			
Title		Disability	
First Name(s)			
Surname			
ID number <small>(Attach copy of ID)</small>	**Please attach certified copy of ID		
Job title			
Cell		Email	
Learner 2 Details			
Title		Disability	
First Name(s)			
Surname			
ID number <small>(Attach copy of ID)</small>	**Please attach certified copy of ID		
Job title			
Cell		Email	
Learner 3 Details			
Title		Disability	
First Name(s)			
Surname			
ID number <small>(Attach copy of ID)</small>	**Please attach certified copy of ID		
Job title			

Cell		Email	
Organisation Responsible for Payment			
Company / Organisation			
Directorate		VAT	
Postal Address			
Order number		Email invoice to	
Training Co-Ordinator			
Name & Surname			
Email		Cell	
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.			
Employer			
Physical address where you will be doing your workplace experience			
Contact name			
Email		Cell	
Terms and Conditions			
<p>9. Accurately complete this form in full and in block letters.</p> <p>10. 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</p> <p>11. We accept the following methods of payments: Zapper, SnapScan, Credit card, EFT or government orders.</p> <p>12. Banking details: Pro-Active Public Services College (Pty) Ltd, Nedbank Branch: Business Pretoria (149-745) Account: 149 721 7709</p>		<p>13. Pro-Active College reserves the right to refuse admission where proof of payment or a government order cannot be shown.</p> <p>14. Cancellations/Postponements/Substitute learners must be done in writing (no later than 10 days before the course) to: register@pscollege.co.za. A cancellation fee may be applicable for costs incurred.</p> <p>15. 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.</p> <p>16. Pro-Active College reserves the right to change the presentation, content or facilitator for a course.</p>	
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Name & Surname			
Job Title			
Signature			

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CONTACT US



HEAD OFFICE: GAUTENG

Pro-Active House

Brooklyn Office Park, Block A,

105 Nicolson Street, Brooklyn Pretoria 0181

Google maps: <https://goo.gl/maps/3msfbqB8m3AYtvQz8>

Private Bag x 38, Lynnwood Ridge, 0040

Telephone Number: +27 12 346 6589

Cell: 083 415 7521

Email Address: info@pscollege.co.za

CSD: MAAA0000293

Online Store: <https://proactivecollege.co.za/products/>

eLearning: <https://elearn.connect-pscollege.co.za/>

Website: www.proactivecollege.co.za

Follow us on social media: #proactivecollege



SUPPORT

Quotations: request@pscollege.co.za

Registrations: register@pscollege.co.za

Debtors: paul@pscollege.co.za

Assessments: submit@pscollege.co.za

Certification: admin@pscollege.co.za

Accreditation enquiries: retha@pscollege.co.za

Finance & HR office: info@pscollege.co.za

Empowerment Trust: trust@pscollege.co.za

EMAIL US TODAY FOR A QUOTE

Kobus Jansen van Rensburg

Cell: 076 490 4474

Email: kobus@pscollege.co.za

Wilhelm Neumeyer

Cell: 083 415 7521

Email: consult@pscollege.co.za

