



TRAINING

UNLEASHING YOUR POTENTIAL



## Schedule of Courses January – December 2020

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company. All Imsimbi Courses in this schedule where unit standards are identified are accredited with the Services Seta, W & R Seta, ETDP Seta, Cathsseta or the Transport Seta

Group discounts available on request

We need a minimum of 5 delegates for a public course to proceed

For your online bookings, visit our website [www.imsimbi.co.za](http://www.imsimbi.co.za)



### Contact us:

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Advanced Monitoring & Evaluation	252024 L5 credits 4 252034 L5 credits 8 252032 L5 credits 8	Jhb			30-3			22-26			28-2			7-11
		CT			9-13					17-21			9-13	
		Dbn		3-7				18-22						9-13
Advanced Project Management Incl. MS Projects	252024 L5 credits 4 252022 L5 credits 8	Jhb		3-7		20-24		22-26		17-21			2-6	
		CT			2-6			22-26			28-2			7-11
		Dbn				20-24						26-30		
Advanced Report Writing	110023 L4 credits 5	Jhb		11-14			11-14			24-27			16-19	
		CT		3-6		14-17		2-5			1-4			8-11
		Dbn					25-28					26-29		
Anger Management	252031 L5 credits 4	Jhb			9-10			22-23			10-11			14-15
		CT			2-3						10-11			
		Dbn						22-23				5-6		
Assertiveness	252027 L5 credits 6	Jhb			16-17		18-19		23-24		28-29			7-8
		CT		20-21			7-8		16-17			15-16		7-8
		Dbn		27-28				29-30				1-2		
Assessor Training	115753 L5 credits 15	Jhb		17-20			12-15			24-27			16-19	
		CT			3-6				27-30				9-12	
		Dbn					12-15					12-15		
Best Practice in Quality Management	252024 L5 credits 4	In-house – available on request												
Business Administration Services FETC 12 Month Programme Modules 1-6 Learnership	61595 (L.P. 35928) L4 credits 140	Jhb		Module 1 17-20			Module 1 18-21			Module 1 24-27			Module 1 23-26	
		CT		Module 1 17-20			Module 1 11-14			Module 1 25-28			Module 1 23-26	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Business Etiquette & Professional Conduct in the Workplace	7790 L3 credits 3 110021 L4 credits 6	Jhb		24-26			4-6			31-2			23-25	
		CT		19-21			4-6			3-5			23-25	
		Dbn								11-13				2-4
Call Centre & Customer Service	7790 L3 credits 3	Jhb		21			11		17		15		20	
		CT		7				2				7		
		Dbn					8				23			
Change Management	252021 L5 credits 8	In-house – available on request												
Conflict Management	114226 L5 credits 8	Jhb		17-18			18-19			3-4			9-10	
		CT		17-18			18-19			3-4			16-17	
		Dbn		24-25				1-2			14-15			
Conflict Management and Negotiation Skills	114226 L5 credits 8	Jhb		17-19			18-20			3-5			9-11	
		CT		17-19			18-20			3-5			16-18	
		Dbn		24-26				1-3			14-16			
Corporate Governance	252042 L5 credits 5	In-house – available on request												
Customer Service Excellence for Managers ISO aligned	10052 L5 credits 6	In-house – available on request												
Data & Records Management	110009 L4 credits 4	Jhb	30-31			23-24		29-30		6-7			26-27	
		CT	20-21			6-7			23-24			1-2		
		Dbn									17-18			
Diversity Management	252043 L5 credits 6	Jhb			19-20			11-12			21-22		30-1	
		CT		27-28				17-18					9-10	
		Dbn						18-19						5-6

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Effective Business Writing Skills	12153 L4 credits 5 12155 L4 credits 5	Jhb	29-31			20-22		3-5			9-11	7-9	23-25		
		Pta		26-28			18-20			17-19			9-11		
		CT		17-19			13-15			13-15		14-16		18-20	
		Dbn				6-8						16-18			9-11
Effective Disciplinary Hearings	11286 L5 credits 8 10985 L6 credits 5	Jhb			23-25				20-22			19-21			
		CT				14-16			8-10			19-21			
		Dbn					27-29				28-30				
Effective Disciplinary Hearings for Chairpersons	10985 L6 credits 5	In-house – available on request													
Effective Disciplinary Hearings for Initiators	11286 L5 credits 8	In-house – available on request													
Effective Disciplinary Hearings for Shop Stewards	11286 L5 credits 8	In-house – available on request													
Effective Sales	10047 L5 credits 5	Jhb			5-6		7-8			13-14		12-13		10-11	
		CT		20-21		16-17			30-31			5-6		14-15	
		Dbn			9-10			4-5		11-12			5-6		
Emotional Intelligence & Personal Mastery	252031 L5 credits 4	Jhb	22-24	12-14	11-13	15-17	20-22	10-12	15-17	12-14	16-18	21-23	11-13	2-4	
		Pta				14-16		22-24				12-14			
		CT	22-24		4-6		13-15		20-22		16-18		4-6	7-9	
		Dbn		10-12			20-22			11-13			2-4		
Emotional Intelligence for Leaders	252031 L5 credits 4	Jhb	30-31			28-29		17-18			3-4		26-27		
		CT		10-11			4-5			6-7		29-30		10-11	
		Dbn			26-27			25-26						10-11	
Emotional Intelligence & Team Building	252031 L5 credits 4	In-house – available on request													
Employment Equity Committee Training	116927 L5 credits 10	Jhb			2-3			17-18			22-23			14-15	
		CT			23-24			8-9				15-16			
		Dbn			23-24							26-27			

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Facilitation Skills	117871 L5 Credits 10	Jhb		12-14			11-13		13-15			26-28		7-9
		CT				6-9			6-8			12-14		7-9
		Dbn		26-28					17-19				19-21	
Finance For Non-Financial Managers	242810 L4 credits 6 114738 L4 credits 6	Jhb		19-21	25-27	6-8		8-10	8-10	24-26		14-16	9-11	9-11
		CT		17-19		1-3		10-12		17-19		7-9		9-11
		Dbn		5-7					3-5				12-14	
Frontline Customer Service	242829 L4 credits 5	Jhb	20		27			26		28		30		4
		CT		4		29				24		9		7
		Dbn		10			11			14				14
HIV AIDS Awareness (Half Day)		In-house – available on request												
HIV AIDS Peer Educator & Workplace Management	8555 L4 credits 4	Jhb		3-6			25-28			17-20			2-5	
		CT		4-7				2-5				27-30		
		Dbn			23-26					31-3				
HIV/AIDS Peer Educator	8555 L4 credits 4	In-house – available on request												
HIV/AIDS Workplace Management	252033 L5 credits 8	In-house – available on request												
Human Resources Management and Labour Relations	12140 L5 credits 9 252034 L5 credits 8 114274 L5 credits 8 10985 L6 credits 5	Jhb		3-7			18-22			17-21			16-20	
		CT		10-14			25-29			24-28			2-6	
		Dbn		10-14						3-7			23-27	
Implementing Internships, Learnerships and employee tax incentives		Jhb		18			22						27	
		CT				17			14					
		Dbn							22					
Interpersonal Skills	252027 L5 credits 6	Jhb		17		6			16			29		
		CT		21					13			26		
		Dbn		11					24			30		

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Innovation & Creative Thinking	252020 L5 credits 6	Jhb		20-21			7-8			17-18			16-17	
		CT		13-14			21-22			20-21			9-10	
		Dbn		10-11			18-19			20-21			23-24	
Labour Relations & Effective Discipline	10985 L6 credits 5 114274 L5 credits 8	Jhb		5-7			20-22			19-21			18-20	
		CT		12-14			27-29			26-28			4-6	
		Dbn		12-14						5-7			25-27	
Management and Leadership	120300 L5 credits 8 15224 L5 credits 4	Jhb			16-18	7-9	13-15		20-22		21-23	14-16	9-11	2-4
		CT	29-31			15-17		3-5			21-23		11-13	2-4
		Dbn		12-14				20-22			17-19			25-27
Managing Poor Performance and Medical Incapacity	252034 L5 credits 8	In-house – available on request												
Meeting & Minute Management	242816 L4 credits 5	Jhb		10-11			21-22			11-12			12-13	
		CT		10-11			11-12			20-21			12-13	
		Dbn				14-15						15-16		
Mentoring and Coaching	252035 L5 credits 8	Jhb			2-3		7-8		27-28		3-4		5-6	
		CT			5-6		21-22			24-25			19-20	
		Dbn					14-15				21-22		2-3	
Microsoft Office Excel 2016 Basic		Jhb	27		25		20		8		28	26	4	
Microsoft Office Excel 2016 Intermediate		Jhb	28		26		21		9		29	27	5	
Microsoft Office Excel 2016 Advanced		Jhb	29		27		22		10		30	28	6	
Microsoft Office Excel 2016 A-Z		Jhb	27-29		25-27		20-22		8-10		28-30	26-28	4-6	
Microsoft Office PowerPoint 2016 Basic		Jhb	23		12		14		27		10	15	26	
Microsoft Office PowerPoint 2016 Advanced		Jhb	24		13		15		28		11	16	27	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Microsoft Office PowerPoint A-Z		Jhb	23-24		12-13		14-15		27-28		10-11	15-16	26-27	
Microsoft Office Outlook Basics 2016		Jhb		24		6		8		11	7	8	11	
Microsoft Office Outlook Advanced 2016		Jhb		25		7		9		12	8	9	12	
Microsoft Office Outlook A-Z		Jhb		24-25		6-7		8-9		11-12	7-8	8-9	11-12	
Microsoft Office Word 2016 Basic		Jhb		11		15		29		26		14	4	
Microsoft Office Word 2016 Intermediate		Jhb		12		16		30		27		15	5	
Microsoft Office Word 2016 Advanced		Jhb		13		17			1	28		16	6	
Microsoft Office Word A-Z		Jhb		11-13		15-17		29-1		26-28		14-16	4-6	
Moderator Training	115759 L6 credits 10	Jhb			23-26			29-2		3-6			23-26	
		CT		18-21						25-28				1-4
		Dbn			9-12				6-9					23-26
Monitoring and Evaluation	252034 L5 credits 8 252032 L5 credits 8	Jhb	27-29		11-13		11-13		20-22		14-16		11-13	
		CT			18-20		25-27		15-17		28-30		2-4	
		Dbn		19-21					29-31				12-14	
National Certificate in General Management NQF Level 4 Modules 1-6 Learnership	SAQA I.D. 57712 NQF L4 150 credits (23 Days)	Jhb			Module 1 16-20				Module 1 27-31			Module 1 26-30		
		CT			Module 1 16-20				Module 1 27-31			Module 1 26-30		
National Certificate in General Management NQF Level 5 Modules 1-6 Learnership	NQF L5 Qual. No. 59201 Programme no. 60269 164 credits (26 Days)	Jhb		Module 1 3-7			Module 1 25-29		Module 1 27-31			Module 1 12-16		
		CT		Module 1 3-7			Module 1 25-29		Module 1 27-31			Module 1 12-16		

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Negotiation Skills	117853 L5 credits 8	Jhb		27-28			4-5			20-21			16-17		
		CT		27-28			7-8			20-21			2-3		
		Dbn						18-19						23-24	
Negotiation Skills for Wage Negotiators	117853 L5 credits 8	In-house – available on request													
Office Management	110009 L4 credits 4	Jhb	27-28		9-10		14-15			6-7		19-20		10-11	
		CT			26-27		28-29			3-4			2-3		
		Dbn	23-24				14-15			11-12			5-6		
Operations Management	252032 L5 credits 8	Jhb			30-31			1-2			17-18		30-1		
		CT			23-24		11-12				7-8			10-11	
		Dbn							9-10					7-8	
Performance Management	252034 L5 credits 8	Jhb			23-24		25-26			6-7			2-3		
		CT					25-26			31-1			12-13		
		Dbn					11-12					22-23			
Personal Assistant	13929 L3 credits 3 12153 L4 credits 5	Jhb		19-21		1-3		3-5		5-7		7-9		2-4	
		CT			16-18				8-10			21-23		9-11	
		Dbn				6-8				6-8				23-25	
Personal Finance		In-house – available on request													
Personal Mastery	252031 L5 credits 4	In-house – available on request													
Presentation and Communication Skills	8647 L5 credits 10	Jhb		10-11		23-24		25-26		27-28		19-20		10-11	
		Pta			9-10				9-10				12-13		
		CT	27-28			6-7		1-2			13-14		26-27		14-15
		Dbn		17-18		6-7		1-2			20-21		15-16		14-15
Problem Solving & Decision Making	242817 L4 credits 8	Jhb		24-25			11-12			11-12			12-13		
		CT			26-27				16-17		3-4		5-6		
		Dbn	27-28							20-21				16-17	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Project Management	120372 L4 credits 5 120379 L4 credits 8	Jhb	22-24	19-21	4-6	20-22	27-29	17-19	13-15	3-5	7-9	21-23	9-11	7-9	
		Pta			30-1					24-26		7-9			
		CT	22-24			20-22			3-5	13-15			21-23		2-4
		Dbn		12-14		14-16			3-5		17-19		12-14		7-9
National Certificate in Project Management L5 Learnership	NQF L5 Qual. No. 58395 120 credits (25 Days)	Jhb		Module 1 17-21			Module 1 4-8			Module 1 24-28			Module 1 16-20		
		CT		Module 1 17-21			Module 1 4-8			Module 1 24-28			Module 1 16-20		
Public Finance Management	242810 L4 credits 6 114738 L4 credits 6	Jhb			2-4		6-8			31-2			18-20		
		Pta			11-13		27-29		6-8				2-4		
		CT		5-7		20-22			8-10				9-11		
		Dbn		24-26				11-13					12-14		
Quality & Customer Service	10052 L5 credits 6	Jhb	20-21		9-10			1-2		13-14		22-23		14-15	
		CT	20-21		26-27			18-19			28-29		26-27		
		Dbn			23-24				23-24			10-11		10-11	
Reception & Telephone Etiquette	13928 L3 credits 4	Jhb		3-4		28-29		11-12			14-15		12-13		
		CT		24-25		29-30		11-12			17-18		12-13		
		Dbn		10-11		28-29		17-18				15-16			
Recruitment and Selection	12140 L5 credits 9	Jhb	23-24		19-20				9-10		28-29		5-6		
		CT			16-17		25-26		13-14				26-27		
		Dbn		10-11			25-26			17-18			26-27		
Report Writing	110023 L4 credits 6 12153 L4 credits 5	Jhb	27-29		4-6		27-29		29-31		16-18		25-27		
		Pta				22-24				11-13		19-21			
		CT		10-12			27-29		29-31		9-11		4-6		
		Dbn		12-14			4-6			17-19				7-9	

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Research Methodology & Report Writing	110023 L4 credits 6 12153 L4 credits 5	Jhb			30-1						30-2			
		CT			2-4						30-2			
		Dbn				6-8						19-21		
Risk Management	252025 L5 credits 8	Jhb		27-28		1-2			16-17			5-6		
		CT		24-25			21-22			11-12			2-3	
		Dbn		13-14						20-21			19-20	
Sexual Harassment in the workplace		In-house – available on request												
Skills Development Committee Training	252029 L5 credits 8	In-house – available on request												
Skills Development & Training Management	252029 L5 credits 8	Jhb		24-25			14-15		30-31				12-13	
		CT		20-21			21-22				14-15			
		Dbn					4-5					15-16		
Stock Management	13945 L4 credits 2	Jhb		10			6		17		14			3
		CT		26			15			14			27	
		Dbn		28			29				30			
Strategic Planning and Change Management	15219 L5 credits 4 252021 L5 credits 8	Jhb			16-18			3-5			7-9		30-2	
		CT		24-26						17-19			7-9	
		Dbn				6-8						21-23		
Stress Management	15096 L5 credits 5	Jhb	21			9			6			30		
		CT	31		25					13			13	
		Dbn					27							4
Supervisory Management	14667 L4 credits 10	Jhb	20-22	24-26	18-20	14-16		17-19	27-29		21-23	26-28	23-25	7-9
		Pta		5-7				18-20		17-19		7-9		
		CT	22-24		23-25		27-29			5-7		28-30		9-11
		Dbn				22-24			22-24			7-9		7-9

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Course	Unit Standards	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Supply Chain Management	336712 L6 credits 6 336713 NQF L5 credits 10	Jhb			16-20		25-29			24-28			16-20	
		CT		10-14					27-31			26-30		
		Dbn			9-13				29-3				5-9	
National Certificate in Supply Chain Management: L5 Learnership	SAQA ID 74149 NQF L5 Credits 150 (25 Days)	Jhb		Module 1 3-7				Module 1 1-5					Module 1 1 2-6	
		CT		Module 1 3-7				Module 1 1-5					Module 1 1 2-6	
Team Building	252037 L5 credits 6	Jhb		7			29		24				23	
		CT		3					31					11
		Dbn					13					30		
Team Leader	252037 L5 credits 6	Jhb			11-13			8-10		11-13			2-4	
		CT			4-6			17-19			7-9		23-25	
		Dbn			11-13			17-19			7-9			
Technical Report Writing	12153 L4 credits 5 110023 L4 credits 6	Jhb				6-9			6-8				4-6	
		Ct	22-24				11-13			11-13			2-4	
Telephone Etiquette	7790 L3 credits 3	Jhb			25		15			21			27	
		CT		17		24		1		14		28		10
		Dbn		4		17			10			8		15
Time Management	15234 L5 credits 4	Jhb		27-28			25-26		23-24		10-11		26-27	
		CT		27-28	2-3		21-22		13-14			5-6		14-15
		Dbn	20-21		26-27		25-26		27-28			19-20		10-11
National Certificate: Wholesale and Retail Operations Supervision L4 Learnership	SAQA ID 49397 NQF L4 Credits 120 (22 Days)	JHB		Module 1 24-27			Module 1 4-7			Module 1 1 17-20			Module 1 1 10-13	
		CT		Module 1 24-27			Module 1 4-7			Module 1 1 11-14			Module 1 1 10-13	
Women in Management	15224 L5 credits 4	In-house – available on request												

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## Course fees include:

- **Course facilitation by subject matter experts**
- **Corporate venue, two morning teas, lunches, and refreshments**
- **Fully accredited courses, with assessment of POE's, and issuing of Seta certificates**
  - **Attendance certificates for all delegates**
  - **Pens/attendance register/evaluation forms**
  - **8 gig USB with templates and course resources**
  - **Contact the coach for assistance with POE's**
  - **Pre and post assessments on request**
  
- If any of the above dates don't fit your diary, please let us know so that we can give you future dates.
  - Discounted in-house prices and course profiles will be forwarded on request.
    - In-house training can be arranged
    - Nationwide for 6 learners and more.
  - We are happy to advise that we can customise our course content to suit your requirements for any suitable number of days.
  - Discounts will be given for group bookings for in-house and public courses.
    - Prices may be subject to an adjustment during the course of 2020.

## National Certificate in General Management NQF Level 5

**This course is accredited by the Services Seta and material covers SAQA ID 59201/60269 – NQF - L5 164 Credits**

**This FETC programme can be offered as a 12-month learnership programme with**

**26 days of in-class attendance: Cost: R33,000 ex vat**

**Employers placing their employees on the learnership programme are eligible to receive a R22,400.00 tax rebate from SARS.**

Module	Johannesburg		Cape Town	
Module 1: Professional Team Development	3-7 February 2020 (Group 1)		3-7 February 2020 (Group 1)	
	25-29 May 2020 (Group 2)		25-29 May 2020 (Group 2)	
	27-31 July 2020 (Group 3)		27-31 July 2020 (Group 3)	
	12-16 October 2020 (Group 4)		12-16 October 2020 (Group 4)	
Module 2: Professional <b>Management</b> & Leadership	30 March -3 April 2020 (Group 1)		30 March - 3 April 2020 (Group 1)	
	13-17 July 2020 (Group 2)		13-17 July 2020 (Group 2)	
	14-18 September 2020 (Group 3)		14-18 September 2020 (Group 3)	
	31 October - 4 December 2020 (Group 4)		31 October -4 December 2020 (Group 4)	
Module 3: Professional Conflict & Change Management	29 June - 3 July 2020 (Group 1)		29 June -3 July 2020 (Group 1)	
	7-11 September 2020 (Group 2)		7-11 September 2020 (Group 2)	
	16-20 November 2020 (Group 3)		16-20 November 2020 (Group 3)	
	17-21 February 2021 (Group 4)		17-21 February 2021 (Group 4)	
Module 4: Professional Human Resource Management	11-13 August 2020 (Group 1)		11-13 August 2020 (Group 1)	
	2-4 November 2020 (Group 2)		2-4 November 2020 (Group 2)	
	20-22 January 2021 (Group 3)		20-22 January 2021 (Group 3)	
	14-16 April 2021 (Group 4)		14-16 April 2021 (Group 4)	
Module 5: Financial Management for Professionals	31 August – 4 September 2020 (Group 1)		31 August - 4 September 2020 (Group 1)	
	25-29 January 2021 (Group 2)		25-29 January 2021 (Group 2)	
	08-12 March 2021 (Group 3)		08-12 March 2021 (Group 3)	
	21-25 June 2021 (Group 4)		21-25 June 2021 (Group 4)	
Module 6: Professional Results-based Management – Planning, Monitoring and Evaluation	31 November - 4 December 2020 (Group 1)		31 November - 4 December 2020 (Group 1)	
	09-12 March 2021 (Group 2)		09-12 March 2021 (Group 2)	
	11-14 May 2021 (Group 3)		11-14 May 2021 (Group 3)	
	17-20 August 2021 (Group 4)		17-20 August 2021 (Group 4)	

## National Certificate in General Management NQF Level 4

**This course is accredited by the Services Seta and material covers SAQA ID 57712 at NQF Level 4 worth 150 credits**

**This FETC programme can be offered as a 12-month learnership programme with 20 days of in-class attendance for learners with at least matric. Learners without matric will additionally do Module 5. Cost: R26, 000 ex vat  
Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.**

Module	Johannesburg		Cape Town	
Module 1: <b>Team Management</b>	16-20 March 2020 27-31 July 2020 26-30 October 2020	(Group 1) (Group 2) (Group 3)	16-20 March 2020 27-31 July 2020 26-30 October 2020	(Group 1) (Group 2) (Group 3)
Module 2: <b>Communication</b>	11-15 May 2020 37-11 September 2020 25-29 January 2021	(Group 1) (Group 2) (Group 3)	11-15 May 2020 37-11 September 2020 25-29 January 2021	(Group 1) (Group 2) (Group 3)
Module 3: <b>Maths Literacy</b>	13-17 July 2020 07-11 December 2020 12-16 April 2021	(Group 1) (Group 2) (Group 3)	13-17 July 2020 07-11 December 2020 12-16 April 2021	(Group 1) (Group 2) (Group 3)
Module 4: <b>Managing Time &amp; Performance</b>	28 September – 2 October 2020 15-19 March 2021 12-16 July 2021	(Group 1) (Group 2) (Group 3)	28 September – 2 October 2020 15-19 March 2021 12-16 July 2021	(Group 1) (Group 2) (Group 3)
Module 5: <b>Second Language Communication (Compulsory at an extra fee for learners without matric)</b>				

## Business Administration Services NQF Level 4

**Further Education and Training Certificate (FETC) - Learnership**

**SAQA ID 61595 (L.P. 35928) NQF L4 worth 140 Credits.**

**This FETC programme can be offered as a 12-month learnership programme with  
20 days of in-class attendance. Cost: R25,000 ex vat**

**Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.**

Module	Johannesburg	Cape Town
Module 1: Work & Career Orientation	17-20 February 2020 (Group 1) 18-21 May 2020 (Group 2) 24-27 August 2020 (Group 3) 23-26 November 2020 (Group 4)	17-20 February 2020 (Group 1) 11-14 May 2020 (Group 2) 25-28 August 2020 (Group 3) 23-26 November 2020 (Group 4)
Module 2: Bus Comm & Bus Writing	20-23 April 2020 (Group 1) 6-9 July 2020 (Group 2) 05-08 October 2020 (Group 3) 18-21 January 2021 (Group 4)	20-23 April 2020 (Group 1) 6-9 July 2020 (Group 2) 05-08 October 2020 (Group 3) 18-21 January 2021 (Group 4)
Module 3: Maths Literacy	24-26 June 2020 (Group 1) 31 August - 2 September 2020 (Group 2) 31 November 2 December 2020 (Group 3) 10-12 March 2021 (Group 4)	17-19 June 2020 (Group 1) 21-23 September 2020 (Group 2) 31 November 2 December 2020 (Group 3) 10-12 March 2020 (Group 4)
Module 4: Administration	12-14 August 2020 (Group 1) 16-18 November 2020 (Group 2) 17-19 February 2021 (Group 3) 5-7 May 2021 (Group 4)	12-14 August 2019 (Group 1) 23-25 November 2019 (Group 2) 17-19 February 2021 (Group 3) 5-7 May 2021 (Group 4)
Module 5: Finance for Office Administrators	19-21 October 2020 (Group 1) 20-22 January 2021 (Group 2) 14-16 April 2021 (Group 3) 14-16 July 2021 (Group 4)	19-21 October 2020 (Group 1) 18-20 January 2021 (Group 2) 14-16 April 2021 (Group 3) 14-16 July 2021 (Group 4)
Module 6: Customer Care	31 November - 2 December 2020 (Group 1) 10-12 March 2021 (Group 2) 23-25 June 2021 (Group 3) 15-17 September 2021 (Group 4)	031 November - 2 December 2020 (Group 1) 10-12 March 2021 (Group 2) 23-25 June 2021 (Group 3) 15-17 September 2021 (Group 4)

**All prices exclude VAT**

## National Certificate: Project Management NQF Level 5

**This course is accredited by the Services Seta and material covers SAQA ID: 58395 – 120 credits - 25 DAYS**

Can be offered as a 12-month learnership programme with 25 days of in-class attendance. Cost: R28, 500 ex vat  
Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.

Module	Johannesburg		Cape Town	
<b>Module 1: Manage Project Communications</b>	17-21 February 2020	(Group 1)	17-21 February 2020	(Group 1)
	04-08 May 2020	(Group 2)	04-08 May 2020	(Group 2)
	24-28 August 2020	(Group 3)	24-28 August 2020	(Group 3)
	16-20 November 2020	(Group 4)	16-20 November 2020	(Group 4)
<b>Module 2: Manage Project Scope and Time</b>	30 March -3 April 2020	(Group 1)	30 March -3 April 2020	(Group 1)
	20-24 July 2020	(Group 2)	20-24 July 2020	(Group 2)
	05-09 October 2020	(Group 3)	05-09 October 2020	(Group 3)
	08-12 February 2021	(Group 4)	08-12 February 2021	(Group 4)
<b>Module 3: Manage Project Finances</b>	29 June – 3 July 2020	(Group 1)	29 June – 3 July 2020	(Group 1)
	28 September – 2 October 2020	(Group 2)	28 September – 2 October 2020	(Group 2)
	31 November - 4 December 2020	(Group 3)	31 November – 4 December 2020	(Group 3)
	19-23 April 2021	(Group 4)	19-23 April 2021	(Group 4)
<b>Module 4: Manage Application of project Integrative Processes</b>	03-07 August 2020	(Group 1)	03-07 August 2020	(Group 1)
	09-13 November 2020	(Group 2)	09-13 November 2020	(Group 2)
	15-19 February 2021	(Group 3)	15-19 February 2021	(Group 3)
	21-25 June 2021	(Group 4)	21-25 June 2021	(Group 4)
<b>Module 5: Monitor, Control execution and project closure management</b>	12-16 October 2020	(Group 1)	12-16 October 2020	(Group 1)
	15-19 February 2021	(Group 2)	15-19 February 2021	(Group 2)
	05-09 April 2021	(Group 3)	05-09 April 2021	(Group 3)
	23-27 August 2021	(Group 4)	23-27 August 2021	(Group 4)



## National Certificate: Wholesale and Retail Operations Supervision NQF L4

**This course is accredited by the Wholesale and Retail Seta and material covers SAQA ID 49397 at NQF Level 4 worth 120 credits**

**Can be offered as a 12-month learnership programme with 20 days of in-class attendance. Cost: R25, 000 ex vat**

**Employers placing their employees on this learnership programme are eligible to receive a R22,400.00 tax rebate from SARS for each learner.**

Module	Johannesburg		Cape Town	
Module 1: Team Building	24-27 February 2020	(Group 1)	24-27 February 2020	(Group 1)
	04 – 07 May 2020	(Group 2)	04 – 07 May 2020	(Group 2)
	17-20 August 2020	(Group 3)	11-14 August 2020	(Group 3)
	10-13 November 2020	(Group 4)	10-13 November 2020	(Group 4)
Module 2: Business Communication	14-16 April 2020	(Group 1)	14-16 April 2020	(Group 1)
	27-30 July 2020	(Group 2)	27-30 July 2020	(Group 2)
	26-29 October 2020	(Group 3)	26-29 October 2020	(Group 3)
	26-29 January 2021	(Group 4)	26-29 January 2021	(Group 4)
Module 3: Mathematics in Business	22-25 June 2020	(Group 1)	22-25 June 2020	(Group 1)
	21-23 September 2020	(Group 2)	21-23 September 2020	(Group 2)
	09-11 December 2020	(Group 3)	07-09 December 2020	(Group 3)
	10-12 March 2021	(Group 4)	10-12 March 2021	(Group 4)
Module 4: Customer & Sales Management	03-05 August 2020	(Group 1)	03-05 August 2020	(Group 1)
	16-18 November 2020	(Group 2)	16-18 November 2020	(Group 2)
	17-19 February 2021	(Group 3)	17-19 February 2021	(Group 3)
	05-07 May 2021	(Group 4)	05-07 May 2021	(Group 4)
Module 5: Operational Management	21-23 October 2020	(Group 1)	26-28 October 2020	(Group 1)
	20-22 January 2021	(Group 2)	20-22 January 2021	(Group 2)
	14-16 April 2021	(Group 3)	14-16 April 2021	(Group 3)
	14-16 July 2021	(Group 4)	14-16 July 2021	(Group 4)

## National Certificate: Supply Chain Management NQF L5

**25 in-class days: Cost: R28, 500 ex vat**

**This course is accredited by the Transport Seta and material covers SAQA ID 74149 at NQF LEVEL 5 worth 150 Credits  
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg		Cape Town	
Module 1: Professional Values & Ethics	03-07 February 2020	(Group 1)	03-07 February 2020	(Group 1)
	01-05 June 2020	(Group 2)	01-05 June 2020	(Group 2)
	02-06 November 2020	(Group 4)	02-06 November 2020	(Group 4)
Module 2: Understanding Supply Chain Management	20-24 April 2020	(Group 1)	20-24 April 2020	(Group 1)
	06-10 July 2020	(Group 2)	06-10 July 2020	(Group 2)
	17-19 February 2021	(Group 3)	15-19 February 2021	(Group 3)
Module 3: Information & Risk Management	08-12 June 2020	(Group 1)	08-12 June 2020	(Group 1)
	31 August - 4 September 2020	(Group 2)	31 August - 4 September 2020	(Group 2)
	05-09 April 2021	(Group 3)	05-09 April 2021	(Group 3)
Module 4: Supply Chain Operations	24-28 August 2020	(Group 1)	24-28 August 2020	(Group 1)
	23-27 November 2020	(Group 2)	23-27 November 2020	(Group 2)
	14-18 June 2021	(Group 3)	14-18 June 2021	(Group 3)
Module 5: Materials/Logistics Management	05-09 October 2020	(Group 1)	21-25 October 2019	(Group 1)
	15-19 February 2021	(Group 2)	15-19 February 2021	(Group 2)
	16-20 August 2021	(Group 3)	16-20 August 2021	(Group 3)

## National Certificate in Fast Food Services NQF L3

26 in-class days: Cost: R25, 000 ex vat

This course is to be accredited by the Cathsseta and material covers SAQA ID 14115 at NQF Level 3 worth 133 credits  
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.

Module	Johannesburg	Cape Town
Module 1: <b>Fundamentals of the Hospitality Industry (4 Days)</b>	dates to be confirmed	dates to be confirmed
Module 2: Management of Stock (2 Days)		
Module 3: Food Production (5 Days)		
Module 4: Food Service (2 Days)		
Module 5: Financial Administration (2 Days)		
Module 6: Service Excellence (2 Days)		
Module 7: Communication & Personal Development (3 Days)		
Module 8: Basic Computer Skills (2 Days)		
<b>Module 9:</b> First Aid (2 Days)		
<b>Final Practical Summative Assessments (2 Days)</b>		

## National Certificate in Food & Beverage Services NQF L4

**24 in-class days: Cost: R25, 000 ex vat**

**This course is to be accredited by the Cathsseta and material covers SAQA ID 14113 at NQF Level 4 worth 138 credits  
Can be offered as a learnership. Employers are eligible to receive a R22,400.00 tax rebate from SARS for each learner on a learnership.**

Module	Johannesburg	Cape Town
Module 1: <b>Fundamentals of the Hospitality Industry (3 Days)</b>	dates to be confirmed	dates to be confirmed
Module 2: Communication and Customer Service (3 Days)		
Module 3: Safety in Food & Beverage Service (3 Days)		
Module 4: Food & Beverage Service (5 Days)		
Module 5: Process Payments & Stock Management (3 Days)		
Module 6: Personal Development (3 Days)		
Module 7: Basic First Aid (2 Days)		
Final Practical Summative Assessment (2 Days)		

## Terms & Conditions:

### 1. Fees:

- All fees are current at the time of going to print; however, we reserve the right to change them.

### 2. Additional Delegate Rates:

- Additional delegate rates apply when bookings are made at the same time on the same course, see special rates, group rates and early bird specials for more information.

### 3. Confirmation Instructions:

- On our receipt of this returned and completed booking form we will issue a confirmation letter detailing your participation in the training event. This includes a location map with directions and venue details and starting times.
- Thereafter once an invoice and confirmation letter has been sent to you, the booking has been confirmed and the payment is due.

### 4. Attendance:

- Please note that no learner will be permitted to attend any training course without proof of payment or an order no.

### 5. Delegate Substitution:

- Substitutes can be made at any time without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

### 6. Payment:

- Payment can be made by cheque or by electronic transfer, and must be received 7 working days from the date of the invoice.
- Please quote the reference number from your invoice so that payments can be tracked.

### 7. Cancellation:

- **All cancellations must be done in writing and emailed directly to Imsimbi Training**
- Inform us immediately if you have to re-schedule or cancel the booking so that we can inform the caterers and conference venue. Else this will be for your account.
- The following charges apply if you cancel:
  - 11 - 28+ working days before a course = 15% of the course fee
  - 6 – 10 working days before a course = 20% of the course fee
  - 4 – 6 working days before a course= 30% of the course fee
  - 1-3 working days before a course = 50% of the course fee
  - No show on the day of the course = 100% of the course fee

### 8. Special Meals: Please note that we do provide halaal friendly meals on request..

## 9. Public Course Running

All Imsimbi public courses will **ONLY** go ahead if we have **at least 5 (five) delegates confirmed**. Imsimbi reserves the right to postpone courses below five delegates to a future date. Venues given are only tentative hence they depend on availability. As a result, Imsimbi reserves the right to change venues. Please confirm with our consultant before booking your flights and accommodation.

## 10. Transfers & Postponements:

- The transfer option only applies to delegates who are transferring to a different date for the same course.
  - Transfers can only be made up to 4 working days prior to the course, after which point the registration is considered to be a cancellation or alternatively a replacement/s should be sent.
11. Once you have booked with us legal obligations arise and your right to refund of monies charged to you or paid in any other way agreed by us, are limited by our terms & conditions. You must not make any booking unless you understand and agree to all our terms and conditions. Once a booking is made, it is deemed that you have read and understood the terms and conditions for such a booking. If you have any queries, please contact us before making any booking for any course. Once a booking is made for the course, it is deemed that you have read and understood the terms and conditions for such a booking.
12. Refunds should be requested in writing to our sales consultant. All refunds should be accompanied by a signed and stamped bank letter or cancelled cheque from the account the payment was made from. Refunds will only be made back into the same account the payment was made from and any other arrangements should be accompanied by an authorisation letter from the Finance Manager or higher authority on a signed and stamped letterhead. All qualifying refunds will be processed 14 working days from the date the payment reflects in our account.