



MOTHEO TRAINING INSTITUTE TRUST

An EDTP.SETA Accredited Training Service Provider. Reg Number IT 609/2011

Student



Prospectus



"Unleashing Potential"



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MESSAGE FROM THE DIRECTOR



Congratulations on choosing to hone your skills in an Institution of Further Education and Training, and Motheo Training Institute Trust College in particular. South Africa is facing critical skills shortage of massive proportions. We aspire to be a leader in the Education, Training and Development Sector. We provide quality education, cost effectively, while responding to the ever changing demands of commerce and industry. It is against this background that we forge continual relationships with relevant stakeholders via industry.

OUR DREAM: Through our values of excellent service, high performance teams, dedication and commitment, innovation and technology and integrity and authenticity, the College aims to deliver high quality teaching and training and achieve its aims of becoming the leading College brand in Africa. Motheo Training Institute Trust College is committed to exceeding the expectations of all its customers through quality Education Training and Development.

Motheo Training Institute Trust College's core principal business is training on Early Childhood Development and it is also our understanding that Early Childhood Development cannot be viewed as a standalone entity and that has necessitated in the extension of scope to provide other developmental related courses to afford our clients more diverse opportunities in terms of career path and job opportunities.

The Word "Motheo" means the foundation of human development, foundation of society and the pillar of the nation and this resonates well with what we are about as a brand. The College is renowned for its academic prowess and has consistently produced outstanding results. Students are able to study in an atmosphere that is conducive to learning. A safe and stimulating learning environment is created by Professional Staff who go out of their way to ensure that students are provided with every opportunity to unleash their potential. Our multi-modal teaching techniques using modern equipment, practical training and the latest technology enables learners to have exciting yet meaningful learning experience. Our website, with extensive student support materials, is providing to be an invaluable tool for students. Students who work consistently and diligently are assured of success.

Welcome to the Motheo Training Institute Trust College family, where we help to create your tomorrow today; where you will be able to improve your work related skills to ensure greater employability and sustainable livelihood.

Have an extraordinary academic year at an extraordinary Institution of Further Education Training and Learning. It is a privilege to be part of this remarkable family. At Motheo Training Institute Trust College we grow with the flow without changing who we are in terms of our philosophical approach and remain one step ahead of the pack.

Yours in Education, Training and Development.

Mr. Rantsope Meshack "Rex" Molefe (Trustee & Director)

A WORD FROM THE CHIEF ADMINISTRATOR AND REGISTRAR



Welcome to the Motheo Training Institute prospectus which guides you through a variety of Educational, Training and Skills programmes that we offer.

Motheo Training Institute Trust College is recognised as one of the best Further Education Training Institutions in South Africa, with a good history of successfully delivering quality registered SAQA NQF registered Qualifications which are also recognised by QCTO and Skills Programmes.

This is evident, not only in the outstanding results that Motheo Training Institute Trust College consistently produce, but also the skills of the successful and dedicated Campus Managers, Head of Divisions, Administrative and General Assistant teams. The ETD and technical knowledge of the Facilitating Staff, together with their continual development/training, means that we are well-equipped to help both individuals and teams progress and meet their full potential. Through our high quality tuition we regularly meet and surpass the requirements of our students and relevant stake holders as well our diverse pool of experts from various racial groups.

While we are proud of our past, we are also investing in the future. Increasingly, we are considering different ways of delivering tuition in a stimulating way. We continually improve our training facilities and incorporate modern technology. This prospectus details all our main courses, but we are able to put together and deliver customised training required by stake holders and industry.

It is a pleasure to present our prospectus and I am looking forward to welcoming you into one of the courses that Motheo Training Institute Trust College offers.

Yours in Education, Training and Development

Ms. Jabulile Nkosi

BRIEF INTRODUCTION, HISTORY AND BACKGROUND

Based in South Africa, Motheo Training Institute Trust was established in 2007 for the purpose of attending and responding to the Multi-changing dire needs of our impoverished Communities and its Principal, Principle Core business is Early Childhood Developmental Services. We have since grown to become a fully-fledged Further Education Training and Development Institution in Africa.

VISION

We pledge ourselves in providing a variety of top-quality skills services in the context of Early Childhood Development and other Developmental Programmes

MISSION

We commit ourselves to a noble cause of developing our nation through education, training and skills transfer

VALUES

We commit ourselves in adhering to and upholding the following values as our guiding principles in our operations:

**Transparency | Accountability |
Honesty | Trustworthy | Courtesy**



Our people are crucial in the delivery of our services and solutions to our clients. In order to ensure that everyone is equipped with the right skill, knowledge and attitude, a comprehensive training programme is put in place to constantly upgrade our people in technical and management skills.

We believe firmly in the delivery of the right training, accredited certification and practical knowledge for our people, in order for them to execute their duties and responsibilities confidently. Our aim is to stay relevant to the ever-changing market place and client's requirement.

KEY PERSONEL AND THEIR QUALIFICATIONS

The Director:

Mr. Meshack Rantsope "Rex" Molefe possesses a Matric Senior Certificate, Diploma in Journalism, Diploma in Adult Education and some courses in Psychology-A Specialist in Training and Skills Development.

Mr. Molefe is a highly self-motivated quality enablement team leader with excellent analytical skills and problem solving ability. He has proved his competency in numerous fields of endeavour, including approved Network Administrator, Instrumental System Designer, Skills Development Facilitator, Specialist in Early Childhood Development representing the Sector both statutory and non-statutory Forums, Quality Management System, Specialist in Programme Design & Development, Assessor, Fundraiser, Specialist in HIV/AIDS Training, and Programme Evaluator. He is also a motivational speaker.

The Chief Administrator:

Ms. Jabulile Nkosi possesses a Matric Senior Certificate, certificate in Book-keeping, certificate in office administration, certificate information technology, Higher Certificate in Early Childhood Development NQF Level 5, Higher Certificate ODETDP and National Diploma in ODETDP NQF Level 5, Assessor and Moderator Course.

Ms. Nkosi is a very dynamic, intelligent woman who has dedicated her time to Motheo Training Institute Trust College, helping to bring-up the Institution to a level where it can compete competitively. Ms. Nkosi is positioned in a very strategic position in the Organization-in that she handles our administrative affairs. Being a Chief Administrator, the welfare of the Organization is in her hands.

The Quality Assurance Manager:

Mrs. Tracy Pandarum possesses a Matric Senior Certificate, Lead Auditor Certificate, ISO 9001:2008 Certificate, ISO 14001:2007 Certificate, Occupational Health and Safety Assessment Series 18001 Certification, Level 2 First Aid Certificate and Fire Fighter Certificate.

Mrs. Tracy Pandarum is responsible for our Quality Management Systems and Managing Business, Commerce and Management Studies Department.

Administrator and Marketing:

Mr. Njabulo Nkosi possesses a Senior Matric Certificate and Certificate in Information Technology.

Mr Njabulo Nkosi is responsible for Administration, Marketing and management of the Information Systems within the Organization.

The HR & Project Manager:

Mr Nicodimas Molefe possesses a Matric Senior Certificate, National Diploma in Human Resource Management and Certificate in Project Management.

Mr Nicodimas Molefe is responsible for our Human Resource Management and managing varied Organisational Projects.

The Welfare and the needs of our Staff is on his hands as part of his job is to conduct job analysis on a periodical basis and his expertise are so vital within the Organisation.

The Chief Operating Officer:

Ms. Anna Magole Tyatyi possesses a Matric Senior Certificate, Further Education Training Certificate in ECD NQF Level 4, Higher Certificate in Early Childhood Development NQF Level 5, Higher Certificate ODETDP and National Diploma in ODETDP NQF Level 5, Assessor and Moderator course.

Ms. Anna Tyatyi is an accredited Trainer, Assessor and Skills Facilitator responsible for the overall operations in as far as training is concerned as a head and a lead Trainer and Assessor. As a Senior Trainer, she does provide coaching and mentoring to our new Facilitators.

The Trainer and Assessor:

Mrs. Nabaska Lee-Ann Arumugam possesses a Matric Senior Certificate, Higher Certificate in Early Childhood Development NQF level 5, Honours in Business Science and Information Technology (BSc Hons BIT).

Mrs. Arumugam is our committed Trainer, Qualified Assessor and Moderator.

The Trainer and Assessor:

Mrs. Nonceba Gloria Meyile possesses a Matric Senior Certificate, BA Honours (Nguni Language), Diploma in Education specializing Business Economics and English.

Mrs. Nonceba is our committed Trainer and Qualified Assessor.

The Trainer and Assessor:

Mr. Wensely Mxolisi Makwedini possesses a Matric Senior Certificate, Higher Certificate in Early Childhood Development NQF Level 5, Higher Certificate ODETDP and National Diploma in ODETDP NQF Level 5, Assessor and Moderator course.

Mr. Makwedini is our committed Trainer, Qualified Assessor and Moderator.

The Receptionist:

Ms. Relebohile Tsoeliane possesses a Matric Senior Certificate and New Venture Creation NQF Level 4

Ms. Relebohile Tsoeliane is our committed Receptionist.

The Senior Moderator:

Mrs. Nontyatyambo Blossom Rantloane possesses Matric Senior Certificate, Diploma in Clinical Nursing, Certificate in Pharmacotherapy, Diploma in Health Services Management, B.A. Cum Laude Honours (Clinical) Community Health Nursing, BA in Nursing Science, Diploma in Midwifery, Diploma in General Nursing, Certificate in lead Auditor course, Certificate in Project Management, Certificate in Assessor Course and Certificate in Moderator Course.

Mrs. Rantloane is our lead Moderator responsible for all our moderation responsibilities. Her other responsibilities include conducting our quality reviews of our Organizational Systems in collaboration with Mrs. Tracy Pandarum and Mr. Molefe who is our specialist in Policy Formulation. Mrs. Rantloane is our committed Qualified Moderator who lead other Moderators linked to the Organization and she does that in conjunction with Ms. Anna Tyaty.

GENERAL INFORMATION

We are a proud Multi-Purpose Training Service Provider that pride itself within its own integrity, providing amongst others the following top quality services:

EARLY CHILDHOOD DEVELOPMENT PROGRAMMES

- Early Childhood Developmental Training NQF Level 1-Basic Certificate in ECD, SAQA Qualification ID.No: 23114 with minimum of 120 Credits
- Early Childhood Developmental Training NQF Level 4-Further Education and Training Certificate in ECD, SAQA Qualification ID.No: 58761 with minimum of 140 Credits
- Early Childhood Developmental Training NQF Level 5-Higher Certificate in ECD, SAQA Qualification ID.No: 23117 (64649) with minimum of 120 Credits
- National Diploma In ECD NQF Level 5: SAQA ID.No: 64650 with minimum 240 credits

OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES PROGRAMMES

- National Certificate in ODETDP NQF Level 5, SAQA Qualification ID.No: 50334 with minimum of 120 Credits
- National Certificate: ODETDP NQF Level 6: SAQA ID.NO: 50331 with minimum of 145 Credits
- National Diploma: ODETDP NQF Level 5: SAQA ID.NO: 50333 with minimum of 240 Credits

These programme entails many Unit Standards and the few of them which are popular are hereunder listed:

- Generic Assessor Course
- Generic Moderator Course
- Generic Skills Development Facilitator Course
- Generic Mentoring and Coaching Courses

BUSINESS, COMMERCE AND MANAGEMENT STUDIES/PROGRAMMES

- Training and Development of Small, Medium and Micro Enterprises (SMME) New Venture Creation NQF Level 2-National Certificate in New Venture Creation, SAQA Qualification ID.No: 49648 with minimum of 138 Credits
- Training and Development of Small, Medium and Micro Enterprises (SMME) New Venture Creation NQF Level 4-Further Education and Training Certificate in New Venture Creation, SAQA Qualification ID.No: 66249 with minimum of 149 Credits

These programme entails many Unit Standards and the few of them which are popular are hereunder listed:

- Business Management
- Financial Management
- Project Management
- Tender and Tendering Processes
- Customer Service Management

OTHER SHORT COURSES

- Organizational Development or Corporate Governance
- Attitudinal Healing Programme
- Motivational Speaking
- Fundraising Training and Services
- ISO9001:2015 Standard Quality Management System
- ISO9001:2015 Standard Quality Management System Implementation
- ISO9001:2015 Standard Quality Management System Process Mapping/Internal & External Audit Preparations/Setting Of Objectives & Targets/ Management Reviews

RESEARCH

In the case of research, we do not train people to become researchers. Instead, we do conduct research which is both qualitative and quantitative for different purposes and largely to inform our training programmes. However, we are also helping with such studies if contracted by various Corporate Companies and Government Departments.

MODES OF DELIVERY

- ✓ Full-time Courses
- ✓ Part-time Courses
- ✓ Correspondence Courses
- ✓ On-site Training

INFORMATION REGARDING PAYMENTS

All deposits and payments must be made to our Organizational Bank Account below:

Bank: First National Bank (FNB)
Branch: Benoni
Branch Code: 250342
Account Number: 62304528625
Type of Account: Trust Account

If payment is made directly into the above-mentioned Trust Account, applicants/candidates should submit proof of payment (Deposit Slip) directly to the Organisation via email on rexmotheo@gmail.com/info@rexmotheo.co.za or Fax: +27(0) 865 776 857.



COURSE INFORMATION, PRICING, PRE-REQUISITES AND DURATION

EARLY CHILDHOOD DEVELOPMENT PROGRAMMES:

1. ECD NQF LEVEL 4: SAQA ID.NO: 58761

This is an entry-level Qualification for those who want to enter the field of Education, Training and Development, specifically within the sub-field of Early Childhood Development (ECD). Many of those who will seek this Qualification are already practising within the field, but without formal recognition. This Qualification will enable recipients of this Qualification to facilitate the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs), and enable them to provide quality early childhood development services for children in a variety of contexts, including community-based services, ECD centres, at home and in institutions. In particular, recipients of this qualification will be able to:

- Plan and prepare for Early Childhood Development.
- Facilitate and monitor the development of babies, toddlers and young children.
- Provide care and support to babies, toddlers and young children.

Practitioners will generally carry out their role under supervision and with the support of designed programmes.

This Qualification will provide a means for formal recognition of those who are already practising in the field, but without qualifications, as well as for those who wish to enter the field. This qualification will also provide a basis for further professional development in the higher education and training band for many experienced practitioners in the field who have had limited or difficult access to further career development opportunities.

PRICING & REQUIREMENTS FOR ECD NQF LEVEL 4: SAQA ID.NO: 58761

ITEM	COST
REGISTRATION FEE	R3, 820.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R750.00 for each month for 18 months
TOTAL COSTS	R17, 320.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 11/ECD NQF Level 1/any equivalent qualification
DURATION OF THE PROGRAMME	18 Months



2. HIGHER CERTIFICATE IN ECD NQF LEVEL 5: SAQA ID.NO: 64649

The Higher Certificate is designed to provide access to higher education for many experienced and skilled ECD practitioners and trainers who do not have recognised qualifications. The purpose of this qualification is to:

1. Develop ECD ETD practitioners (e.g. home-based, centre- and school-based practitioners including Grade R, family and community ECD motivators, fieldworkers, facilitators, trainers and managers) to provide appropriate education, training and development services in the ECD sub-field.
2. Enable ECD ETD practitioners to use their knowledge of child growth and development from birth to nine years and relevant national policies to guide their professional practice in the ECD sub-field.

This qualification provides an opportunity for:

- Practitioners with a Level 4 certificate or equivalent in ECD to further their professional development in ECD by providing access to higher education and training qualifications and/or to specialise in aspects of ECD practice (e.g. Grade R) or specific roles (e.g. managers, trainers etc.).
- Practitioners with a Primary Teachers Certificate (PTC), Primary Teachers Diploma (PTD), or an equivalent of 120 credits to obtain an ECD certificate, either in the preschool phase and/or specialising in reception year teaching.

PRICING & REQUIREMENTS FOR HIGHER CERTIFICATE IN ECD NQF LEVEL 5: SAQA ID.NO: 64649

ITEM	COST
REGISTRATION FEE	R3, 870.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R500.00 for each month for 12 months
TOTAL COSTS	R9, 870.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/ECD NQF Level 4/any equivalent qualification
DURATION OF THE PROGRAMME	12 Months

3. NATIONAL DIPLOMA IN ECD NQF LEVEL 5: SAQA ID.NO: 64650

The purpose of the qualification is to:

1. Provide access to a recognised educator qualification at Level 6 for ECD educators who have a Level 4 or Level 5 certificate in ECD, providing a bridge between non-formal and formal learning programmes.

2. To enable educators/ learners to plan and implement a learning programme which is based on their knowledge of child development from birth to nine years and which helps children in a specific phase work towards achieving the learning outcomes of the national school curriculum (where appropriate).

3. To improve community-based ECD services for young children by raising the level of ECD teaching competence and/or by providing opportunities for training in support and leadership roles.

This qualification provides a substantial qualification for:

- Potential learners/educators who have acquired an FETC (Grade 12) or equivalent qualification at Level 4 (120 credits) and who wish to make ECD their full-time career (entry point);
- Learners/educators who have a Level 4 qualification in ECD to further their career and professional development in ECD by providing access to a Level 6 qualification;
- Learners/educators who have a Higher Certificate in ECD to further their career and professional development in ECD by providing access to a Level 6 qualification.

PRICING & REQUIREMENTS FOR NATIONAL DIPLOMA IN ECD NQF LEVEL 5: SAQA ID.NO: 64650

ITEM	COST
REGISTRATION FEE	R4, 480.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R730.00 for each month for 24 months
TOTAL COSTS	R22, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	ECD NQF Level 5/any equivalent qualification
DURATION OF THE PROGRAMME	24 Months



OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES PROGRAMMES:

1. NATIONAL CERTIFICATE: ODETDP NQF LEVEL 6: SAQA ID.NO: 50331

This qualification is for those who are qualified at Certificate, Diploma or Degree level within the Higher Education and Training (HET) band in an academic or occupational area, and wish to act in a variety of Education, Training and Development (ETD) related roles at a high level. This Certificate will enable a person to achieve recognition for Occupationally Directed Education, Training and Development (ODETD) competencies at a high level without needing to acquire a Degree in ETD. The Certificate includes competencies across all the ETD roles, with the opportunity to specialise at a high level in two or more of the following roles:

- Learning Design and Development.
- Learning Facilitation.
- Assessment.
- Strategic Management.
- Quality Assurance.
- Standards Setting and Qualification Design.
- Skills Development Facilitation.

Depending on areas of specialisation selected, recipients of this Qualification will be able to:

- Analyse needs and plan learning.
- Design and develop learning programmes and processes.
- Facilitate learning in routine and complex situations.
- Engage in and promote assessment practices.
- Facilitate and manage skills development in an organisation.
- Define and evaluate standards and qualifications.
- Evaluate HRD interventions.

PRICING & REQUIREMENTS FOR NATIONAL CERTIFICATE: ODETDP NQF LEVEL 6: SAQA ID.NO: 50331

ITEM	COST
REGISTRATION FEE	R4, 880.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R840.00 for each month for 18 months
TOTAL COSTS	R20, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	18 Months

2. NATIONAL DIPLOMA: ODETDP NQF LEVEL 5: SAQA ID.NO: 50333

This qualification is for those who want to build on a FETC, or for those learners who have completed the National Certificate: Occupationally Directed Education, Training and Development, Level 5, to enter the field of Occupationally Directed Education, Training and Development as a potential career, and have little or no previous exposure to Education, Training and Development (ETD). The qualification will also be valuable for those who may have been practising within the field, but without formal recognition. In particular, the Diploma will be useful for:

- Needs analysts.
- Learning facilitators.
- Learning designers.
- Assessors.
- Learner and learning supporters.
- Skills Development Facilitators.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers

The qualification addresses general competences across eight key ETD roles, and provides an opportunity for learners to specialise in four key areas in line with possible career opportunities or areas of interest. Recipients will thus meet the general requirements of the following key roles, with the opportunity to specialise in four of the roles:

- Design and develop learning programmes and processes;
- Facilitate and evaluate learning;
- Engage in and promote assessment practices;
- Provide learning support to learners and organisations;
- Conduct skills development facilitation;
- Develop standards and qualifications;
- Manage and administer education training and development;
- Engage in general management activities.

PRICING & REQUIREMENTS FOR NATIONAL DIPLOMA: ODETDP NQF LEVEL 5: SAQA ID.NO: 50333

ITEM	COST
REGISTRATION FEE	R5, 000.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R750.00 for each month for 24 months
TOTAL COSTS	R23, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	24 Months

3. NATIONAL CERTIFICATE: ODETD NQF LEVEL 5: SAQA ID.NO: 50334

This qualification is for those who want to build on a FETC in any field to enter the field of ODETD as a potential career, and have little or no previous exposure to ETD. The qualification will also be valuable for those who may have been practising within the field, but without formal recognition. This qualification will be useful for:

- Learning facilitators.
- Assessors.
- Learner and learning supporters.
- Skills Development Facilitators.

This qualification will provide practitioners with the general ETD skills required at NQF level 5 across five key ETD roles, with the opportunity to specialise further in one of the following four roles:

- Design and develop learning interventions.
- Facilitate learning.
- Design and conduct assessments.
- Facilitate skills development.

Practitioners will generally carry out their role within the context of:

- Given Quality Assurance policies, procedures and processes.
- A guided and supported learning environment.

PRICING & REQUIREMENTS FOR NATIONAL CERTIFICATE: ODETD NQF LEVEL 5: SAQA ID.NO: 50334

ITEM	COST
REGISTRATION FEE	R6, 600.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R950.00 for each month for 12 months
TOTAL COSTS	R18, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	12 Months



1. NATIONAL CERTIFICATE: SMME NQF LEVEL 2: SAQA ID.NO: 49648

The purpose of the NQF level 2 New Venture Creation qualification is to provide a qualification that can form the basis for structured programmes for potential and existing entrepreneurs to capitalise on opportunities to start and grow sustainable businesses that form part of the mainstream economy, enabling the learners to tender for business opportunities within both the public and private sectors. This qualification is designed for learners who intend to set up or have already set up own ventures. Assessment of the competencies and knowledge in the qualification needs to be done in the context of the learner's own new venture.

Research has indicated that people working with their own new ventures at this level need the following competencies:

- Acquisition of an entrepreneurial profile which includes an innovation orientation
- An understanding of the industry/sector in which they wish to establish a new venture
- An ability to match new venture opportunities to market needs within a chosen industry/sector
- An ability to determine and manage the financial requirements of a new venture
- An ability to match new venture opportunities to market needs
- An ability to compile and utilise a business plan to manage a new venture and also where relevant, to seek funding for a new venture

PRICING & REQUIREMENTS FOR NATIONAL CERTIFICATE: SMME NQF LEVEL 2: SAQA ID.NO: 49648

ITEM	COST
REGISTRATION FEE	R1, 900.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R450.00 for each month for 18 months
TOTAL COSTS	R10, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	18 Months

2. FURTHER EDUCATION AND TRAINING CERTIFICATE: SMME NQF LEVEL 4: SAQA ID.NO: 66249

The purpose of the Qualification is to develop the appropriate skills and knowledge required by a person for the establishment and development of a small to medium business venture, and address the economic, administrative and behavioural (psycho-social) barriers that contribute to success in starting and sustaining the venture.

This qualification is intended for persons who wish to start, operate, manage and grow a new small to medium business venture. Learners attempting this qualification will be equipped with a variety of technical, business managerial and personal skills and strategies to help them succeed in the creation and sustenance of a business. The successful learner will develop a sound foundation for the application of these skills and knowledge to explore a diverse range of entrepreneurial opportunities.



Recipients of this qualification will be able to:

- Demonstrate an ability to identify and create a new venture.
- Demonstrate knowledge of interpersonal skills required in a business environment.
- Demonstrate an understanding of basic economics within an market economy.
- Manage a new venture by applying business principles and techniques.
- Demonstrate an understanding of the role of leadership and management.

PRICING & REQUIREMENTS FOR FURTHER EDUCATION AND TRAINING CERTIFICATE: SMME NQF LEVEL 4: SAQA ID.NO: 66249

ITEM	COST
REGISTRATION FEE	R3, 160.00 Payable Upfront as a once of fee
MONTHLY INSTALMENT	R630.00 for each month for 18 months
TOTAL COSTS	R14, 500.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	18 Months

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SHORT COURSES



1. GENERIC SKILLS DEVELOPMENT FACILITATOR COURSE: QUALIFICATION US ID NO: 117871, OD NQF LEVEL 5

This unit standard will provide recognition for individuals who perform or intend to perform one-to-one training on the job. Formal recognition will enhance their employability and also provide a means to identify competent trainers or coaches.

- People credited with this unit standard are able to:
- Prepare for one-to-one training on the job;
- Conduct training sessions;
- Monitor and report on learner progress; and
- Review training.

**PRICING & REQUIREMENTS FOR GENERIC SKILLS DEVELOPMENT FACILITATOR COURSE:
QUALIFICATION US ID NO: 117871, OD NQF LEVEL 5**

ITEM	COST
REGISTRATION FEE	R3, 000.00 Payable Upfront as a once of fee
INSTALMENT	R3, 000.00 payable before final assessment
TOTAL COSTS	R6, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	5 days

2. GENERIC ASSESSOR COURSE: QUALIFICATION US ID NO: 115753, OD NQF LEVEL 5

This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications.

Those who achieve this unit standard will be able to conduct assessments within their fields of expertise. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of Education Training and Development Practices and Human Resource Development.

People credited with this unit standard are able to carry out assessments in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.

In particular, people credited with this unit standard will be able to:

- Demonstrate understanding of outcomes-based assessment;
- Prepare for assessments;
- Conduct assessments;
- Provide feedback on assessments; and
- Review assessments.

**PRICING & REQUIREMENTS FOR GENERIC ASSESSOR COURSE: QUALIFICATION US ID NO:
115753, OD NQF LEVEL 5**

ITEM	COST
REGISTRATION FEE	R2, 240.00 Payable Upfront as a once of fee
INSTALMENT	R2, 240.00 payable before final assessment
TOTAL COSTS	R4, 480.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	5 days

3. GENERIC MODERATOR COURSE: QUALIFICATION US ID NO: 115759, OD NQF LEVEL 6

This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development.

Those who have achieved this unit standard will be able to moderate assessments in terms of the relevant outcome statements and quality assurance requirements. The candidate-moderator will be able to use the prescribed Quality Assurance procedures in a fair, valid, reliable and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender and disability.



In particular, people credited with this unit standard are able to:

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system,
- Plan and prepare for moderation,
- Conduct moderation,
- Advise and support assessors,
- Report, record and administer moderation, and
- Review moderation systems and processes.

PRICING & REQUIREMENTS FOR GENERIC MODERATOR COURSE: QUALIFICATION US ID NO: 115759, OD NQF LEVEL 6

ITEM	COST
REGISTRATION FEE	R2, 750.00 Payable Upfront as a once of fee
INSTALMENT	R2, 750.00 payable before final assessment
TOTAL COSTS	R5, 500.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12/any NQF Level 5 equivalent qualification
DURATION OF THE PROGRAMME	5 days

4. GENERIC MENTORING AND COACHING COURSE: PERFORM ONE-TO-ONE TRAINING ON THE JOB: QUALIFICATION US ID NO: 117871, OD NQF LEVEL 3

This unit standard will provide recognition for individuals who perform or intend to perform one-to-one training on the job. Formal recognition will enhance their employability and also provide a means to identify competent trainers or coaches.

- People credited with this unit standard are able to:
- Prepare for one-to-one training on the job;
- Conduct training sessions;
- Monitor and report on learner progress; and
- Review training.

PRICING & REQUIREMENTS FOR GENERIC MENTORING AND COACHING COURSE: PERFORM ONE-TO-ONE TRAINING ON THE JOB: QUALIFICATION US ID NO: 117871, OD NQF LEVEL 3

ITEM	COST
REGISTRATION FEE	R1, 750.00 Payable Upfront as a once of fee
INSTALMENT	R1, 750.00 payable before final assessment
TOTAL COSTS	R3, 500.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12 / any NQF Level 4 equivalent qualification
DURATION OF THE PROGRAMME	5 days

5. POLICY FORMULATION COURSE: DEVELOP EDUCATION, TRAINING AND DEVELOPMENT POLICIES AND PROCEDURES OF AN ORGANIZATION: QUALIFICATION US ID NO: 123391, ETD NQF LEVEL 6

This Unit Standard will be useful to people who are involved in the quality assurance of learning and assessment. The Unit Standard will be especially useful to skills development facilitators, training managers and human resource development practitioners.

People credited with this unit standard are capable of:

- Identifying and explaining the component parts of the education training and development practice process.
- Developing an ETD framework and approach for the organisation.
- Developing policies and procedures to guide and measure ETD practices.
- Evaluating and review ETD policies and procedures.

PRICING & REQUIREMENTS FOR POLICY FORMULATION COURSE: QUALIFICATION US ID NO: 123391, ETD NQF LEVEL 6

ITEM	COST
REGISTRATION FEE	R12, 500.00 Payable Upfront as a once of fee
INSTALMENT	R12, 500.00 payable before final assessment
TOTAL COSTS	R25, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12 / any NQF Level 4 equivalent qualification
DURATION OF THE PROGRAMME	10 Days



**6. RPL TRAINING COURSE: DEVELOP, SUPPORT AND PROMOTE RPL PRACTICES:
QUALIFICATION US ID NO: 116587, ETD NQF LEVEL 7**

"Recognition of Prior Learning in South Africa has, unlike similar initiatives in other countries, a very specific agenda. RPL is meant to support transformation of the education and training system of the country. This calls for an approach to the development of RPL policy and practices that explicitly addresses the visible and invisible barriers to learning and assessment. Such an approach must generate the commitment of all role players to remove these barriers and to build a visible, usable and credible system as an effective and creative vehicle for lifelong learning. It is important that consensus be generated around the criteria and support systems within which the integrity and quality of all assessments will be protected." SAQA RPL policy (2002,p. 11).

This unit standard aims to recognize the expertise of people who have a deep understanding of outcomes-based assessment in general, and of the complexities concerning the initiation and implementation of Recognition of Prior Learning (RPL) policies and practices in particular. Such people are able to promote an awareness of RPL-related issues and provide RPL advice and support, at systems and strategic level, to a range of people/bodies, including assessors, moderators, evidence facilitators, assessment designers, teachers, trainers, managers, organisations, institutions, companies and enterprises.

People credited with this unit standard are able to:

- Demonstrate understanding of the conceptual underpinnings and purposes of the recognition of prior learning,
- Investigate current RPL practice and opportunities in an organisation or sector,
- Develop RPL policies, procedures and plans for an organisation,
- Provide RPL advice and support, and
- Promote RPL practices.

PRICING & REQUIREMENTS FOR RPL TRAINING COURSE: QUALIFICATION US ID NO: 116587

ITEM	COST
REGISTRATION FEE	R7, 500.00 Payable Upfront as a once of fee
INSTALMENT	R7, 500.00 payable before final assessment
TOTAL COSTS	R15, 000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Diploma / any NQF Level 6 equivalent qualification
DURATION OF THE PROGRAMME	10 Days

PRICING & REQUIREMENTS FOR RPL SERVICES FOR ECD CANDIDATES

ITEM	COST
REGISTRATION FEE	R4, 935.00 Payable Upfront as a once of fee
INSTALMENT	R4, 935.00 payable before final assessment
TOTAL COSTS	R9, 870.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	People who have been practising in ECD for more than 10 years without any formal qualification and people who were born before the new democratic dispensation in South Africa and the ones who were born after 1994 and with less than 10 years in ECD do not quality.
DURATION OF THE PROGRAMME	10 Days

ISO 9001:2015 COURSES

ISO 9001:2015 STANDARD QUALITY MANAGEMENT SYSTEM

Bring world-class quality standards to your business with our ISO 9001:2015 Quality Management awareness-training course by obtaining a detailed understanding of the key terms, definitions and requirements, and how the standard can help your organization to better meet customer needs.

In today's fast paced environment, customers are more demanding and competition is more intense. Delivering quality products and services is more crucial than ever for survival and long-term success. Having an internationally recognized quality management system allows you to enhance organizational performance, increase customer satisfaction and gain a competitive edge.

Compete globally with leading businesses across the public and private sectors with an international standard that demonstrates your commitment to quality standards, systems and policies.

This 5-day training course is designed and delivered by our highly qualified facilitators to help you get a sense of all areas of quality management and its importance in securing future

business and stakeholder confidence. This comprehensive introduction to quality standards and ISO 9001:2015 certification will provide the skills to share knowledge and ensure your organisation is setting the quality standard.

Who should apply?

Anyone involved in the planning, implementing, maintaining, supervising or auditing of an ISO 9001:2015 QMS.
Those starting their career in quality management

How will I benefit?

After this course you will be able to:

- Identify the key requirements and benefits of ISO 9001:2015
- Manage quality and drive continual improvement
- Take steps to ensure that quality is at the heart of your organization
- Attract and retain customers by meeting their current and future needs better.
- Give your organisation the competitive edge globally through improved quality standards
- Share knowledge of the importance of quality standards to your Organisation
- Establish and maintain the highest standards of quality management
- Boost employee, customer and stakeholder confidence and loyalty
- Secure future business success.



Pre-requisite:

This is an introductory level of training to ISO 9001:2015 and no prior knowledge of the ISO standard or management system is required. It is recommended that a minimum educational level of NQF level 4 (Matric) be attained to cope with the content.

Outcome:

With the successful completion of this course the participant will be able to:

- Relate to the importance of ISO 9001:2015 as a management tool.
- Identify individual responsibilities towards the requirements of the standard.
- Discuss interrelationships of the 7 Quality Principles set out by the standard.
- Explain the importance of management responsibility towards QM policy.

What's included?

- Training course material
- Certificate

PRICING & REQUIREMENTS FOR ISO 9001:2015 STANDARD QUALITY MANAGEMENT SYSTEM

ITEM	COST
REGISTRATION FEE	R2500.00 Payable Upfront as a once of fee
INSTALMENT	R2500.00 Payable before final assessment
TOTAL COSTS	R5000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12
DURATION OF THE PROGRAMME	5 Days

ISO 9001:2015 STANDARD QUALITY MANAGEMENT SYSTEM IMPLEMENTATION:

Good businesses understand quality; great businesses implement it. An ineffective quality management system can cost you time, money and customers. That's why it's important to get it right from the start. Implementing a framework based on ISO 9001:2015 helps your business consistently deliver and drive continual improvement in your products and services.

The Implementation course provides the participant with a more in-depth level of knowledge on the requirements of the ISO 9001:2015 standard. This course is designed as a follow-on to the ISO 9001:2015 Standard QMS Course.

This 5-day Facilitation course is designed for personnel who are responsible for developing and implementing a quality management system. Practical application of the standard requirements provides the participant with in-depth knowledge regarding the development, implementation and maintenance of the management system requirements. The facilitation course prepares the participant to understand the requirements for auditing preparation as well as importance of Quality Management as a cost saving tool. It demonstrates how quality management contributes to the day-to-day business operations through the effective application and management of resources

Who should apply?

- Those with responsibility for implementing Quality Management Systems
- Those with an interest in quality management systems
- Those developing a quality management system

How will I benefit?

After this course, you will be able to:

- Identify key benefits from implementing an effective QMS
- Develop a plan and determine resources required
- Apply good practice using proven tools and techniques
- Implement a system that enables better response to customer requirements and market changes
- Provide products and services that consistently meet customer needs and enhance customer satisfaction.
- Relate to the background and process flow of Quality as a management system
- Describe what is meant by Quality Management
- Realise the key importance of Quality Management in a business operation

- Be able to participate in the development of the documentation for the businesses' ISO 9001:2015 processes.

Pre-requisite:

Previous attendance at an ISO Awareness or Introductory level would be helpful. This course assumes the participant already has an introductory level of training in Quality Management/TQM and is engaged in the introduction of a QMS within their organisation. It is recommended that a minimum educational level of NQF level 4 (Matric) be attained to cope with the content.

Outcome:

- A typical framework for implementing ISO 9001:2015 following the PDCA cycle
- Implementing key concepts and requirements of ISO 9001:2015
- Specific documented information requirements of ISO 9001:2015
- How to use gap analysis to conduct a baseline review of your current system.
- Apply the ISO 9001:2015 as a management tool
- Develop a thorough understanding of the interaction of the various processes as determined by the standard.
- Evaluate certain system requirements through the application of standard elements.
- Work with the processes for implementing the QM processes.

What's included?

- Training course material
- Certificate

PRICING & REQUIREMENTS FOR ISO 9001:2015 STANDARD QUALITY MANAGEMENT SYSTEM IMPLEMENTATION

ITEM	COST
REGISTRATION FEE	R2500.00 Payable Upfront as a once of fee
INSTALMENT	R2500.00 Payable before final assessment
TOTAL COSTS	R5000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12
DURATION OF THE PROGRAMME	5 Days

ISO 9001:2015 STANDARD QUALITY MANAGEMENT SYSTEM PROCESS MAPPING/INTERNAL & EXTERNAL AUDIT PREPARATIONS/SETTING OF OBJECTIVES & TARGETS/ MANAGEMENT REVIEWS:

Learn how to audit the processes of an ISO 9001:2015 Quality Management System (QMS). An ineffective audit can mean severe consequences; resulting in process failure, customer dissatisfaction and regulatory noncompliance. Optimize your auditing skills with the internationally recognized ISO 9001:2015 and boost your internal audit capabilities. Gain

confidence in planning and performing an effective audit, as well as reporting and taking corrective action where necessary.

Learn how to set objectives, measure targets and how to adapt the SMART principle.

Learn how to conduct an effective and thorough management review, what should be covered in the management review and who should attend these management review meetings.

Assessment of the Management System forms an important part of the process to demonstrate continual improvement, thus the ISO 9001:2015 standard requires that the management system must be audited on a periodic basis.

This 5-Day Course is designed to capably conduct internal assessments. The course material is based on sampling methods, interviewing techniques, effective listening skills and value-added report writing. Special emphasis is devoted to effective development of corrective action requests. The auditor course is designed specifically for those individuals responsible for carrying-out internal audits to the ISO 9001:2015 standard. This training course is presented at an advanced level and adds value as well as prepares a business for certification by an external certifying body. The course provides participants with the opportunity to audit against procedures written for real world applications.

Who should apply?

- Those with responsibility for internally auditing quality management systems
- Those with an interest in auditing quality management systems
- Those developing a quality management system

How will I benefit?

After this course, you will be able to:

- Prepare, conduct and follow-up on ISO 9001:2015 audit activities
- Identify and apply the benefits and requirements of an ISO 9001:2015 audit
- Gain the skills to assess an organization's capability to manage its QMS
- Write factual audit reports and suggest corrective actions.
- Guarantee continuing compliance with ISO 9001:2015 requirements
- Ensure employees have quality management responsibilities and awareness
- Manage all risks and maintain and improve a global benchmark in quality standards
- Be confident that your organisation can rely on ISO certified internal auditors
- Be able to map the Organisation's Processes from start to end
- Be able to setup and conduct an effective Management Review

Pre-requisite:

The level of focus and presentation is high and it is therefore requested that participants demonstrate the following:

- Successful completion of an ISO 9001:2015 Awareness course.
- Successful completion of an ISO 9001:2015 Implementation course.
- Practical experience in the management of a Quality Management System.

Outcome:

- Guidelines of management system auditing according to ISO 19011:2011
- Application of auditing guidelines to ISO 9001:2015
- Initiating, preparing and conducting audit activities, management reviews and process mapping
- Preparing and distributing the various reports
- Completing audit and follow-ups on corrective actions
- Develop auditing material required to conduct an internal audit
- Develop and implement key documentation to ensure the auditing process is concluded in a professional manner.
- Development management review material that is required to conduct a management review meetings
- Develop process flows

What's included?

- Training course material
- Certificate

ITEM	COST
REGISTRATION FEE	R2500.00 Payable Upfront as a once of fee
INSTALMENT	R2500.00 Payable before final assessment
TOTAL COSTS	R5000.00 (for the whole course)
REQUIREMENTS FOR ADMISSION	Grade 12
DURATION OF THE PROGRAMME	5 Days





CONTACT MOTHEO TRAINING INSTITUTE TRUST TO UNLEASH YOUR POTENTIAL!

NATIONAL OFFICE (SOUTH AFRICA)

Physical Address: 107 Kemston Avenue, Benoni, 1507

Tel: 011 962 1698 / **Mobile:** 079 426 2630

Email: info@rexmotheo.co.za / rexmotheo@gmail.com

Website: www.rexmotheo.co.za

ADONZA UNIVERSITY OF SOUTHERN AFRICA (NAMIBIA OFFICE)

CONTACT PERSON: MR MARTIN HEITA

Physical Address: ERF 1081, Oshakati East, Namibia

Tel: +26465226727 / **Mobile:** +264813268037

Email: mdheita@nandijalagroup.com / mdheita@gmail.com

Website: www.rexmotheo.co.za

OFFICIAL SOCIAL MEDIA PLATFORMS

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