



The image is a vibrant collage of various photographs of students in different educational settings, including classrooms, libraries, and outdoors. The collage is framed by colorful geometric shapes in shades of red, orange, blue, and green. The SAAAC logo is prominently displayed in the upper left, and the word 'PROSPECTUS' is centered in a large white font. The website address 'www.saaac.co.za' is at the bottom.

**SAAAC**

educate  
empower  
employ

# PROSPECTUS

[www.saaac.co.za](http://www.saaac.co.za)

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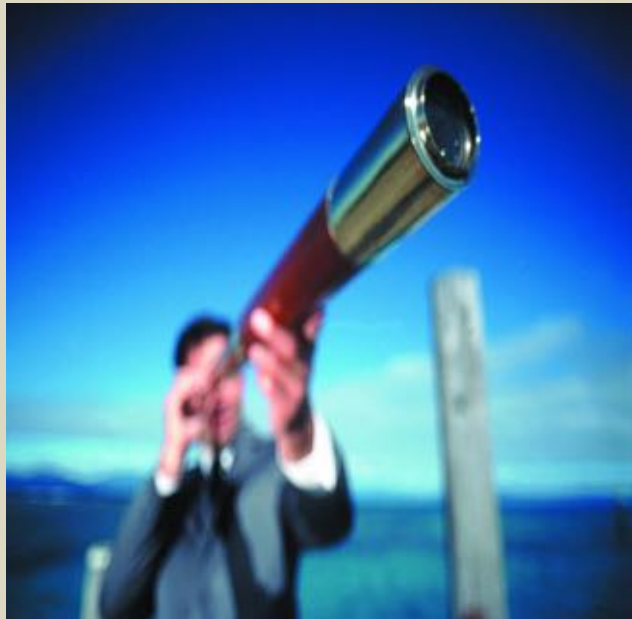
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- To develop our educational facilities into places of constructive learning, making them recognizable through branding and quality product offering.
- Ensuring we equip our Learners with the necessary tools, to give them the competitive edge when entering the job market
- Through our *affordable pricing structures* ensure that historically disadvantaged students, are offered the opportunity to take part in the wider context of the national transformation agenda, by furthering their education
- To establish ourselves as the employer of choice
- To establish ourselves as the educator of choice



- Provide quality education to our target market
- Provide a variety of faculties with a broad choice, making us the first choice to learners
- Affordable products of a high quality
- Enhance the levels of study to ensure the learner stays with us
- Stay ahead with modern technology
- Entice learners to buy into the brand thus enhancing the bottom line feeling part of the company
- Become aware of our opposition and continuously refine our approach by
  - Measuring our performance against key indicators
  - Analyzing the feedback from our clients and other interested parties.
  - Responding promptly to internal and external influences that may affect our business.
- Our service standards should be designed to exceed expectations through our investment in:
  - *Staff* – who put customers first and delight them with our responsiveness.
  - *Systems* – that are easy to use, designed for and with our customers.
  - *Innovation* – exploring ways to develop and improve our products and service levels.
  - *Variety* – offer a wide range of products, both local and internationally acceptable.
- To be committed to providing expert advice, guidance and support to all our clients.
- To become recognizable to our clients

- Project professionalism to our clients in everything we do.
- Become a profit centre
- Become the benchmark education provider in South Africa
- Be driven by strong leadership who rewards excellence.
- Promote life-long learning



SA Academy of Applied Competence (Pty) Ltd (SAAAC) would like to welcome you into our Academy.

We were established to provide quality education to all South Africans. We are different to other colleges in that we are a Skills Academy and not an FET College. What you see is what you get.

The **Skills Development Act**, 1998 as amended in 2008, requires that a private skills development provider must be accredited by the Quality Council for Trades and Occupations (QCTO) and must obtain accreditation from the QCTO for all qualifications or part-qualifications registered on the Occupational Qualifications Framework (OQF). **The QCTO may delegate accreditation functions to SETA or any other suitable body.** The Minister may make Regulations regarding the accreditation of occupational SD Providers (s.26J(c)) but the Minister has no power to regulate the registration of private SD Providers since the **SDA does**



SAAAC is accredited with the **Department of Higher Education and Training** as an authorized **examination centre** – **No: 0899992811** and is accredited with the **QCTO** (Quality Council for Trades and Occupations) **Accreditation Number: QCTO/NATED/14/0096**

Other Accreditations include: **FASSET: No: A585000158; ICB: QAP/585/003; CTH No: 1043; SACAI – A-1005-14; ABMA - SASAAAC**

After years of experience in the industry, we noticed that Providers advertise one thing and deliver on another. We have no hidden costs or agendas. We want to offer quality education, but at the same time we want to give back to our students.

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After inspection, we decided to open an Academy which will educate our learners to become employable in the world of work. We encourage our learners to get workplace experience by engaging with employers in the community.

Some courses come with an option of a FREE TABLET that becomes the property of the student and academic material is loaded onto it. Another option is receiving books, which at this stage is a pre-requisite of the ICB.

Learners will also have the option to register for a course that includes books, academic material, registrations as well as assessment and exam fees (no hidden costs), or register for the course only and then be liable to pay for the other costs themselves. If the latter option is taken, then the learner only receives tutorage and then is liable for all the other costs.

We are proud to be affiliated with The Department of Higher Education and Training as a registered examination centre; QCTO – all Nated courses; SACAI; ICB; ITHSA; CTH; ABMA, FASSET and Test Out.

SAAAC will provide Certificates of Completion to each learner, once they have completed each segment of their course. Once the course is completed they will receive their qualifications from the Accreditation or Quality Assurance Body. Certain subjects will receive certificates from ICB as well.

Welcome to SAAAC! We offer a wide range of courses ranging from; Civil Engineering; Electrical Engineering; Mechanical Engineering; Tourism; Travel & Hospitality; Computer Engineering; Information Technology; Computer & Information Systems; Business Management; Marketing; Human Resources Management; Journalism & Media Studies; HIV/AIDS Management; Health & Social Care; Transport & Logistics; Bookkeeping; Financial Accounting; Public Sector Accounting; Office Administration and Management; Financial Management.

We know you will enjoy your time with us.



## CIVIL ENGINEERING

**National N Diploma: Civil Engineering N4; N5; N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12 with preference to having Mathematics and Science

**Course Duration:** (12 Months Theory and 18 Months practical work experience related to the field of study in the working environment)

**Career Opportunities:** Architectural Technician; Quantity Surveyor; Drainage Inspector

### Subjects:

**First Year/First Trimester:** Building Administration N4; Building Structural Survey; Building Structural Construction; Quantity Surveying

**First Year/Second Trimester:** Building Administration N5; Building & Structural Surveying N5; Building and Structural Construction N5; Quantity Surveying

**First Year/Third Trimester:** Building Administration N5; Building & Structural Surveying N5; Building and Structural Construction N5; Quantity Surveying



## ELECTRICAL ENGINEERING

**National N Diploma: Electrical Engineering N4; N5; N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12 with preference to having Mathematics and Science

**Course Duration:** (12 Months Theory and 18 Months practical work experience related to the field of study in the working environment)

**Career Opportunities:** Computer Technician; Electronic Technician; Electrician

### Subjects:

**First Year/First Trimester:** Mathematics N4; Engineering Science N4; Industrial Electronics N4; Electrotechnics N4

**First Year/Second Trimester:** Mathematics N5; Power Machines N5; Industrial Electronics N5; Electrotechnics N5

**First Year/Third Trimester:** Mathematics N6; Power Machines N6; Electrotechnics N6; Industrial Electronics N6



**MECHANICAL ENGINEERING**

**National N Diploma: Mechanical  
Engineering N4; N5; N6**

**QCTO/Department of Higher Education  
and Training**

**Entry Requirements:** Grade 12 with preference to having Mathematics and Science

**Course Duration:** (12 Months Theory and 18 Months practical work experience related to the field of study in the working environment)

**Career Opportunities:** Mill Wright; Fitter and Turner; Technical related career opportunities; Mechanical Technician; Power Station Worker; Mechanical Draughtsman; Welder; Tool Making

**Subjects:**

**First Year/First Trimester:** Mathematics N4; Engineering Science N4; Mechanical Draughting N4; Mechanotechnics N4

**First Year/Second Trimester:** Mathematics N5; Power Machines N5; Industrial Electronics N5; Mechanotechnics N5

**First Year/Third Trimester:** Mathematics N6; Power Machines N6; Mechanotechnics N6; Mechanical Draughting & Technics N6





## ACCOUNTING CERTIFICATION PROGRAMME (ACP)

**Certified Junior Bookkeeper**

**National Certificate:**  
**Bookkeeping – NQF Level 3 –**  
**SAQA ID: 58375**

**Entry Requirements:** Grade 10  
or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**  
Accounts Clerk; Debtors Clerk;  
Creditors Clerk; Payroll Clerk.

<b>Subjects/Learning</b>	<b>Areas:</b>
Business	Literacy;
Computerized	Bookkeeping;
Payroll & Monthly	SARS
Returns; Bookkeeping to Trial	
Balance	

**Certified Senior Bookkeeper**

**Further Education and Training**  
**Certificate: Bookkeeping – NQF**  
**4 – SAQA ID: 58376**

**Entry Requirements:** Grade 11  
or equivalent or National  
Certificate: Bookkeeping NQF  
Level 3

**Course Duration:** 18 Months

**What you will be able to do:**  
Junior Accountant; Assistant  
Accountant

**Subjects/Learning Areas:** Cost  
& Management Accounting;  
Financial Statements



## ACCOUNTING CERTIFICATION PROGRAMME (ACP)

**Certified Technical Financial Accountant**

**National Diploma: Technical Financial Accounting – NQF 5 – SAQA ID: 36213**

**Entry Requirements:** Grade 12 or equivalent or FETC: Bookkeeping NQF Level 4

**Course Duration:** 24 Months

**What you will be able to do:** Accounting Technician; Certified Tax Technician

**Subjects/Learning Areas:**  
Business Law & Accounting Control; Income Tax Returns

**Certified Financial Accountant**

**National Diploma: Financial Accounting – NQF 6 – SAQA ID: 20366**

**Entry Requirements:** Completion of previous eight learning areas or NQF 5 Financial Accounting

**Course Duration:** 36 Months

**What you will be able to do:** Financial Accountant

**Subjects/Learning Areas:**  
Corporate Strategy; Management Accounting & Control Systems; Financial Reporting & Regulatory Frameworks; Accounting Theory and Practice (dissertation)



## PUBLIC SECTOR ACCOUNTING CERTIFICATION PROGRAMME (ACP)

### Certified Public Accounts Administrator

**National Certificate: Public  
Sector Accounting – NQF Level  
4 – SAQA ID: 20352**

**Entry Requirements:** Grade 11  
or equivalent

**Course Duration:** 12 Months

**What you will be able to do:**  
Administer Public Accounts;

**Subjects/Learning Areas:**  
Business Literacy; computerized  
Bookkeeping; Public Accounting  
Administration; Bookkeeping to  
Trial Balance

### Certified Technical Public Accountant

**Diploma: Pubic Sector  
Accounting – NQF 5 – SAQA  
ID: 20353**

**Entry Requirements:** National  
Certificate: Public Sector  
Accounting

**Course Duration:** 24 Months

**What you will be able to do:**  
Accounting Technician in the  
Public Sector

**Subjects/Learning Areas:**  
Business Law & Accounting  
Control; Technical Public  
Accounting; Cost &  
Management Accounting;  
Financial Statements



## FINANCIAL MANAGEMENT FOR ENTREPRENEURS

**National N Diploma: Financial Management N4; N5; N6  
QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you will be able to apply accounting and numeracy skills to enter an accounting occupation directly and be able to deal with all procedures such as to understand accounting and management principles to have the acquired knowledge and skills of accounting systems generally used by business enterprises. Also to have the knowledge and skills of all the administrative accounting tasks.

**Career Opportunities:** Financial Assistant; Cost Account Assistant; Entrepreneur; Clerk; Financial Services; Banking

### Subjects:

**First Year/First Semester:** Financial Accounting N4; Management Communication N4; Computerized Financial Systems N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Financial Accounting N5; Cost & Management Accounting N5; Computerized Financial Systems N5; Entrepreneurship & Business Management N5.

**Second Year/First Semester:** Financial Accounting N6; Cost & Management Accounting N6; Computerized Financial Systems N6; Income Tax N6

### ICB

**Certified Small Business Financial Manager  
National Certificate:  
Small Business Financial Manager – NQF Level 4  
– SAQA ID: 48736**

**Entry Requirements:** Grade 11 or equivalent

**Course Duration:** 12 Months

**What you will be able to do:** Assistant Financial Manager

<b>Subjects/Learning</b>	<b>Areas:</b>
Business	Literacy;
Computerized	Bookkeeping;
Essential Business Finance	



## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**National N Diploma: Business Management N4; N5 & N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you will understand the principles on which the South African Economy is founded and have the skills to be an entrepreneur. This includes insight into the management environment in which the business functions to provide the characteristics and skills which are needed to start and successfully manage your own business, and also to have insight into the challenging world of entrepreneurship and the social responsibilities of entrepreneurs. You would also need to be familiar with the economic and business environment in which entrepreneurs function and to be able to prepare a successful business plan.

**Career Opportunities:** Entrepreneur; Sales; Bookkeeping; Administration; Manager

### **Subjects:**

**First Year/First Semester:** Financial Accounting N4; Management Communication N4; Computer Practice N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Financial Accounting N5; Sales Management N5; Computer Practice N5; Entrepreneurship & Business Management N5.

**Second Year/First Semester:** Financial Accounting N6; Sales Management N6; Computer Practice N6; Entrepreneurship & Business Management N6

**Certified Junior Office Administrator Certificate: Office Administrator – NQF level 5 – SAQA ID: 23618**

**Entry Requirements:** Grade 12 or equivalent – no prior accounting knowledge needed

**Course Duration:** 18 Months

**What you will be able to do:** Receptionist; Office Assistant; Office Administrator; Public Relations Officer; Marketing Administrator

<b>Subjects/Learning</b>	<b>Areas:</b>
Office Business Administration	Communication; & Office Administration 1;
Bookkeeping; Management & Public Relations; Business Law & Administrative Practice; Cost & Management Accounting	Marketing

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## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**Certified Office Manager –  
two full qualifications  
Higher Certificate: Office  
Administration – NQF level  
5 – SAQA ID: 23619 &  
Diploma Office  
Administration – NQF 6 –  
SAQA ID: 35958**

**Entry Requirements:** Certificate:  
Office Administration – NQF 5

**Course Duration:** 36 Months

**What you will be able to do:**  
Secretary; General Office Manager;  
Human Resource Administrator;  
Senior Office Manager; Public  
Relations Officer

**Subjects/Learning Areas:**  
Economics; Human Resources  
Management & Labour Relations;  
Business & Office Administration 2;  
Business & Office Administration 3;  
Financial Accounting; Management

**National N Diploma: Human  
Resource Management N4; N5 & N6  
QCTO/Department of Higher  
Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory  
and 18 Months practical work experience)

**What is the programme about?** Once you  
complete this programme you be able to apply  
knowledge, skills and relevant communication  
skills for application in writing and verbal  
communication in practice of personnel  
management. Such skills include motivation,  
group dynamics, leadership skills and  
information systems as applicable in the  
management of human resources and in the  
presentation of information in activities  
relevant to human resource management.

**Career Opportunities:** Human Resource  
Assistant; Administrative Assistant;  
Entrepreneur; Human Resource Manager

### **Subjects:**

**First Year/First Semester:** Personnel  
Management N4; Management  
Communication N4; Computer Practice N4;  
Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Personnel  
Management N5; Personnel Training N5;  
Computer Practice N5; Labour Relations N5.

**Second Year/First Semester:** Personnel  
Management N6; Personnel Training N6;  
Computer Practice N6; Labour Relations N6



## OFFICE MANAGEMENT CERTIFICATION PROGRAMME

**National N Diploma: Marketing Management N4; N5 & N6**  
**QCTO/Department of Higher Education and Training**

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** Once you complete this programme you be able to operate in marketing activities in the marketing field, such as conducting research, identifying markets, creating promotional materials and presenting marketing proposals.

**Career Opportunities:** Marketing; Sales; Market Research; Advertising; Branding; Distribution; Entrepreneur

**Subjects:**

**First Year/First Semester:** Marketing Management N4; Management Communication N4; Computer Practice N4; Entrepreneurship & Business Management N4.

**First Year/Second Semester:** Marketing Management N5; Sales Management N5; Computer Practice N5; Entrepreneurship & Business Management N5.

**Second Year/First Semester:** Marketing Management N6; Marketing Communication N6; Marketing Research N6; Sales Management N6

**Diploma: Business Management – International Qualification - ABMA**

**Entry Requirements:** Grade 12 or Certificate Business Management

**Course Duration:** 24 Months

**What you will be able to do:** Business Manager, Business Analyst, Business Account Manager, Project Manager, Business Partner, Administration Manager, Office Manager. Managing Director, Finance Manager

**Subjects/Learning Areas:** Essentials of Management; Understanding Financial Planning; Managing Operations; Managing Quality; Culture & Ethics in a Business Environment





**OFFICE MANAGEMENT CERTIFICATION PROGRAMME****Diploma: Human Resources Management – International Qualification**

**Entry Requirements:** Grade 12 or Certificate in Human Resources Management

**Course Duration:** 24 Months

**What you will be able to do:** Human Resource Manager, Training Manager, Employee Relations Officer, Operations Manager, Learning Manager, Human Resource Officer, Human Resource Assistant

**Subjects/Learning Areas:** Principles of Human Resources Management; Implementation of a Human Resources Plan; Recruitment & Selection; Delivery of Performance & Reward Services; Releasing People from the Organization



### **Certificate: Information Technology - International**

**You will do the following:**

**PC Pro (A+) - International – TestOut  
(6 months)**

**Certificate: Network Pro (N+) -  
International – TestOut (6 months)**

**Certificate: Network Pro (S+) -  
International – Test Out (6 months)**

**Entry Requirements:** At least 17 years  
of age

**Course Duration:** 18 Months

**What you will be able to do:**  
Computer Technician (Hardware), IT  
Hardware Specialist; Network  
Technician, IT Networking Specialist;

**Subjects/Learning Areas:** Computing  
Overview; PC Technician; System  
Components; Peripheral Devices;  
Storage; Networking; Printing; Mobile  
Devices; Windows System  
Management; System  
Implementation; File Management;  
Security; Troubleshooting; Capstone  
Exercises; : Introduction; Cables and  
Connectors; Networking Devices;  
Ethernet; Network Implementation;  
Wireless Networking; Wide Area  
Networks (WANs); Network Security;  
Network Management;  
Troubleshooting; Introduction; Access  
Control and Identity Management;  
Cryptography; Policies, Procedures,  
and Awareness; Physical Security;  
Perimeter Defenses; Network  
Defenses; Host Defenses; Application  
Defenses; Application Defenses; Data  
Defenses; Assessments and Audits

### **Diploma: Computer Engineering – International Qualification**

**Entry Requirements:** Grade 12 or  
Certificate in Computer Engineering

**Course Duration:** 24 Months

**What you will be able to do:**  
Network Technician; IT Networking  
Specialist

**Subjects/Learning Areas:**  
Computer Systems; Computer  
Security; Management of Projects;  
Networking Technology; Personal  
Computer Software Support



## Diploma: Computing & Information Systems – International Qualification

**Entry Requirements:** Grade 12 or Certificate in Computing & Information Systems

**Course Duration:** 24 Months

**What you will be able to do:** Software Designer, Software Developer, Computer Programmer, and Communications Manager, Senior Systems Analyst, IT Manager, E-Commerce Manager, Technical Support

**Subjects/Learning Areas:** Information Systems; Computer Programming; Information Systems Analysis & Design; Information Presentation & Analysis; Web Technologies



## Diploma: Journalism & Media Studies – International Qualification

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:** Communication Manager, Content Producer/Manager, Media Production Executive, Journalist, PR Writer, Editorial Assistant, Press Advisor, Media Liaison Officer

**Subjects/Learning Areas:** Constructing a Story in Journalism; Interviewing & Research in Journalism; Broadcasting; Internet Broadcasting; Public Relations for Journalists



### **Diploma: Community Development – International Qualification**

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:** Government Advisor, Health Support Worker, Development Advisor, Community Relations Manager, Project Team Leader, Programme Officer, Community Development Worker

**Subjects/Learning Areas:** Community Development Values; Community Health & Disease Management; Understanding Poverty in Communities; Supporting the Vulnerable Communities; Sociology & the Community



### **Diploma: HIV/AIDS Management – International Qualification**

**Entry Requirements:** Grade 24 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:** Government Aide, HIV Counsellor, Occupational Health and Safety Coordinator, Senior HIV/AIDS Prevention Advisor, Public Health Advisor, HIV/AIDS Awareness Trainer.

**Subjects/Learning Areas:** HIV/AIDS Management 1; Community Development; Health & Nutrition Education; Population, Poverty & Human Development; Synopsis



## National N Diploma: Tourism N4; N5 & N6

QCTO/Department of Higher  
Education and Training

**Entry Requirements:** Grade 12

**Course Duration:** 3 Years (18 Months Theory and 18 Months practical work experience)

**What is the programme about?** This programme aims to equip students with the necessary knowledge, skills for a career in tourism with the focus on the travel sector. Upon completion of the 18 month theoretical component, students must complete an 18 month practical component by working in the tourism industry. This ensures that students are well prepared to face the world of work as an employee in the tourism industry.

**Career Opportunities:** Travel Agent; Tasting Room Assistant; Guesthouse Manager; Hotel Reception; Consultant at Tour Operator; Airport Staff; Event Organizer; Entrepreneur.

### Subjects:

**First Year/First Semester:** Travel Services N4; Tourist Destinations N4; Tourism Communication N4; Travel Office Procedures N4

**First Year/Second Semester:** Travel Services N5; Tourist Destinations N5; Tourism Communication N5; Travel Office Procedures N5

**Second Year/First Semester:** Travel Services N6; Tourist Destinations N6; Tourism Communication N6; Travel Office Procedures N6

## Certificate: Travel Geography & Fares & Ticketing – VA – Earth & VA - 1

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Entry Level Job in Travel Industry;  
Retail Travel Agent

**Subjects/Learning Areas:** Travel & Tourism Geography; Oceans; Continents; Countries; Capitals; Major Cities & World Maps; Destination Coding; Fare Construction; Ticket Types; IATA Geographic Areas; Global Indicators; Airline Coding Systems; Constructing Fares; Principles of Mileage



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### **Certificate: Fares & Ticketing VA – 2 & GDS SABRE**

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Retail Travel Agent & Retail  
Travel Agent

<b>Subjects/Learning</b>	<b>Areas:</b>
Complex Fare Construction; Calculate Fares for Surface Sectors; Open Jaws; Side Trips & Stopover Charges; Apply Hips, CTM and Backhaul Checks; Access Multi-Sector Mixed Class Fares; Sabre Systems; Quoting; Booking of Fares; Amending Flights	



### **Diploma: International Travel Reservations – International Qualification – Entry Level 2**

**Entry Requirements:** Grade 10

**Course Duration:** 18 Months

**What you will be able to do:**  
Entry Level Tourism Industry;  
Travel Agent

<b>Subjects/Learning</b>	<b>Areas:</b>
Travel & Tourism Geography; Oceans; Continents; Countries; Capitals; Major Tourist Cities; World Map; E-Tickets; ATBS and OPTAT/TAT; IATA geographic Areas; Global Indicators; Airline Codes; Construct Fares; Principles of Mileage System; GDS; Access the Sabre System; Conforming to Security Procedures; Interpret timetable screens; Book Flights; Add, Amend and Cancel Passenger Information; Fare Types; Fare Rules; Booking History; Sabre Queuing System	



## Diploma in Hospitality & Tourism – International Qualification – Foundation Level 3

## Diploma in Hospitality & Tourism – International Qualification – Undergraduate Level 4

**Entry Requirements:** Grade 11 or equivalent and must have completed the CTH Certificate above

**Entry Requirements:** Grade 12 or equivalent and must have completed the CTH Certificate above

**Course Duration:** 24 Months

**Course Duration:** 24 Months – Seven Modules with one 2 ½ hour exam for each of the modules

**What you will be able to do:** Guest Support Representative; Hotel Receptionist; Assistant Travel Guide; Porter; Sales Trainee; Hygiene Housekeeper; Maintenance Assistant; Trainee Travel Agent

**What you will be able to do:** Travel Agent; Travel Guide; Hotel Sales Executive; Head Porter; Head Waiter; Head Receptionist; General Assistant; Food & Beverage Assistant; Bookings Manager; Events Assistant; Housekeeping Assistant Manager

**Subjects/Learning Areas:** Essentials of Human Resources & Business Computing in Tourism and Hospitality; Essentials of Marketing & Customer Relationships in Tourism & Hospitality; Tourism & Hospitality Industry; Essentials of Tourism & Hospitality Operations

**Subjects/Learning Areas:** Essentials of Finance in Tourism & Hospitality; Customer Service Management in Tourism & Hospitality; Global Tourism & Hospitality; Travel & Tourism Operations; Travel & Tourism Supervision; Travel Geography; Destination Analysis.

**Diploma: Shipping & Logistics – International Qualification**

**Entry Requirements:** Grade 12 or equivalent

**Course Duration:** 24 Months

**What you will be able to do:** Logistics Planner, Logistics Officer, Senior Transport and Distribution Manager, Sea Freight Manager, Warehouse Manager, Supply Chain Controller, Inventory Manager

**Subjects/Learning Areas:** Mercantile & Shipping Practice; Principles of International Maritime Logistics; Principles of Shipping & Insurance Management; Movement of Dangerous Goods; Overseas Trade Law



SACAI is an assessment body provisionally accredited by Umalusi, the Council for Quality Assurance in General and Further Education and Training, to assessments relating to the National Senior Certificate (NSC), which includes the NSC examination. SACAI adheres strictly to the Minister of Basic Education's curriculum (The National Curriculum Statement/NCS) and relating regulations and policy.

We are registered to offer the following subjects, but certain subjects may not be offered at all our branches. You would need to enquire at your closest college. Feel free to register at your nearest branch.

Accounting  
Afrikaans FAL  
Afrikaans HL  
Agricultural Management  
Agricultural Sciences  
Business Studies  
Civil Technology  
Computer Applications (CAT)  
Consumer Studies  
Hospitality Studies  
Design  
Dramatic Arts  
Economics  
Electrical Technology  
Engineering Graphics

English FAL  
English HL  
Geography  
History  
Visual Arts  
Information Technology  
Life Orientation  
Life Sciences  
Mathematical Literacy  
Mathematics  
Mechanical Technology  
Physical Science  
Religious Studies  
Tourism



**Certificate: Inspirational Team Leadership for Hospitality, Leisure, Travel & Tourism**

**Entry Requirements:** Good Knowledge of English

**Course Duration:** 3 Months

**What you will be able to do:** Better inspire, motivate and delegate to your teams – Fully recognized by the Radisson Edwardian Hotel.

**Subjects/Learning Areas:** What is Leadership; Managers and Leaders; John Adair's Action Centred Leadership for Managing Tasks, Teams and Individuals; The 21<sup>st</sup> Century Leader; Motivation; Effective Leadership; Leadership Functions; The Role of the Leader; How to Delegate

**Certificate: Travel Geography – VA-Earth**

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:** Entry Level Job in Travel Industry

**Subjects/Learning Areas:** Travel & Tourism Geography; Oceans; Continents; Countries; Capitals; Major Cities & World Maps;



## Certificate: Fares & Ticketing VA – 2

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Retail Travel Agent

**Subjects/Learning Areas:**  
Complex Fare Construction;  
Calculate Fares for Surface  
Sectors; Open Jaws; Side Trips &  
Stopover Charges; Apply Hips,  
CTM and Backhaul Checks;  
Access Multi-Sector Mixed Class  
Fares

## Certificate Fares & Ticketing – VA - 1

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Retail Travel Agent

**Subjects/Learning Areas:**  
Destination Coding; Fare  
Construction; Ticket Types; IATA  
Geographic Areas; Global  
Indicators; Airline Coding Systems;  
Constructing Fares; Principles of  
Mileage

## Certificate: GDS - SABRE

**Entry Requirements:** None

**Course Duration:** 6 Months

**What you will be able to do:**  
Travel Agent

**Subjects/Learning Areas:** Sabre  
System; Quoting; Booking  
Flights; Amending Flights; GDS



## SHORT COURSES

Short Course	Entry Requirements	Duration
<b>Certificate: Business Literacy</b>	Grade 10	3 Months
<b>Certificate: Computerized Bookkeeping</b>	Grade 10	3 Months
<b>Certificate: Payroll &amp; Monthly SARS</b>	Grade 10	3 Months
<b>Certificate: Bookkeeping to Trial Balance</b>	Grade 10	3 Months
<b>Certificate: Cost &amp; Management Accounting</b>	Grade 11	3 Months
<b>Certificate: Financial Statements</b>	Grade 11	3 Months
<b>Certificate: Business Law &amp; Accounting Control</b>	Grade 12	3 Months
<b>Certificate: Income Tax Returns</b>	Grade 12	3 Months
<b>Certificate: Business &amp; Office Administration</b>	Grade 12	3 Months
<b>Certificate: Marketing Management &amp; Public Relations</b>	Grade 12	3 Months
<b>Certificate: Economics</b>	Grade 12	3 Months
<b>Certificate: Human Resource Management &amp; Labour Relations</b>	Grade 12	3 Months
<b>Certificate: Management</b>	Grade 12	3 Months

















**Hazzeldin Maimane** – “I came out of my exam and knew I had failed. I was so despondent. A pamphlet was to all of us and I decided to enquire. It was the best decision I could ever make. I have now passed both my exams with distinctions. SAAAC puts their money where their mouth is. Thank you!”

**Mmathapelo Maako** – “I was failing until I found SAAAC as they are an ICB exam centre. They handed out a pamphlet which changed my life. I have gone from a failure to achieving outstanding results”.

**Caroline Senyola** – “The best thing I ever done. I was even selected to go overseas for no costs to me. I love this college and they are very affordable, loving and caring.”  
SAAAC puts their money where their mouth is. Thank

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## ADMISSION PROCESS

All prospective learners will be expected to complete the application form for acceptance into the Academy. Each learner will have to:

- Complete the application form
- Provide two copies of your matric/equivalent certificate or school report for any other entry requirements
- Provide two copies of your Identity Document or Passport
- Two Identity sized passport photographs
- Provide confirmation of Registration Fee specifying the course chosen as reference

## CANCELLATION POLICY

- A learner will be required to pay the required cancellation fee as well as ensure that current payments are up to date before cancellation will be verified. The learner will have to cancel their course in writing and submit to the Academy Principal. Only once all the paperwork is completed will the course be cancelled.
- Two Identity sized passport photographs
- Provide confirmation of Registration Fee specifying the course chosen as reference

## REFUND POLICY

There are no refunds on registration fees. Refunds will be made once the Academy Principal has determined that valid reasons exist for the course to be cancelled. No refund will be made in the unfortunate event of death, illness or injury.



### ATTENDANCE POLICY

All learners are expected to attend all classes. In case of illness extending more than two days will require a doctor's note. Learners are also expected to arrive on time for all classes. Arriving late is disruptive to both lecturers as well as to other learners.

### CAREER GUIDANCE AND COUNSELING

Career guidance will be provided at Academy level. Please feel free to ask our well qualified staff members to assist with your study choice. Counseling will be provided to learners in need of counseling.

### NO CASH POLICY

Learners are expected to pay directly into the Academy's bank account. Debit orders can be arranged as well. No cash will be accepted at the Academy and we cannot be held liable for any payments made to staff members.

### PROGRESS REPORTS

Progress Reports will be given on a quarterly basis. Parents are requested to ask their learners to provide them with such reports. Parents are requested to follow their children's progress and to contact the Academy Principals if they need to discuss anything with them.

## CERTIFICATION

Certificates are issued by the relevant Education Quality Assurance Bodies. The Academy will however also provide Certificates of Completion.

Certification can take up to three to six months before reaching the Academy.

## INDUCTION

Each learner will be required to attend an induction for their relevant courses. During induction, learners will be informed on the difference between local and international courses. Learners will then be requested to sign that they understand and accept the terms and conditions for each course.

## ACADEMY FEE STRUCTURE

Please find annexure attached for the different course prices.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## ACCREDITATIONS & AFFILIATIONS



higher education  
& training

Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA  
089 999 2811



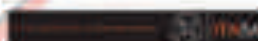
**QCTO**

Quality Council for Trades & Occupations  
NATED/14/0096



CTHSA

TestOut



## ITHSA CTH SUPPORTER

Radisson

Sabre

Travel Network



Continental  
Institute of  
Accounting  
Health

STAR ALLIANCE  
ONE WAY THE EARTH CONNECTS



thistle

GTMC  
The green of Education

Hilton

vignatonic



WORLDWIDE  
WORLDWIDE

mantis

Premier Inn

RENAISSANCE



LONDON CLUBS  
INTERNATIONAL

GORDON RAMSAY

## YOUR NEAREST COLLEGE

### PRETORIA CAMPUS

Kullaving Democracy Centre, 357 Voerweg Street, Pretoria -- 012 336 8875

### QUENEDOWN

Robson Road, 499 Department of Labour, Quenedown -- 043 938 6002

### DURBAN

Suite 323 34 Tower B, Salisbury Centre, 34 Paddy Kallam Street (West Street), 031 822 2038

### EAST LONDON

9 Kibbutz Place, Shepperton Bay, East London, 043 748 2228

### STERKSTROOM

Main Street, Ophelia Library, Sterkstroom, 082 568 0275