

College SA

2022

Prospectus

Accessible learning solutions for
accredited and short courses.



Content

About College SA

03

Why distance learning?

04

College SA course list

05

Accredited courses

06

Non-accredited courses

11

Entry Requirements & Accreditation

16



About College SA

Overview

College SA was initially established in partnership with the Curro School Group, as Curro College in 2007. In 2008, the Curro School Partners sold their shares, and Curro College became College SA.

From inception, College SA's mission was to provide affordable quality distance education. Initially, the bulk of the course material was sourced from reputable third-party providers, but it soon became apparent that the need for more affordable, high-quality course material was needed. College SA began producing a range of its own courses; purpose-built to address the unique needs of the distance learning student and backed by an academic support system.

From 2008, College SA grew from strength to strength and added more than 200 courses to its prospectus. Its vision was and still is to become the most trusted provider of distance learning education in South Africa with the following key values: Trust, Hope, Inclusivity and Innovation.

In 2016 the majority shareholding in the company was sold to JSE listed RECM and Calibre Limited (RAC). During this time the College was relocated from Bellville South to its current location in Tygervalley Bellville. During that time, College SA increased its in-house printing capabilities and invested heavily in numerous systems to improve student service and retention.

In 2019, Optimi acquired College SA in a bid to broaden its offering in the distance learning market. In a statement, Optimi said that "the acquisition of College SA is an opportunity to enter the TVET market and bring the quality and accessible learning it is known for to this new market segment".

The Optimi group provides offerings in 4 divisions: Home, Workplace, Classroom and College. Together, these divisions service over 200 000 learners per annum.

Optimi College provides accessible accredited and short courses for adults. College SA, founded in 2007, provides a range of distance learning TVET offerings across the region, including adult matric through Matric Works.

The new vision

for College SA is to become the most trusted provider of distance learning education in Africa, with the 4 key values of:



TRUST



HOPE



INCLUSIVITY



INNOVATION

WHY DISTANCE LEARNING

Distance learning is the most affordable and rewarding way to further your education. College SA offers a variety of accredited and non-accredited courses that will help you build a successful career. We don't offer face-to-face classes, because we believe there is a more beneficial way to further your education - distance learning! This means that you can study from home, at a time that suits you, and without extra costs!

NO CLASSES

You don't have to travel to attend classes or find a place to stay if you live far away from a city. You are able to study at home without spending extra money. What's more, if you have a full-time job, you don't have to rush to attend classes in the evenings.



AFFORDABLE

Distance learning is a lot more affordable because you are able to pay for your studies on a monthly basis, or one subject at a time. We even include your study material in your course fees, which means you don't have to spend extra money on textbooks!



ENTRY REQUIREMENTS

Distance learning colleges generally have courses that suit many different people with different educational backgrounds. It is a lot easier to enrol for a distance learning course as many of the courses don't require Matric.



ONLINE CLASSROOM & TUTORS

We offer all the study support you need through our online classroom and designated tutors! They are only a click, email or phone call away.

MANAGEABLE

You can choose to study only a few subjects at a time. Apart from the financial benefit of this, we do this so you don't feel overwhelmed by the workload.

YOU ARE IN CHARGE

Aside from the general guidelines set by a distance learning college, you have the freedom to structure your own study time, schedule, and pace.

COURSES COVERED

→ BOOKKEEPING & ACCOUNTING COURSES

ICB Financial Accounting

CIMA Accounting

Pastel

→ COMPUTER COURSES

Microsoft Office Courses

Adobe Creative Cloud

→ BUSINESS COURSES

ICB Office Administration

ICB Business Management

Occupational Health and Safety

Project Management

Personal Assistant

Professional Secretary

Executive Secretary

Supply Chain Management Short Course

Business Management Short Course

SABPP National Diploma Human Resource Management

→ CREATIVE & SERVICE-BASED COURSES

Nail Care

Makeup Application

Massage Techniques

Facial Skin Care

Hair Removal

Salon Management

Beauty Therapy Advanced

Child Day Care

Events Management

Tourism

Graphic Design, Web Design & Photography

→ TECHNICAL COURSES

Boilermaking

Electrical

Fitting & Turning

Motor Trade

Welding

NTC Bridging Course

→ WORKPLACE SKILLS SHORT COURSES

Workplace Skills Courses

→ ASC: AMENDED SENIOR CERTIFICATE

ASC: Courses- Adult Matric

Accredited Courses

Accredited Qualifications are higher in demand and generally offer more job opportunities



We offer a variety of courses that meet the different needs of our students. Many people would like to enter careers that require a qualification. We offer courses that are industry-recognised and offer students the opportunity to increase their career prospects as well as their earning potential.



BOOKKEEPING & ACCOUNTING PROGRAMMES

ICB FINANCIAL ACCOUNTING

*A standard registration fee of R950.00 applies to all courses

COURSES

- Foundation Level: National Certificate in Bookkeeping [NQF Level 3 | SAQA ID 58375 | Minimum Credits: 120]
- Intermediate Level: Further Education and Training Certificate in Bookkeeping [NQF Level 4 | SAQA ID 58376 | Minimum Credits: 130]
- Upper Intermediate Level: National Diploma in Technical Financial Accounting [NQF Level 5 | SAQA ID 36213 | Minimum Credits: 251]
- Advanced Level: National Diploma in Financial Accounting [NQF Level 6 | SAQA ID 20366 | Minimum Credits: 280]

COST

From
R1160 p/m

DURATION

Study periods range from 8 to 16 months depending on the selected course

ENTRY REQUIREMENT

- Grade 10 or equivalent
- Be at least 16 years old
- No prior accounting knowledge needed

CIMA ACCOUNTING

*A standard registration fee of R950.00 applies to all courses

COURSES

- CIMA: Certificate in Business Accounting [NQF Level 5 | SAQA ID 24418 | Minimum Credits: 120]

COST

From
R1300 p/m

DURATION

16 months

ENTRY REQUIREMENTS

- Grade 10 or equivalent
- Be at least 16 years old
- No prior accounting knowledge needed

PASTEL

* A standard registration fee of R950.00 applies to all courses

COURSES

- Sage 50c Pastel Partner Intermediate
- Sage Pastel Payroll Administrator

COST

From
R990 p/m

DURATION

Study periods range from 10 to 12 months depending on the selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English



BUSINESS PROGRAMMES

ICB OFFICE ADMINISTRATION

*A standard registration fee of R950.00 applies to all courses

COURSES

- Foundation Level: Certificate in Office Administration [NQF Level 5 | SAQA ID 23618 | Minimum Credits: 120]
- Intermediate Level: Higher Certificate in Office Administration [NQF Level 5 | SAQA ID 23619 | Minimum Credits: 240]
- Advanced Level: Diploma in Office Administration [NQF Level 6 | SAQA ID 35958 | Minimum Credits: 360]

COST

From
R1050 p/m

DURATION

Study periods range from 9 to 23 months depending on the selected course

ENTRY REQUIREMENTS

- Grade 12 or equivalent
- Be at least 16 years old
- No prior accounting knowledge needed

ICB BUSINESS MANAGEMENT

*A standard registration fee of R950.00 applies to all courses

COURSES

- Foundation Level: National Certificate in Small Business Financial Management [NQF Level 4 | SAQA ID 49736 | Minimum Credits: 120]
- Intermediate Level: Higher Certificate in Office Administration [NQF Level 5 | SAQA ID 23619 | Minimum Credits: 240]
- Advanced Level: National Diploma in Financial Accounting [NQF Level 6 | SAQA ID 20366 | Minimum Credits: 280]

COST

From
R1130 p/m

DURATION

Study periods range from 10 to 20 months depending on the selected course

ENTRY REQUIREMENTS

- Grade 11 or equivalent
- Be at least 16 years old



HUMAN RESOURCE MANAGEMENT PROGRAMMES

SABPP HUMAN RESOURCE MANAGEMENT

*A standard registration fee of R950.00 applies to all courses

COURSES

- National Diploma in Human Resource Management [NQF Level 5 | SAQA ID 61592 | Minimum Credits: 249]

COST

From
R1040 p/m

DURATION

36 months per course

ENTRY REQUIREMENTS

- Grade 12 or equivalent or relevant NQF 4 Level qualification such as FETC in HR
- Be at least 16 years old
- Read and write in English



COMPUTER PROGRAMMES

MICROSOFT OFFICE COURSES

COURSES

Specialist Courses

- Microsoft Office Specialist in Word 2016: Core
- Microsoft Office Specialist in Excel 2016: Core
- Microsoft Office Specialist in PowerPoint 2016: Core
- Microsoft Office Specialist in Outlook 2016: Core
- Microsoft Office Specialist in Access 2016: Core

Expert Courses

- Microsoft Office Expert in Word 2016
- Microsoft Office Expert in Excel 2016

Master Programme

- Microsoft Office Master with Outlook 2016
- Microsoft Office Master with Access 2016

REG FEE

No
Reg Fee

COST

From
R1,250
p/m

DURATION

Study periods range
from 2 to 10 months
depending on the
selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English
- Access to a computer
- Relevant Software
- Basic Math

Expert &
Master
programmes
Reg Fee R950



TECHNICAL/ENGINEERING PROGRAMMES

BOILERMAKING

*A standard registration fee of R950.00 applies to all courses

COURSES

- N1: National Certificate [NQF Level 1 | SAQA ID 67109 | Minimum Credits: 40]
- N2: National Certificate [NQF Level 2 | SAQA ID 67375 | Minimum Credits: 40]
- N3: National Certificate [NQF Level 3 | SAQA ID 67491 | Minimum Credits: 40]

COST

From
R910 p/m

DURATION

16 months
per course

ENTRY REQUIREMENTS

- Grade 9 passed; with Mathematics (40% and above) and Physical Science (30% and above)
- Must be at least 16 years of age
- The ability to read and write in English
- Access to a computer and the Internet
- Completion of bridging course (if you don't have Grade 9 pass), with Mathematics (40% and above) and Physical Science (30% and above)

ELECTRICAL

*A standard registration fee of R950.00 applies to all courses

COURSES

- N1: National Certificate [NQF Level 1 | SAQA ID 67109 | Minimum Credits: 40]
- N2: National Certificate [NQF Level 2 | SAQA ID 67375 | Minimum Credits: 40]
- N3: National Certificate [NQF Level 3 | SAQA ID 67491 | Minimum Credits: 40]

COST

From
R910 p/m

DURATION

16 months
per course

ENTRY REQUIREMENTS

- Grade 9 passed; with Mathematics (40% and above) and Physical Science (30% and above)
- Must be at least 16 years of age
- The ability to read and write in English
- Access to a computer and the Internet
- Completion of bridging course (if you don't have Grade 9 pass), with Mathematics (40% and above) and Physical Science (30% and above)

FITTING & TURNING

*A standard registration fee of R950.00 applies to all courses

COURSES

- N1: National Certificate [NQF Level 1 | SAQA ID 67109 | Minimum Credits: 40]
- N2: National Certificate [NQF Level 2 | SAQA ID 67375 | Minimum Credits: 40]
- N3: National Certificate [NQF Level 3 | SAQA ID 67491 | Minimum Credits: 40]

COST

From
R910 p/m

DURATION

16 months
per course

ENTRY REQUIREMENTS

- Grade 9 passed; with Mathematics (40% and above) and Physical Science (30% and above)
- Must be at least 16 years of age
- The ability to read and write in English
- Access to a computer and the Internet
- Completion of bridging course (if you don't have Grade 9 pass), with Mathematics (40% and above) and Physical Science (30% and above)

MOTOR TRADE

*A standard registration fee of R950.00 applies to all courses

COURSES

- N1: National Certificate [NQF Level 1 | SAQA ID 67109 | Minimum Credits: 40]
- N2: National Certificate [NQF Level 2 | SAQA ID 67375 | Minimum Credits: 40]
- N3: National Certificate [NQF Level 3 | SAQA ID 67491 | Minimum Credits: 40]

COST

From
R910 p/m

DURATION

16 months
per course

ENTRY REQUIREMENTS

- Grade 9 passed; with Mathematics (40% and above) and Physical Science (30% and above)
- Must be at least 16 years of age
- The ability to read and write in English
- Access to a computer and the Internet
- Completion of bridging course (if you don't have Grade 9 pass), with Mathematics (40% and above) and Physical Science (30% and above)

WELDING

*A standard registration fee of R950.00 applies to all courses

COURSES

- N1: National Certificate [NQF Level 1 | SAQA ID 67109 | Minimum Credits: 40]
- N2: National Certificate [NQF Level 2 | SAQA ID 67375 | Minimum Credits: 40]
- N3: National Certificate [NQF Level 3 | SAQA ID 67491 | Minimum Credits: 40]

COST

From
R910 p/m

DURATION

16 months
per course

ENTRY REQUIREMENTS

- Grade 9 passed; with Mathematics (40% and above) and Physical Science (30% and above)
- Must be at least 16 years of age
- The ability to read and write in English
- Access to a computer and the Internet
- Completion of bridging course (if you don't have Grade 9 pass), with Mathematics (40% and above) and Physical Science (30% and above)



NTC BRIDGING PROGRAMMES

NTC BRIDGING COURSE

*A standard registration fee of R950.00 applies to all courses

COURSES

NTC Bridging Course for students who do not meet the entry requirements for the National Technical Certificate (NTC) N1 course.

COST

From
R910 p/m

DURATION

4 months

ENTRY REQUIREMENTS

- Grade 10 or equivalent
- Be at least 16 years old
- No prior accounting knowledge needed



ASC: AMENDED SENIOR CERTIFICATE - ADULT MATRIC

Please note: The adult matric programme is a self-study programme, which means we do not offer tutor support for these subjects. You will get access to an online classroom, where you will be working through the activities on your own. These activities will help you prepare for the Amended Senior Certificate examination.

Please note: There is a R624 initial deposit payable per subject you enrol for; this initial deposit gets deducted from your course fee.

*(Study material couriered to you with access to the online classroom)

ASC: AMENDED SENIOR CERTIFICATE STUDY WITH TEXTBOOKS

SUBJECTS

- English Home Language
- English First Additional Language
- Afrikaans Home Language
- Afrikaans First Additional Language
- Business Studies
- Geography
- Mathematical Literacy
- Mathematics
- Physical Science
- Life Science
- History
- IsiZulu

COST

From
R210 p/m

DURATION

36 months

ENTRY REQUIREMENT

- You must be older than 21
- GETC Certificate OR Grade 9 / Standard 7 School Certificate (not recommended)
- Recognised N1 qualification with 2 official languages
- Incomplete National Senior Certificate
- RSA Identification document OR Valid Passport and Study Permit
- You will need a computer OR smartphone with access to the internet

Non-Accredited Courses

These courses address the need for skills development and training for the purpose of self-enrichment, career development and self-employment



COMPUTER PROGRAMMES

ADOBÉ CREATIVE CLOUD

*A standard registration fee of R950.00 applies to all courses

COURSES

- Illustrator
- InDesign
- Photoshop

COST

From
R1760 p/m

DURATION

4 months
per course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English
- Creative Cloud Software Membership required

Please note that we don't supply you with Adobe Design Software



BUSINESS PROGRAMMES

PROFESSIONAL SECRETARY

*A standard registration fee of R950.00 applies to all courses

COURSES

- Short Course
- Proficiency Course

COST

From
R1020 p/m

DURATION

6 months per course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

OCCUPATIONAL HEALTH AND SAFETY

*A standard registration fee of R950.00 applies to all courses

COURSES

- OHS Coordinator
- OHS Representative

COST

From
R940 p/m

DURATION

10 months
per course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

PROJECT MANAGEMENT

*A standard registration fee of R950.00 applies to all courses

COURSES

- Proficiency Course
- Skills Course

COST

From
R1,320 p/m

DURATION

Study periods range
from 3 to 6 months
depending on the
selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

PERSONAL ASSISTANT

*A standard registration fee of R950.00 applies to all courses

COURSES

- Short Course • Proficiency Course • Skills Course

COST

From
R1210 p/m

DURATION

Study periods range
from 4 to 10 months
depending on the
selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

EXECUTIVE SECRETARY

*A standard registration fee of R950.00 applies to all courses

COURSES

- General

COST

From
R1460 p/m

DURATION

Study period
8 months

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English
- Professional Secretary:
Proficiency Course

BUSINESS MANAGEMENT SHORT COURSE

*A standard registration fee of R950.00 applies to all courses

COURSES

- Business Management Short Course

COST

From
R1380 p/m

DURATION

10 months

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English



CREATIVE & SERVICE-BASED PROGRAMMES

BEAUTY THERAPY

*A standard registration fee of R950.00 applies to all courses

COURSES

- Beauty Therapy Advanced • Massage Techniques
- Hair Removal • Salon Management • Nail Care
- Facial Skincare • Makeup Application

COST

From
R1100 p/m

DURATION

Study periods range
from 6 to 31 months
depending on the
selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

CHILD DAY CARE

*A standard registration fee of R950.00 applies to all courses

COURSES

- Child Day Care Proficiency • Au Pair • Child Day Care Skills
- Introduction to Childhood Psychology
- Health Safety & Nutrition

COST

From
R1210 p/m

DURATION

Study periods range
from 5 to 12 months
depending on the
selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

EVENT MANAGEMENT SHORT COURSE

*A standard registration fee of R950.00 applies to all courses

COURSES

- Arts of Event Management: Short Course

COST

From
R1000 p/m

DURATION

Study period
15 months

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

GRAPHIC DESIGN, WEB DESIGN & PHOTOGRAPHY

*A standard registration fee of R950.00 applies to all courses

COURSES

- Introduction to Graphic Design
- Introduction to Web Design
- Adobe Creative Cloud
- Digital Photography

COST

From
R780 p/m

DURATION

Study periods range
from 6 to 12 months
depending on the
selected course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

TOURISM MANAGEMENT

*A standard registration fee of R950.00 applies to all courses

COURSES

- Tourism Marketing: Skills Course
- Tourism Management: Skills Course

COST

From
R780 p/m

DURATION

12 months
per course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English



SUPPLY CHAIN MANAGEMENT SHORT COURSE

SUPPLY CHAIN MANAGEMENT

*A standard registration fee of R950.00 applies to all courses

COURSES

- Supply Chain Management Short Course

COST

From
R1220 p/m

DURATION

12 months

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English



WORKPLACE SKILLS SHORT PROGRAMMES

WORKPLACE SKILLS SHORT COURSES

*There is no registration fee for the Workplace Skills short courses

COURSES

- Change Management
- Conducting Meetings
- Delegating for Results
- Diversity
- Organisations Skills
- Becoming a Successful Supervisor

COST

From
R830 p/m

DURATION

2 months per course

ENTRY REQUIREMENTS

- Grade 10
- Be at least 16 years old
- Read and write in English

Additional info

Entry Requirements

Please Note: These are the general College SA entry requirements and may vary for each course.

For detailed entry requirements, please have a look at our website, or download a course brochure.

- You should be at least 16 years old.
- You should have a Grade 10.
- You should read and write in English.

Accreditation

College SA is registered with the Department of Higher Education and Training as a TVET-level (former FET) college.

In addition, we are accredited for specific courses by other South African bodies, namely:

- Umalusi
- The Institute of Certified Bookkeepers (ICB)
- Quality Council for Trades and Occupations (QCTO)
- Certified Institute of Management Accountants (CIMA)
- Southern Africa Board for People Practices (SABPP)

We are also a training provider for both Microsoft and CompTIA and offer their internationally-recognised IT certifications.

DISCLAIMER

Please note: This prospectus is meant to give an overview of College SA courses, prices and course duration. Course content and fees may change without prior notice. Please check our website for the latest course fees and more comprehensive information.

College SA



Contact us

0861 663 663

www.collegesa.edu.za

If you would like to register with us:

Contact us on: 0861 663 663

E-Mail: startstudying@collegesa.co.za

Our address:

College SA, 1st Floor, Tygervalley Office Park 1,
Corner of Old Oak and Durban Road, Bellville,
Cape Town, South Africa

Accessible learning solutions for
accredited and short courses.



College SA is a proud member
of Optimi. Accredited qualifications
and short courses for adult learners.