

| Course  | Accred. | Duration  |
|---|---------|-----------|
| OC: Community Development Worker                            | Yes     | 18 Months |
| OC: Community Development Practitioner                      | Yes     | 24 months |
| OC: Valuer  | Yes     | 12 months |
| OC: Learning and Development Practitioner                   | Yes     | 18 months |
| OC: Public Service Administrator                            | Yes     | 6 months  |
| OC: Project Manager   | Yes     | 24 months |
| OC: Supply Chain Practitioner                               | Yes     | 18 months |
| OC: Career Information Development Officer                  | Yes     | 12 months |
| Learning programme: Business Communication                  | Yes     | 6 months  |
| Learning programme: Introduction to Management              | Yes     | 6 months  |
| Learning programme: Leadership and HR Management            | Yes     | 6 months  |
| Learning programme: Financial Management & Basic Economics  | Yes     | 6 months  |
| Learning programme: General Management                      | Yes     | 6 months  |
| Learning programme: Customer Management                     | Yes     | 6 months  |
| Learning programme: Skills Development Management           | Yes     | 6 months  |
| Learning programme: Strategic Management                    | Yes     | 6 months  |
| NC: Generic Management                                      | Yes     | 24 months |
| Facilitate Learning using a variety of given methodology    | Yes     | 5 days    |
| Conduct outcomes-based assessments                          | Yes     | 5days     |
| Moderate outcomes-based assessments                         | Yes     | 5 days    |
| CIMA Certificate in Business Accounting                     | Yes     | 12 months |
| CIPS Diploma in Procurement and Supply Level 4              | Yes     | 12 months |
| CIPS Advanced Diploma in Procurement and Supply Level 5     | Yes     | 12 months |
| CIPS Professional Diploma in Procurement and Supply Level 6 | Yes     | 12 months |
| Business communication                                      | No      | 10 weeks  |
| Business management / Entrepreneurship                      | No      | 14 weeks  |
| Credit management 1   | No      | 16 weeks  |
| Credit management 2   | No      | 16 weeks  |

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|---|----|----------|
| Credit management 3   | No | 16 weeks |
| Effective supervisory management                                | No | 14 weeks |
| End user computing (including MS Office0                        | No | 6 months |
| Event management  | No | 6 months |
| Event organising principles                                     | No | 7 months |
| Finance for non-financial managers                              | No | 10 weeks |
| Financial computing / Basic bookkeeping (including Pastel Acc.) | No | 8 weeks  |
| Human resource management                                       | No | 10 weeks |
| Human resource: overview and compliance                         | No | 10 weeks |
| Labour relations  | No | 10 weeks |
| Management 1  | No | 10 Weeks |
| Marketing management  | No | 10 weeks |
| Professional Development for PAs and Secretaries                | No | 9 weeks  |
| Project management 1  | No | 16 weeks |
| Project Quality   | No | 16 weeks |
| Stores management   | No | 16 Weeks |
| Supply chain management   | No | 15 Weeks |