

ACCREDITED FULL TIME & SHORT COURSES					ACCREDITED UNIT STANDARDS & NON-ACCREDITED SHORT COURSES				
Course Name	Duration	SAQA	Credits	NQF Level	Unit Standard Title	Duration	SAQA ID	Credits	NQF Level
Services Seta					MICT Seta				
Further Education & Training Certificate: New Venture Creation	12 months	66249	149	4	Use a Graphical User Interface (GUI)-based web browser to search the internet	3 days	116931	2	4
Business Administration Services	12 months	67465	120	3	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	3 days	116937	2	4
Cathsseta					W&R Seta				
National Certificate: Accommodation Services	12 months	14110	120	2	Managing Expenditure against Budget	9 days	242810	6	4
National Certificate: Professional Cookery	12 months	14111	147	4	Non-Accredited Short Courses				
National Certificate: Food & Beverage Services	12 months	14113	135	4	Course Name	Duration	Course Name	Duration	
Further Education & Training Certificate: Hospitality Reception	12 months	64469	241	4	Waitron Training	10 days	Banqueting Training	2 days	
National Diploma: Accommodation Services	18 months	14123	241	5	Service Eminence	3 days	Telephone Skills	1 day	
W&R Seta					Personal Grooming	3 days	Basic Safety & Hygiene	1 day	
National Certificate: Informal Small Business Practice	12 months	58308	120	3	Scullery Operational Skills	2 days	Stock Control	1 day	
Food Bev Seta					Providing Take-away & Counter Service in a Fast Food Environment	5 days	Bed and Breakfast & Guesthouse Basics	8 days	
National Certificate: Bread & Flour Confectionery Baking	12 months	50308	140	3	Basic Housekeeping	3 days	Front Office Reception	3 days	
National Certificate: Fresh Meat Processing	12 months	59386	120	3	Executive Housekeeper	3 days	Reporting Skills	3 days	
Accredited Short Courses					Managing Daily Revenue Targets	3 days	Procurement	3 days	
Course Name	Duration	SAQA	Credits	NQF Level	Basic Warehouse Procedures	1 day	Training, Development & Coaching	1 day	
Assistant Chef	6 months	HSP/AssChf/2/0022	51	2	Inducting a new staff member	1 day	Criteria to cover in Staff Briefing	3 days	
Cook - Convenience Foods	19 days	HSP/CKConf/2/0019	14	2	Supervisory Development Programme (SDP)	10 days	Certificate Course in Labour Law	1 week	
Cook - Fast Foods	30 days	HSP/CKFstF/2/0020	21	2	Financial Management for Non-Financial Managers	2 days	Employment Equity & Skills Development	3 seminars of 1 day each	
Customer Service Level 4	35 days	CUST/ServProgr/4/0095	21	2	Management Development Programme (MDP)	10 days	Hygiene in Food Preparation Areas	1 day	
Customer Service Level 5	30 days	CUST/ServProgr/5/0095	21	5	Accepting, Storing & Handling of Food	1 day	Handling of Food Items in the Fridge	2 days	
Events Assistant	36 days	EVM/EVSUPASSGEN/4/0006	25	4	Pending Courses				
Kitchen Cleaner	25 days	HSP/KchCln/2/0021	17	2	Call Centre Training or Contact Centre Training				
Shopkeeper Operations	40 days	27/5221shopops	28	3	Quotes are available on request and a minimum of 10 people is required to form a group. Kindly contact our offices for updates on courses that have been recently developed or accredited or if you would like to request for a course to be designed.				