AEI | ADULT EDUCATION INSTITUTE

ADULT EDUCATION INSTITUTE

Prospectus 2026

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Welcome Message from our Founders

Welcome to Adult Education Institute

Welcome to Adult Education Institute (AEI) – a place where second chances become success stories.

At AEI, we believe education is not limited by age, background, or past circumstances. Whether you are completing your matric, advancing your career, or stepping into a new professional field, this is your opportunity to grow, rebuild, and thrive.

We specialise in flexible distance learning programmes designed specifically for adults. Our students include working professionals, young adults returning to education, mothers building careers, and individuals in rural communities seeking access to quality education.

Our mission is simple:
To provide accessible, accredited, and empowering education that transforms lives and communities.

You are not just enrolling in a course.
You are investing in your future.

Welcome to your next chapter.
Adult Education Institute

About Adult Education Institute

Who We Are

Adult Education Institute (AEI) is a South African private distance learning institution committed to:

- Second-chance education
- Skills development
- Professional upskilling
- Women empowerment
- Rural access to education
- Flexible learning for working adults

We offer a range of accredited and skills-based programmes including:

- Adult Matric
- GED Preparation
- Early Childhood Development
- Project Management
- Social Auxiliary Work
- Tourism Management
- Business & Entrepreneurship
- And various professional development courses

Our Vision

To become a leading African distance learning institution that empowers adults to transform their lives through education.

Our Mission

To deliver accessible, flexible and high-quality education that:

- Bridges educational gaps
- Creates employment opportunities
- Encourages entrepreneurship
- Promotes lifelong learning

The Distance Learning Student Journey

Your Journey with AEI

Enrolling at AEI is the beginning of a structured, supported and empowering journey.

Step 1: Application & Enrolment

- Submit your application
- Provide required documents (ID, previous school report, etc.)
- Receive confirmation of registration

Step 2: Study Material Dispatch

- Learning materials are couriered directly to your door
- Digital resources are provided where applicable
- You receive a study guide and assignment schedule

Step 3: Student Group Allocation

- Added to your official student support group
- Receive important academic updates
- Engage with support staff for queries

Step 4: Independent Study

As a distance learning student, you:

- Study from home
- Work at your own pace within structured timelines
- Complete assignments and practical tasks
- Balance work, family and studies

Step 5: Academic Support

We provide:

- Assignment guidance
- Email and telephonic support
- Facilitated classes (where applicable)
- Assessment feedback
- Workplace guidance (for practical programmes)

Step 6: Assessments & Exams

Depending on your programme:

- Internal assessments
- Practical workplace tasks
- Online or in-person examinations
- External integrated summative assessments (where required)

Step 7: Certification

Upon successful completion:

- You receive your qualification or certificate
- Accredited programmes are registered with relevant authorities
- You step into employment, promotion or entrepreneurship

Your Journey with AEI

Distance learning at AEI means:

- No daily classroom attendance
- Flexible study hours
- Ideal for working adults
- Suitable for parents and rural students
- Self-discipline and commitment required

You control your schedule – but you are never alone.

Why Choose AEI?

- ✔ Flexible learning
- ✔ Designed for adults
- ✔ Structured academic support
- ✔ Practical and career-focused programmes
- ✔ Accredited programmes available
- ✔ Courier delivery of materials
- ✔ Affordable payment plans

Admission Requirements

Each programme has specific entry requirements. Generally, you will need:

- Certified copy of ID
- Latest school report or highest qualification
- Completed application form
- Registration fee (where applicable)

Certain qualifications may require:

- Minimum Grade 10 / 11 / 12
- Workplace placement (for practical qualifications)
- Interview or screening

Study Modes

Distance Learning

- Home-based study
- Printed material couriered
- Assignment-based progression

Online Learning (where applicable)

- Virtual facilitated sessions
- Digital submission of assessments

Workplace Learning (for specific programmes)

- Practical hours required
- Mentor verification

Student Responsibilities

As an AEI student, you agree to:

- Attend all required online or in-person sessions
- Submit assignments on time
- Participate in workplace training (where required)
- Communicate professionally
- Maintain academic integrity

Success requires commitment and discipline.

Payment Options

We offer:

- Flexible monthly payment plans
- Registration fees (programme dependent)
- Corporate and sponsored student options

Full payment details are provided upon enquiry.

Academic Policies

AEI operates under strict academic policies including:

- Assessment policy
- Plagiarism policy
- Code of conduct
- Appeals process
- Certification requirements
- Attendance requirements (where applicable)

Students receive full policy documents upon enrolment.

Important Disclaimer

- Distance learning requires self-motivation and time management.
- Certain qualifications require mandatory practical or workplace components.
- Certification is subject to successful completion of all academic and practical requirements.

Adult Learning Courses

- Adult Matric Rewrites
- Adult Matric
- ABET Level 1,2,3
- ABET Level 4
- GED
- SACE - CPD

Adult Matric Rewrites

A Matric Rewrite, also known as Supplementary Examinations, allows individuals who have already completed their Matric (National Senior Certificate) to retake specific subjects they failed or want to improve their marks in. This provides an opportunity to enhance your academic record and potentially open doors to new educational and career paths.

Subjects

- English HL
- English FAL
- Afrikaans HL
- Afrikaans FAL
- isiZulu FAL
- isiXhosa FAL
- isiNdebele Home Language
- Sepedi Home Language
- Xitsonga Home Language
- Tshivenda Home Language
- Sesotho Home Language
- Siswati Home Language
- Setswana Home Language
- Mathematics
- Mathematical Literacy
- Physical Sciences
- Life Sciences
- Religious Studies
- History
- Accounting
- Geography
- Business Studies
- Economics
- Agricultural

Entry Requirements

Matric Certificate - you want to improve OR Incomplete Matric Certificate.

Duration

6 -18 months

Career Opportunities

- Improve your Matric result
- Gateway to meet specific university entrance requirements or qualify for higher-paying jobs.

Accreditation/Endorsment

Umalusi

What's Included

- Study Material.
- Live online classes.
- Exam preparation sessions
- Access to Lecturers

Fees

Registration Fee: R850
Subject Dependent

Adult Matric

Adult Matric, also known as the Amended Senior Certificate (ASC) or Second Chance Matric, is a program designed for individuals who were unable to complete their high school education in their younger years. It provides an opportunity to earn a recognized qualification equivalent to a traditional Matric certificate, opening doors to further education and career advancement.

Subjects

- English Home Language
- English First Additional Language
- Afrikaans Huistaal
- Afrikaans Eerste Addisionele Taal
- isiZulu Home Language
- isiXhosa Home Language
- isiNdebele Home Language

Electives (Any 3)

- Physical Sciences
- Life Sciences
- Religious Studies
- History
- Accounting
- Geography
- Business Studies
- Economics
- Agricultural

Accreditation/Endorsment

Umalusi

Entry Requirements

21 years or older. Passed grade 9 or have a General Education and Training Certificate.

Duration

12-18 months

Career Opportunities

- Further Education: Gain access to Universities and Colleges.
- Qualify for a wider range of job opportunities.
- Personal Development and Your Opportunities.

What's Included

- Study Material.
- Live online classes.
- Exam preparation sessions
- Access to Lecturers

Fees

Registration Fee: R850
Total Course Fee: Subject Dependent

ABET - Level 1-2-3

The qualification provides an opportunity for students to acquire a FETC to study further.

Subjects

- Communication in English
- Mathematical Literacy

Accreditation/Endorsment

IEB Assessment Body

Fees

Registration Fee: R850
Total Course Fee: R600 x 5 = R3 000 (Excl Reg Fee)
Total fees = R3 850

Entry Requirements

Qualifications below Grade 9

Duration

5 Months

Career Opportunities

Provides entry into ABET NQF 1 to study further.

What's Included

- Study Material.
- Live online classes.
- Exam Preparation Sessions.
- Access to Lecturers

ieb assessment matters

ABET - Level 4

This ABET Level 4 course is designed for adults seeking to complete their foundational education. It is equivalent to a Grade 9 or old Standard 7 qualification, this program serves as a crucial stepping stone to new opportunities. This program is your foundation for personal growth and career advancement.
It's never too late to invest in yourself, your future starts here.

Subjects

Compulsory:

- Communication in English
- Mathematical Literacy
- Life Orientation

Electives (Choose 2):

- Small, Medium and Macro Enterprises
- Natural Sciences
- Economic and Management Sciences
- Human and Social Sciences

Accreditation/Endorsment

SACAI (certificate from UMALUSI)

Fees

Registration Fee: R800
Total Course Fee: R800 x 10 = R8 000 (Excl Reg Fee)
Total fees = R8 800

Entry Requirements

ABET Level 3.

Duration

10 Months

Upon successful completion

- Pursue further education
- National Certificate Vocational (NSC)
- Adult Matric

What's Included

- Study Material
- Access to Lecturers
- Study Groups
- SBA Marks
- Exam Registration (exam fee apply)

SACAI
SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREHENSIEWE ASSESSERINGSINSTITUUT

Sace - CPD

Professional development is not just a requirement–it's a powerful opportunity. Participating in SACE-endorsed Continuing Professional Development (CPD) activities helps educators stay relevant, inspired, and effective in the classroom. Keep up with educational trends: The education landscape is always evolving. CPD helps teachers adapt to curriculum changes, new technologies, and modern teaching strategies.

Subjects

- Developing Authentic Leadership in School Management Teams
- Conflict Management
- Facilitation and mediation of active learning
- Planning and Programme Development in early childhood settings
- Theories and Perspectives of Child Development

Accreditation/Endorsment

SACE

Fees

Registration Fee: N/A
Total Course Fee: R500

Entry Requirements

Currently registered with SACE

Duration

1 month/ Fully Online

What's Included

- Study material Online
- Course Certificate of Attendance (Digital)
- Information submission to SACE

SACE
South African Council for Educators
Towards Excellence in Education

GED®

Looking to complete your high school equivalent qualification? We've got you covered! The GED® (General Educational Development) programme is the perfect opportunity for adults and school-going young people aged 17 years and older to achieve their academic goals in just 12 months or less!

Subjects

- Mathematical Reasoning (4 months)
- Reasoning Through Language Arts (4 months, includes reading, writing, and essays)
- Social Studies (6 weeks)
- Science (6 weeks)

Fees

Registration Fee: R1 200
Total Course Fee: R500 x 12 = R6 000 (Excl Reg Fees)

Exam Fee Per Subject: R1550.84 x 4 = R6 203.36

Estimate Total Including Exams: R13 402

Entry Requirements

17 years or older can register for the GED® programme. It's ideal for adults, school-leavers, or anyone seeking an alternative to traditional grade 12 pathways

Duration

12 Months

What's Included

- Structured Timetables with Planners
- Access to full online platform
- Learning Material (online)
- Access to tutors for support
- Study Groups

GED academy™
powered by essential education

Accredited Courses

- Early Childhood Development (ECD) NQF 4
- OC: Social Auxiliary Worker NQF 5
- OC: Internal Auditor NQF 7

OC: Early Childhood Development Practitioner

The purpose of this qualification is to prepare a learner to operate as an Early Childhood Development Practitioner. An Early Childhood Development Practitioner plans and prepares early childhood activities, facilitates and mediates learning, observes and assesses the progress of children, and reflects on learning in an inclusive environment.

Subjects

- 6 theoretical assignments
- 6 practical assignments
- 4 workplace assignments

Level

NQF 4/ 131 Credits

Accreditation/Endorsment

QCTO Accredited
SACE Registration after completion

Fees

Registration Fee: R800
Total Course Fee: R800 x 18 = R14 400 (Excl Reg Fee)
Total fees = R15 200

Entry Requirements

Entry Requirements: NCV NQF3 or any NQF3/Grade 11

Duration

12 - 18 Months

RPL

Grade 10 - alternative entry through our ECE programme (can be completed in 3 months) or sufficient experience

Grade 9 - alternative entry through our ECD skills programme (can be completed in 6 months) or sufficient experience

QCTO Quality Council for Trades & Occupations

SACE South African Council for Educators Towards Excellence in Education

OC: Social Auxiliary Worker

The purpose of this qualification prepares learners to become Social Auxiliary Workers, supporting individuals, families, groups, and communities with a range of social services. These include emotional and financial stress, life skills development, recreational and social needs, and housing-related matters.

Subjects

- 3 theoretical assignments
- 5 practical assignments
- 4 workplace assignments

Level

NQF 5/ 129 Credits

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1000
Total Course Fee: R1250 x 12 = R15 000 (Excl Reg Fee)
Total fees = R16 000

Entry Requirements

Entry Requirements: NQF level 4 or equivalent.

Duration

12 - 18 Months

Career Opportunities

- Community Service Worker
- Crisis Intervention Worker
- Life Skills Instructor
- Family Service Worker
- Mental Health Worker
- Welfare Support Worker
- Women's Shelter Supervisor

QCTO Quality Council for Trades & Occupations

OC: Internal Auditor

The purpose of this qualification is to prepare a learner to operate as an Internal Auditor. An Internal Auditor executes internal audit engagements under supervision of an Internal Audit Professional in accordance with the International Professional Practices framework in order to meet specific audit engagement objectives.

Subjects

- 5 Knowledge Modules
- 9 Practical Modules
- 9 Workplace Modules

Entry Requirements

Level 6 qualification and two years post qualification business/ financial work experience.

Level

NQF 7/ 345 Credits

Duration

18 Months

Accreditation/Endorsment

QCTO Accredited

Career Opportunities

- Junior Internal Auditor/Trainee
- Senior Internal Auditor
- Internal Audit Manager

Fees

Registration Fee: R1000
Total Course Fee: R1400 x 24 = R33 600 (Excl Reg Fee)
Total fees = R34 600

QCTO Quality Council for Trades & Occupations

ICB Courses

- NC Bookkeeper NQF 3
- NC Senior Bookkeeper NQF 4
- ND Accounting Technician NQF 5
- ND Financial Accountant NQF 6
- NC Business Administrator NQF 4
- HC Senior Business Administrator NQF 5
- ND Business Management NQF 6
- ND Office Management NQF 6

NC Bookkeeper NQF3

Ready to become the indispensable financial backbone of any business? This course is your complete, practical foundation in bookkeeping, designed to take you from beginner to professional. You will master the essential skills required to manage a business's daily transactions, payroll, and tax returns.

Subjects

- Bookkeeping to Trial Balance (BKTB)
- Payroll and Monthly SARS Returns (PMSR)
- Computerized Bookkeeping (CPBK)
- Business Literacy (BUSL)

Level

NQF 3

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 X 12 = R14 400 (Excl Reg Fee)
Total fees = R16 250

Entry Requirements

Grade 10 or equivalent andminimum age 16

Duration

12 Months

Career Opportunities

- Bookkeeper (Entry-Level)
- Accounts Clerk
- Payroll Administrator

QCTO Quality Council for Trades & Occupations

NC Senior Bookkeeper NQF3

Ready to become the indispensable financial backbone of any business? This course is your complete, practical foundation in bookkeeping, designed to take you from beginner to professional. You will master the essential skills required to manage a business's daily transactions, payroll, and tax returns.

Subjects

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting

Level

NQF 4

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 X 18 = R21 600 (Excl Reg Fee)
Total fees = R21 785

Entry Requirements

QCTO National Certificate: Bookkeeping NQF 3

Duration

18 Months

Career Opportunities

- Senior Bookkeeper
- Financial Statement Preparer
- Junior Financial Analyst

QCTO Quality Council for Trades & Occupations

ND Accounting Technician NQF 5

The Financial Technician qualification is the ultimate step in mastering the operational and compliance aspects of business finance. By adding crucial knowledge of Income Tax and Business Law to your advanced bookkeeping skills, you become a highly sought-after professional who ensures a business remains compliant and fiscally sound.

Subjects

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control

Level

NQF 5

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 X 24 = R28 800 (Excl Reg Fee)
Total fees = R30 650

Entry Requirements

QCTO FET Certificate: Bookkeeping NQF 4

Duration

18 Months

Career Opportunities

- Financial Technician
- Tax Preparer/Tax Administrator
- Compliance Officer Assistant
- Pathway to Financial Accountant

QCTO Quality Council for Trades & Occupations

ND Financial Accountant NQF 6

Ready to secure a career that is always in demand? Every successful business, from a local shop to a major corporation, needs skilled financial professionals. This qualification is your ticket to a stable and rewarding career in finance.

Subjects

- Bookkeeping to Trial Balance
- Payroll and Monthly SARS Returns
- Computerised Bookkeeping
- Business Literacy
- Financial Statements
- Cost and Management Accounting
- Income Tax Returns
- Business Law and Accounting Control
- Corporate Strategy
- Management Accounting and Control Systems
- Financial Reporting and Regulatory Frameworks
- Research Theory and Practice

Level

NQF 6

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 x 36 = R43 200 (Excl Reg Fee)
Total fees = R45 050

Entry Requirements

Grade 10 or equivalent andminimum age 16

Duration

36 Months

Career Opportunities

- Bookkeeper
- Senior Bookkeeper
- Finance Administrator
- Accountant
- Financial Accountant

QCTO Quality Council for Trades & Occupations

NC Business Administrator NQF 4

This SAQA-recognized National Certificate (NQF Level 4) is the ideal choice for individuals seeking a professional credential that opens doors to employment and further study. It is academically equivalent to a standard Matric certificate while providing highly practical financial management skills.

Subjects

- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy

Level

NQF 4

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 x 9 = R10 800 (Excl Reg Fee)
Total fees = R12 650

Entry Requirements

Grade 11, NQF 3 or equivalent

Duration

9 Months

Career Opportunities

- Matric-Equivalent Status
- Small Business Administrator
- Junior Bookkeeping Assistant
- Entrepreneurial Foundation

QCTO Quality Council for Trades & Occupations

HC Senior Business Administrator NQF 5

This SAQA-recognized Higher Certificate (NQF Level 5) is designed to transform you into an indispensable professional capable of managing a business's operations, finances, people, and legal compliance.

Subjects

- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy
- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resource Management and Labour Relations

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 X 27 = R32 400 (Excl Reg Fee)
Total fees = R34 250

Entry Requirements

National Certificate: Small Business Financial Management NQF 4

Level

NQF 5

Duration

9 Months

Accreditation/Endorsment

QCTO Accredited

Career Opportunities

- Office Supervisor / Manager
- Senior Business Administrator
- Human Resources Assistant / Officer
- Marketing & PR Coordinator
- Bookkeeping Administrator

QCTO Quality Council for Trades & Occupations

ND Business Management NQF 6

Ready to gain the expertise needed to manage a business, master its finances, and understand global commercial practices? The ICB Business Management Qualification is your strategic roadmap to a leadership position in any organization.

Subjects

- Business Management 1
- Bookkeeping to Trial Balance
- Business Literacy
- Office and Legal Practice
- Business Management 2
- Marketing Management and Public Relations
- Financial Statements
- Human Resource Management and Labour Relations
- Business Management 3
- Financial Management and Control
- Financial Reporting and Regulatory & Frameworks
- Research Theory and Practice

Level

NQF 6

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 X 36 = R43 200 (Excl Reg Fee)
Total fees = R45 050

Entry Requirements

Grade 11, NQF 3 or equivalent

Duration

36 Months

Career Opportunities

- Business Administrator
- Senior Business Administrator
- Marketing Assistant
- Business Accountant
- Small Business Owner

QCTO Quality Council for Trades & Occupations

ND Office Management NQF 6

This ICB Office Administration Qualification at NQF Level 6 is designed to give you the strategic expertise, financial acumen, and administrative mastery required for senior management and executive support roles.

Subjects

- Business and Office Administration 1
- Bookkeeping to Trial Balance
- Business Literacy
- Marketing Management and Public Relations
- Business Law and Administrative Practice
- Cost and Management Accounting
- Business and Office Administration 2
- Human Resources Management and Labour Relations
- Economics
- Business and Office Administration 3
- Financial Statements
- 1Management

Level

NQF 6

Accreditation/Endorsment

QCTO Accredited

Fees

Registration Fee: R1 850
Total Course Fee: R1 200 X 36 = R43 200 (Excl Reg Fee)
Total fees = R45 050

Entry Requirements

National Certificate: Small Business Financial Management NQF 4

Duration

36 Months

Career Opportunities

- Administrative Manager
- Senior Office Administrator
- Executive Assistant / Personal Assistant
- Office Operations Specialist

QCTO Quality Council for Trades & Occupations

Management Courses

- HR: Human Resource Management
- OHS: Occupational Health & Safety
- Project Management
- Operations Management
- Business Management
- Supply Chain & Logistics Management
- Entrepreneurship and Small Business Certification (ESB)
- Bookkeeping
- PMI - Project Management Ready
- Meta Certified Digital Marketing Associate
- Construction
- Property Management Short Course

Human Resource Management

As businesses recognize the importance of effective HR practices, the demand for HR professionals with specialized skills and knowledge is on the rise.

Subjects

- Assignments
- Practical assignments
- Ongoing support
- Human Resources Management Practical
- Implementing employment Relations Strategies
- Talent Management & Workforce Plans Work

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R800 x 8 = R7 800 (Excl Reg Fee)
Total fees = R8 650

Entry Requirements

18 years or older and ability to read and write.

Duration

12 Months

Career Opportunities

- HR Specialist
- HR Administrator
- Recruiter, Trainer
- HR Manager

What's Included

- Study Material
- Access to Lecturers
- Study Groups

OHS: Occupational Health and Safety

This course has been meticulously designed to provide you with a comprehensive understanding of the fundamental principles, practices, and regulations essential for creating and maintaining a safe and healthy work environment.

Subjects

- Fundamentals of Occupational Health and Safety
- Fundamentals of representing employees regarding OHS issues
- Fundamentals of Communication within the OHS discipline
- OHS Administration and Record Management
- Occupational Health and Safety applications

Accreditation/Endorsment

SAIOSH - South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R800 x 8 = R7 800
(Excl Reg Fee)
Total fees = R8 650

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Health & Safety Officer
- Safety Inspector
- Construction Safety Officer

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Project Management

This course is designed to take your project management expertise to the next level, equipping you with the knowledge and tools needed to successfully navigate complex projects, lead diverse teams, and deliver results that exceed expectations.

Subjects

- Introductory Studies for Project Managers
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Communications Management

Accreditation/Endorsment

Certification

Fees

Registration Fee: R850
Total Course Fee: R800 x 12 = R7 800 (Excl Reg Fee)
Total fees = R8 650

Entry Requirements

18 years or older and ability to read and write.

Duration

6 Months

Career Opportunities

- Team Leader
- Project Manager

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Operations Management

This specialized training equips individuals with a profound understanding of the intricacies involved in the end-to-end management of goods and services. Participants gain insights into inventory management, procurement, transportation, and distribution, crucial components in ensuring the seamless flow of products. With the increasingly global nature of businesses, a course in supply chain and logistics prepares individuals to navigate complexities.

Subjects

- Operations Management
- Management
- Communication
- Records Management and Filing Systems
- Strategic Marketing
- Entrepreneurship and Business Management

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R1 500
Total Course Fee: R700 x 6= R4 200 (Excl Reg Fee)
Total fees = R5 700

Entry Requirements

18 years or older and ability to read and write.

Duration

6 Months

Career Opportunities

- Operations Manager
- General Manager
- Line Manager

What's Included

- Study Material.
- Access to Lecturers
- Study Groups

Business Management

Business management is the art and science of steering an organization toward its goals. It involves orchestrating a myriad of functions, from strategic planning and financial management to overseeing daily operations and nurturing human resources. A successful business manager navigates the complexities of the market, making informed decisions to optimize resources and achieve sustainable growth.

Subjects

- Assignments
- Practical assignments
- Ongoing support

Accreditation/Endorsment

Certification

Fees

Registration Fee: R850
Total Course Fee: R700 x 6 = R4 200 (Excl Reg Fee)
Total fees = R5 700

Entry Requirements

18 years or older and ability to read and write.

Duration

12 Months

Career Opportunities

- Business Owner
- Business Manager
- Business Analyst
- Entrepreneur

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Supply Chain & Logistics Management

This specialized training equips individuals with a profound understanding of the intricacies involved in the end-to-end management of goods and services. Participants gain insights into inventory management, procurement, transportation, and distribution, crucial components in ensuring the seamless flow of products. With the increasingly global nature of businesses, a course in supply chain and logistics prepares individuals to navigate complexities.

Subjects

- Supply Chain Management
- Logistics Management
- Communication
- Records Management and Filing Systems
- Time Management
- Entrepreneurship and Business Management

Accreditation/Endorsment

Certification

Fees

Registration Fee: R850
Total Course Fee: R700 x 6 = R4 200 (Excl Reg Fee)
Total fees = R5 700

Entry Requirements

18 years or older and ability to read and write.

Duration

6 Months

Career Opportunities

- Supply Chain Manager
- Logistics Manager
- Supply Chain Administrator
- Buyer

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Entrepreneurship and Small Business Management

Entrepreneurship and Small Business is a certification from Certiport, that ensures tomorrow's leaders are prepared with the toolkit they need to get ahead in today's competitive landscape. Whether you are starting a bakery or launching the next billion-dollar startup, ESB validates your understanding of core business principles, including the essentials of launching and maintaining a successful company.

Subjects

Accreditation/Endorsment

Certiport - Internationally Recognised

Fees

Registration Fee: R1 800
Total Course Fee: R650 x 5= R3 250 (Excl Reg Fee)
Exam Fee - R850
Total Fees- R5 900

Entry Requirements

Matric and Access to a Computer

Duration

4 Months

Career Opportunuties

- Business Owner
- Business Manager Business Consultant
- Sales
- Business Development

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

ESB
Entrepreneurship and Small Business

Bookkeeping

Bookkeeping is essential to any business; from categorizing transactions to managing and organizing finances, it helps businesses thrive. Intuit Certified Bookkeeping Professional validates essential bookkeeping knowledge and proves students have the essential skills to be successful in an entry-level accounting career.

Subjects

- Accounting Basics
- Reconcile Accounts
- Analyze Financial reports
- Liabilities & Equity

Accreditation/Endorsment

Certiport - Internationally Recognised

Fees

Registration Fee: R1 500
Total Course Fee: R650 x 5 = R3 250 (Excl Reg Fee)
Total fees = R4 750
Exam Fee - Given on Request

Entry Requirements

No Matric and Access to a Computer

Duration

4 Months

Career Oportunities

- Bookkeeper
- Payroll Administrator
- Budget Analyst

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

CERTIPORT
A PEARSON VUE BUSINESS
AUTHORIZED TESTING CENTER

Project Management-PMI

Taking on a project management certificate can be a valuable step in boosting your career and equipping yourself with essential skills for today's dynamic workplaces. Increased earning potential: Certified project managers often command higher salaries. Improved job prospects: Stand out from the competition and secure better job opportunities. Enhanced skills: Learn how to effectively plan, organize, execute, and monitor projects.

Subjects

- Fundamental Project Management Concepts
- Role of Ethics and Leadership
- Project Management Approach
- Basic Computer Literacy Skills

Accreditation/Endorsment

Certiport - Internationally Recognised (PMI)

Fees

Registration Fee: R1 500
Total Course Fee: R650 x 5= R3 250 (Excl Reg Fee)
Total fees = R4 750

Entry Requirements

No Matric and Access to a Computer

Duration

4 Months

Career Opportunities

- Project Coordinator
- Junior Project Manager
- Event Planner
- Implementation Manager
- Project Team Member

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

Project Management Institute.

Meta-Digital Marketing

Learners who earn the Meta Certified Digital Marketing Associate Certification understand the value that advertising on Meta technologies can deliver for businesses, small and large, by helping them reach new and existing customers. Whether a learner wants to start a career in marketing or upskill and expand their expertise, the Meta Digital Marketing Associate Certification is a great place to reach professional goals and validate their skillset.

Subjects

- The Value of Meta Technologies
- Establish a Business Presence
- Advertising Fundamentals
- Reporting, Creating and Managing Ads

Accreditation/Endorsment

Certiport - Internationally Recognised. Endorsed by Meta

Fees

Registration Fee: R1 500
Total Course Fee: R650 x 5= R3 250 (Excl Reg Fee)
Exam Fee: R850
Total fees = R5 600

CERTIPORT
A PEARSON VUE BUSINESS
AUTHORIZED TESTING CENTER

Entry Requirements

No Matric and Access to a Computer

Duration

4 Months

Career Opportunities

- Digital Marketing Manager
- Social Media Specialist
- Content Strategist
- Content Creator
- Social Media Manager
- Social Media Ad Manager
- Paid Media Manager,

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

Construction

The purpose of this qualification is to prepare a learner to lay the foundation for your future with this practical, hands-on introduction to the construction industry – perfect for those ready to build a better tomorrow!

Subjects

- Understanding the Construction Landscape
- Basic Tools, Materials, and Techniques
- From Plans to Practice – Small Construction Tasks

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R650
Total Course Fee: R650 x 4 = R2 600 (Excl Reg Fee)
Total fees = R3 250

Duration

4 Months

Career Opportunities

- Site Manager
- Construction Project Manager
- Superintendent
- Quantity Surveyor
- Foreman

Property Management Short Course

This short course provides learners with the essential knowledge and practical skills needed to manage rental properties. It covers the basics of property management, tenant and lease management, property maintenance, and key legal responsibilities within the South African property sector.

Subjects

- Introduction to Property Management
- Tenant & Lease Management
- Property Maintenance & Legal Compliance

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R650
Total course fee: R650 x 6 = R3 900 (Excl reg fee
Total fees: R4 550

Entry Requirements

No Matric and Access to a Computer

Duration

6 Months

Career Opportunities

- Property Manager (Residential or Commercial)
- Property Portfolio Manager
- Facilities Manager
- Asset Manager
- Leasing Manager/Coordinator

What's Included

- Assignments
- Distance Learning
- Ongoing support
- Certification

Administration Courses

- Office Administration
- Personal Assistant
- Executive Personal Assistant
- Secretary
- Receptionist
- Advanced Medical Receptionist
- Advanced Dental Receptionist
- Paralegal (Short Course)
- Paralegal (Comprehensive Course)
- Public Service Administration
- Hospitality Short Course
- Hospitality Comprehensive Course

Office Administration

This comprehensive program will equip you with the knowledge and tools needed to excel in the dynamic world of office administration. Be a necessary part of your department. Whilst holding an accredited certificate.

Subjects

- Introduction to Office Administration
- Office Technology and Software
- Records Management and Filing Systems
- Office Procedures and Protocol
- Financial and Budget Management
- Project Management and Leadership

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R850
Total Course Fee: R700 x 6= R4 200 (Excl Reg Fee)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Office Administrator
- Office Manager
- Clerk
- Assistant
- Personal Assistant
- HR Administrator

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Personal Assistant

This specialized training equips participants with a diverse set of skills essential for providing seamless support to executives and managers. From mastering effective communication and time management to honing organizational and multitasking abilities, the course prepares individuals to be efficient and adaptable in dynamic work environments.

Subjects

- Introduction to Office Administration
- Office Procedure & Protocol
- Records Management and Filing Systems
- Office Technology and Software
- HR administration and technology
- Digital Literacy

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R850
Total Course Fee: R700 x 6= R4 200
(Excl Reg Fee)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Team Leader
- Project Manager

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Executive Personal Assistant

An Executive Personal Assistant (PA) plays a pivotal role in providing high-level administrative support to executives and senior management within an organization. This demanding yet rewarding position involves a diverse range of tasks aimed at enhancing the efficiency and effectiveness of the executive's workflow.

Subjects

- Introduction to Office Administration
- Office Procedure & Protocol
- Records Management and Filing Systems
- Office Technology and Software
- HR administration and technology
- Digital Literacy
- Project Management and Leadership
- Financial and Budget Management

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R850
Total Course Fee: R700 x 6= R4 200 (Excl Reg Fee)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Personal Assistant
- Administrator
- Secretary

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Secretary

This comprehensive training enhances core competencies essential for secretarial positions, such as effective communication, organizational skills, and proficiency in office technology. Participants gain insights into time management strategies, enabling them to handle varied responsibilities efficiently.

Subjects

- Introduction to Office Administration
- Office Procedure & Protocol
- Communication
- Office Technology and Software
- Time Management
- Digital Literacy
- Records Management and Filing Systems
- HR administration and technology

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R850
Total Course Fee: R700 x 6= R4 200 (Excl Reg Fee)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Personal Assistant
- Office Administrator
- Secretary

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Receptionist

This training equips individuals with essential skills such as effective communication, organization, and technology proficiency. A receptionist, often the first point of contact for clients, benefits from learning proper etiquette, and ensuring positive first impressions The course emphasizes time management and problem-solving skills, crucial in a dynamic office environment.

Subjects

- Telephone Skills
- Office Procedure & Protocol
- Communication
- Office Technology and Software
- Time Management
- Digital Literacy

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R850
Total Course Fee: R700 x 6= R4 200 (Excl Reg Fee)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Receptionist
- Office Assistant
- Office Administrator

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Advanced Certificate in Medical Receptionist

The Certificate in Medical Reception is a comprehensive program designed to provide participants with the specialized knowledge and skills required for efficient and effective medical receptionist duties.

Subjects

- Introduction to Medical Reception
- Administrative Skills in Medical Reception
- Patient Interactions and Customer Service
- Medical Office Procedures
- Electronic Health Record (EHR) Systems
- Medical Terminology and Language

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R700x 8= R5 600 (Excl Reg Fee)
Total fees = R6 450

Entry Requirements

18 Years old and ability to read and write

Duration

12 Months

Career Opportunities

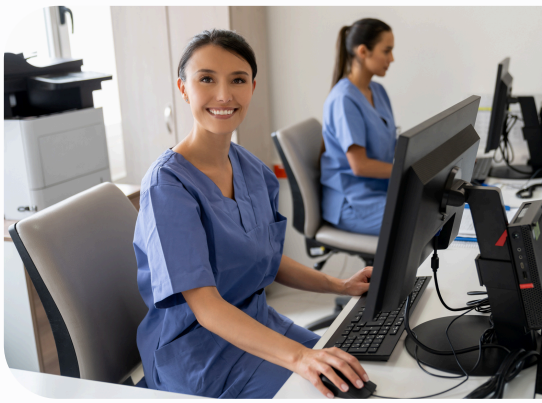
- Receptionist
- Dental Receptionist
- Health Care Receptionist

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Advanced Certificate in Dental Receptionist



The Advanced Certificate in Dental Reception is a comprehensive program designed to provide participants with advanced knowledge and skills in managing administrative duties within a dental practice.

Subjects

- Introduction to Dental Reception
- Administrative Skills in Dental Reception
- Patient Interactions and Customer Service
- Dental Insurance and Billing
- Dental Office Technology and Software
- Dental Reception Management

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R700 x 8= R5 600 (Excl Reg Fee)
Total fees = R6 450

Entry Requirements

18 Years old and ability to read and write

Duration

12 Months

Career Opportunuties

- Receptionist
- Dental Receptionist
- Health Care Receptionist

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Paralegal-Short Course

The purpose of this qualification is to prepare a learner to function as a Public Service Administrator who promotes administrative efficiency within government departments by rendering managerial services and support aligned to government policies.

Subjects

- Fundamentals of Law
- Basic Theory on Wills and Estates
- Introduction to Labour Law
- Basic Theory on Dispute Resolutions
- Legal Writing

Entry Requirements

No Matric and Access to a Computer

Duration

6 Months

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R650
Total Course Fee: R650 x 6= R3 900 (Excl Reg Fee)
Total fees = R4 550

Career Opportunities

- Legal Assistant / Paralegal Practitioner
- Conveyancing Secretary / Clerk
- Debt Collector
- Legal Secretary
- Compliance Officer / Administrator
- Litigation Assistant

Paralegal-Comprehensive Course

The purpose of this qualification is to prepare a learner to operate as a Paralegal. A Paralegal practitioner consults, refers, advises and communicates with clients within the paralegal context and performs administrative services to communities within the legal framework. This course comprehensively covers all legal contexts in a comprehensive manner

Subjects

- Fundamentals of Law
- Basic Theory on Wills and Estates
- Introduction to Labour Law
- Basic Theory on Dispute Resolutions
- Legal Writing
- Basic Criminal Law and Procedure
- Basic Civil Law and Procedure
- Fundamentals of Customer, Law, Common Law and, Family Law
- Law of Evidence
- Introduction to Property, Law and Conveyancing

Entry Requirements

No Matric and Access to a Computer

Duration

12 Months

Fees

Registration Fee: R650
Total Course Fee: R650 x 12= R7 800 (Excl Reg Fee)
Total fees = R8 450

Accreditation/Endorsment

OPSA

Career Opportunities

- Corporate Paralegal
- Litigation Paralegal
- Legal Compliance Officer
- Independent Paralegal/Consultant

Public Service Administration

The purpose of this qualification is to prepare a learner to function as a Public Service Administrator who promotes administrative efficiency within government departments by rendering managerial services and support aligned to government policies.

Subjects

- Business Communication
- Government Systems
- Benefits and Conditions of Service

Accreditation/Endorsment

OPSA

Fees

Registration Fee: R650
Total Course Fee: R650x 6= R3 900 (Excl Reg Fee)
Total fees = R4 550

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Government Administration
- Policy & Research
- Public Finance & Procurement
- Community & Social Services

Hospitality Short Course

This short course introduces the basic skills needed to work in the hospitality industry, focusing on customer service, front office operations, and food and beverage service in hotels, guesthouses, and restaurants.

Subjects

- Hospitality Industry & Customer Service
- Front Office Operations & Guest Relations
- Food, Beverage & Housekeeping Essentials

Accreditation/Endorsment

Provider Course: AEI Certificate

Fees

Registration Fee: R650
Total Course Fee: R650 x 6 = R3 900 (Excl Reg Fee)
Total fees = R4 550

Entry Requirements

No Matric and Access to a Computer

Duration

6 Months

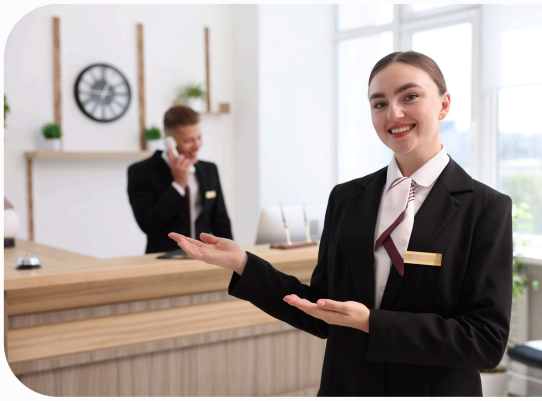
Career Opportunuties

- Accommodation & Front Office
- Food & Beverage (F&B)
- Events & Coordination
- Travel & Tourism

What's Included

- Assignments
- Distance Learning
- Ongoing support
- Certification

Hospitality Comprehensive Course



This comprehensive course equips learners with the practical skills and knowledge required to work confidently in the hospitality industry. It covers customer service, front office operations, food and beverage service, housekeeping, health and safety, and professional workplace skills, preparing learners for employment in hotels, guesthouses, restaurants, and other hospitality establishments.

Subjects

- Hospitality Industry & Customer Service
- Front Office Operations & Guest Relations
- Food, Beverage & Housekeeping Essentials
- Housekeeping & Accommodation Services
- Health, Safety & Hospitality Regulations
- Hospitality Professional Skills & Career Development

Accreditation/Endorsment

Provider Course: AEI Certificate

Fees

Registration Fee: R650
Total Course Fee: R650 x 12 = R7 800 (Excl Reg Fee)
Total fees = R8 450

Entry Requirements

18 Years old and ability to read and write

Duration

12 Months

Career Opportunuties

- Hotels & Resorts Manager
- Food & Beverage Manager
- Travel & Tourism Consultant
- Events & Leisure Manager

What's Included

- Assignments
- Distance Learning
- Ongoing support
- Certification

Health & Wellness Courses

- Home Based Carer
- HIV & Aids Counselling
- First Aid Level 1
- Trauma Support & Counselling
- Certificate in Child Psychology
- Comprehensive Certificate in Psychology

Home-Based Care

The qualification's objective is to prepare learners to serve as Home Based Carers, offering supervised care and support to patients and their families in homes and community settings.

Subjects

- Fundamentals of Home-Based Care
- Community Health Care and Social Support
- Rehabilitative Care within a home-based environment
- Therapeutic Care within the home-based environment
- Supportive and Palliative Care

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R650 x 6= R3 900 (Excl Reg Fee)
Total fees = R4 750

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Home-Based Caregiver/Carer
- Companion Caregiver
- Community Healthcare Worker

Saiosh South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

HIV/AIDS Counselling

Become equipped with the knowledge and skills to provide essential support and guidance to individuals affected by HIV/AIDS, fostering their emotional well-being and facilitating their coping and management of the condition.

Subjects

- HIV/AIDS Theory
- HIV/AIDS Counselling Techniques

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R750x 2= R1 500 (Excl Reg Fee)
Total fees = R2 350

Entry Requirements

18 Years old and ability to read and write

Duration

2 Months

Career Opportunities

- HIV Counsellor
- Community Outreach Worker
- Health Care Worker
- Support Group Facilitator

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Saiosh South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

First Aid Level 1

Doing a first aid course equips you with the knowledge and skills to provide immediate assistance and care in emergency situations. First aid training teaches you how to respond effectively to various injuries and medical emergencies, such as choking, bleeding, cardiac arrest, fractures, and more.

Subjects

- Introduction to First Aid
- Basic Life Support
- Burns, Thermal Injuries, and Hypothermia
- Medical Emergencies
- Environmental Emergencies
- Musculoskeletal Injuries
- Emergency Childbirth and Newborn Care
- Psychological First Aid
- Disaster Preparedness and Response

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R600 x 4= R2 400 (Excl Reg Fee)
Total fees = R3 250

Entry Requirements

18 Years old and ability to read and write

Duration

2 Months

Career Opportunities

First Aider

What's Included

- Study Material.
- Access to Lecturers
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Trauma Support and Counselling

The Trauma Support and Counseling Course provides participants with fundamental knowledge and skills to offer effective support and counseling to individuals who have experienced trauma.

Subjects

- The Basics of Psychology
- Trauma Response and Coping Mechanisms
- Trauma-Informed Approaches in Counseling
- Counseling Techniques

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R650 x 4= R2 600 (Excl Reg Fee)
Total fees = R3 450

Entry Requirements

18 Years old and ability to read and write

Duration

4 Months

Career Opportunities

- Trauma Counsellor
- Community Outreach Worker
- Health Care Worker
- Support Group Facilitator

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Certificate in Child Psychology

The Certificate in Child Psychology course is designed to provide an in-depth exploration of the fundamental concepts, theories, and methodologies in psychology.

Subjects

- The Basics of Psychology
- Child Development
- Social and Emotional Development
- Problems in Childhood

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R 650x 4= R2 600 (Excl Reg Fee)
Total fees = R3 450

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Early Childhood Educator
- Childcare Worker
- Youth Worker

What's Included

- Study Material.
- Access to Lecturers.
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Advanced Certificate in Psychology

The Comprehensive Certificate in Psychology is a comprehensive program designed to deepen participants' knowledge and expertise in various areas of psychology.

Subjects

- Advanced Research Methods in Psychology
- Brain and Behavior
- Psychological Disorders and Treatment
- Developmental and Social Psychology
- Applied Psychology
- Counselling Techniques

Accreditation/Endorsment

(SAIOSH) South African Institute of Occupational Safety and Health

Fees

Registration Fee: R850
Total Course Fee: R700 x 8= R5 600 (Excl Reg Fee)
Total fees = R6 450

Entry Requirements

18 Years old and ability to read and write

Duration

18 Months

Career Opportunities

- Research Assistant
- Organizational Development Specialist (Human Resources)
- Youth Counselor or Youth Worker
- Rehabilitation Support Staff
- Market Research Consultant

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Saiosh
South African Institute of Occupational Safety and Health
Verified - 5 CPD Points

Computer Courses

- Cisco - Support Technician Networking & Cybersecurity
- Cisco Certified Support Technician Cybersecurity
- Cisco | Support Technician Networking
- Digital Literacy
- Microsoft Certified Educator (MCE)

Cisco: Support Technician Networking & Cybersecurity

The Cisco Certified Support Technician (CCST) - Networking certification validates an individual's skills and knowledge of entry-level networking concepts and topics. It demonstrates the foundational knowledge and skills needed to show how networks operate, including the devices, media, and protocols that enable network communications.

Accreditation/Endorsment

Certiport - Internationally Recognised

Fees

Registration Fee: On request
Total Course Fee: On request
Total fees = On request

Career Opportunities

- IT Help Desk Technician
- Network Technician
- Junior Network Administrator
- Field Service Technician

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

CERTIPORT
A PEARSON VUE BUSINESS
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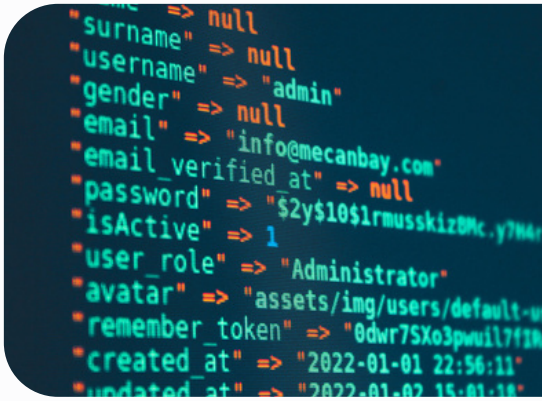
Cisco: Support Technician Cybersecurity



A single breach can have huge consequences for a company, hurting the bottom line and causing disruption in the daily lives of millions of people. That is why the demand for security professionals continues to grow. Get onboard–and develop an understanding of cybercrime, security principles, technologies, and procedures used to defend networks

Subjects

- Incident Handling
- Essential Security Principles
- Basic Network Security Concepts
- Endpoint Security Concepts
- Vulnerability Assessment

Accreditation/Endorsment

Certiport - Internationally Recognised

Fees

Registration Fee: R2 000
Total Course Fee: R650 x 10= R6 500 (Excl Reg Fees)
Total fees = R8 500

Entry Requirements

No Matric and Access to a Computer

Duration

12 Months

Career Opportunities

- Network Technician
- Network Administrator
- Field Service Technician

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

CERTIPORT
A PEARSON VUE BUSINESS
AUTHORIZED TESTING CENTER

Cisco: Support Technician Networking

Networking is at the heart of the digital transformation. The network is essential to many business functions today, including business-critical data and operations, cybersecurity, and so much more. A wide variety of career paths rely on the network so it's important to understand what the network can do, how it operates, and how to protect it. This is a great course for developers, data scientists, cybersecurity specialists, and other professionals.

Subjects

- Standards and Concepts
- Addressing and Subnet Formats
- Endpoints and Media Types
- Infrastructure
- Diagnosing Problems
- Security

Accreditation/Endorsment

Certiport - Internationally Recognised

Fees

Registration Fee: R2 000
Total Course Fee: R650 x 10= R6 500 (Excl Reg Fees)
Total fees = R8 500

Entry Requirements

No Matric and Access to a Computer

Duration

12 Months

Career Opportunuties

- Network Technician
- Network Administrator
- Field Service Technician

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

CERTIPORT
A PEARSON VUE BUSINESS
AUTHORIZED TESTING CENTER

Digital Literacy

A digital literacy course is designed to equip individuals with the essential skills and knowledge needed to navigate and thrive in the digital era. In such a course, participants typically learn a spectrum of skills, including basic computer operations, internet usage, and proficiency in utilizing common software applications.

Subjects

- Work with Computers
- Access information online
- Communicate online
- Participate safely and responsibly online
- Create digital content
- Collaborate and manage content digitally

Accreditation/Endorsment

Microsoft

Fees

Registration Fee: R500
Total Course Fee: R500 (Incl Reg Fees)
Total fees = R1 000

Entry Requirements

No Matric and Access to a Computer

Duration

1 Month

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

Microsoft

Microsoft Certified Educator (MCE)

The Microsoft Certified Educator (MCE) certification validates that educators have the global educator technology literacy competencies needed to provide a rich, custom learning experience for students. MCE certification is ideal for educators-in-training, faculty of teacher training colleges, and in-service educators.

Subjects

- Facilitate student collaboration
- Facilitate skilled communication
- Facilitate self-regulation
- Facilitate real-world problem-solving and innovation
- Facilitate student use of Information and Communication Tools (ICT)
- Use ICT to be an effective educator

Accreditation/Endorsment

- Microsoft
- Certiport

Fees

Registration Fee: R750
Total Course Fee: R650 x 6 = R3 900 (Excl Reg Fees)
Total fees = R4 650

Entry Requirements

No Matric and Access to a Computer

Duration

6 Months

What's Included

- Online Learning Platform
- Learning Material
- Videos and Instructor interaction

Microsoft

CERTIPORT A PEARSON VUE BUSINESS
AUTHORIZED TESTING CENTER

Beauty Courses

- Beauty Therapist Advanced
- Massage Therapist
- Lash Therapist
- Facial Skin Therapist
- Make-Up Artist
- Intimate Waxing Therapist

Beauty Therapy Advanced Certificate

The Beauty Therapist Course is designed to equip students with a comprehensive understanding of the fundamental principles and practical skills required for a successful career in the beauty therapy industry.

Subjects

- Anatomy and Physiology
- Waxing Techniques
- Massage Techniques
- Makeup Techniques
- Facial Skincare Techniques
- Lash Application Techniques
- Nail Techniques, Client consultation
- Customer Service
- Entrepreneurship & Business Management
- Intro Financial and Budget Management
- External Practical

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R1 200
Total Course Fee: R900 x 22 = R19 800 (Excl Reg Fees)
Total fees = R21 000

Entry Requirements

- 16 years old Be able to read and write
- Be able to study independently with the help of our lecturer

Duration

24 Months

Career Opportunuties

- Beauty Therapist
- Skincare Therapist
- Manicures & Pedicures

What's Included

- Beauty Kits
- Study Material
- Access to Lecturers
- Study Groups
- Certification

Massage Therapist

The Massage Therapist Course is a comprehensive program designed to provide students with a deep understanding of various massage techniques and their applications in promoting physical and mental well-being. Through a combination of theoretical knowledge and practical training, students will learn the art of using touch and pressure to alleviate muscle tension, reduce stress, and enhance relaxation.

Subjects

- Anatomy and Physiology
- Massage Techniques
- Entrepreneurship & Business Management

Entry Requirements

- 16 years old Be able to read and write
- Be able to study independently with the help of our lecturer

Accreditation/Endorsment

Provider Course: AEI Certification

Duration

6 Months

Fees

Registration Fee: R850
Total Course Fee: R950 x 5 = R4 750 (Excl Reg Fees)
Total fees = R5 600

Career Opportunities

- Licensed Massage Therapist
- Therapeutic & Rexalation Massage
- Spas
- Wellness Centers
- Fitness Club
- Independent Practioner

What's Included

- Massage Kit
- Study Material
- Access to Lecturers
- Study Groups
- Certification

Lash Therapist

The Lash Therapist Course provides comprehensive training in the art and technique of eyelash enhancement and extension. Through a combination of theoretical instruction and hands-on practice, students will learn the latest industry techniques for applying and designing eyelash extensions. The course covers a wide range of topics, including lash health, safety and sanitation practices, as well as current trends and styles in lash design.

Subjects

- Anatomy and Physiology
- Lash Techniques
- Entrepreneurship & Business Management

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R950 x 5 = R4 750 (Excl Reg Fees)
Total fees = R5 600

Entry Requirements

- 16 years old Be able to read and write
- Be able to study independently with the help of our lecturer

Duration

6 Months

Career Opportunities

- Lash Therapist
- Independent Practioner

What's Included

- Lash Kit
- Study Material
- Access to Lecturers
- Study Groups
- Certification

Facial Skincare Therapist

The Skin Therapist Course offers comprehensive training in the science and art of skincare. Through a meticulously designed curriculum, students will gain a deep understanding of skin anatomy, common skin conditions, and advanced treatment techniques. The course emphasizes the use of cutting-edge technologies and industry-leading products to address various skin concerns effectively.

Subjects

- Anatomy and Physiology
- Facial Skincare Techniques
- Entrepreneurship & Business Management

Entry Requirements

- 16 years old Be able to read and write
- Be able to study independently with the help of our lecturer

Accreditation/Endorsment

Provider Course: AEI Certification

Duration

6 Months

Fees

Registration Fee: R850
Total Course Fee: R950 x 5 = R4 750 (Excl Reg Fees)
Total fees = R5 600

Career Opportunities

- Advanced facials
- Chemical peels
- Microdermabrasion

What's Included

- Facial Skincare Kit
- Study Material
- Access to Lecturers
- Study Groups
- Certification

Make-up Artist

The Make-up Artist Course provides comprehensive training in the art of professional makeup application. Through a balanced curriculum that combines theoretical knowledge with hands-on practice, students will learn a diverse range of makeup techniques, including bridal, fashion, editorial, and special effects makeup.

Subjects

- Anatomy and Physiology
- Make-up Techniques
- Entrepreneurship & Business Management

Entry Requirements

- 16 years old Be able to read and write
- Be able to study independently with the help of our lecturer

Accreditation/Endorsment

Provider Course: AEI Certification

Duration

6 Months

Fees

Registration Fee: R850
Total Course Fee: R950 x 5 = R4 750 (Excl Reg Fees)
Total fees = R5 600

Career Opportunities

- Bridal
- Fashion
- Film
- Television
- Theatre

What's Included

- Make-Up Brushes and Cleaner Kit
- Study Material
- Access to Lecturers
- Study Groups
- Certification

Intimate Waxing Therapist

The Intimate Waxing Therapist Course is a specialized program designed to equip students with the skills and expertise necessary to provide professional and sensitive intimate waxing services. Through a comprehensive curriculum that includes theoretical instruction and practical training, students will learn the art of performing various intimate waxing techniques with precision and care.

Subjects

- Anatomy and Physiology
- Intimate Waxing Techniques
- Entrepreneurship & Business Management

Entry Requirements

- 16 years old Be able to read and write
- Be able to study independently with the help of our lecturer

Accreditation/Endorsment

Provider Course: AEI Certification

Duration

6 Months

Fees

Registration Fee: R850
Total Course Fee: R950 x 5 = R4 750 (Excl Reg Fees)
Total fees = R5 600

Career Opportunities

- Independent therapists
- Salon employees
- Cruise ship staff

What's Included

- Waxing Kit
- Study Material
- Access to Lecturers
- Study Groups
- Certification

Education Courses

- Educational Aupair
- Creche Management
- Early Childhood Caregiver (ECC)
- Educare
- School Principal

Educational Au Pair

An Educational Au Pair is similar to a traditional au pair but with an additional emphasis on the educational aspect of the experience.

Subjects

- Introduction to Au Pair
- Child Development
- Activities and Play
- Effective Communication
- Household Management and Reflection

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R700 x 6 = R4 200 (Excl Reg Fees)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Daycare Assistant
- Aftercare Assistant
- Au Pair

What's Included

- Study Material
- Access to Lecturers
- Study Groups
- Practical Simulation

Creche Management

Creche Management Course brings numerous benefits. From understanding child development and ensuring legal compliance to developing business and communication skills, the course equips individuals to manage childcare facilities effectively. It's a pathway to personal fulfillment, professional growth, and making a positive impact on the lives of young children.

Subjects

- Entrepreneurship and Business Management
- Communication
- Time Management
- Planning and Programme Development
- Employee and Labour Relations
- Administration for Early Childhood Development

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R650 x 12=R7 800 (Excl Reg Fees)
Total fees = R8 650

Entry Requirements

18 Years old and ability to read and write.

Duration

12 Months

Career Opportunities

- Creche Owner
- Aftercare Owner
- Daycare Assistant

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Early Childhood Caregiver (ECC)

The purpose of this skills programme is to prepare a learner to function as an Early Childhood Caregiver (ECC). A Childhood Caregiver is responsible for carefully watching for any signs of emotional or developmental issues with children. When they notice something amiss, they must bring it to the attention of a child's parents or the appropriate team leader.

Subjects

- Basic child development within a Child Rights Framework
- An environment that promotes optimal development for babies, toddlers and young children
- Quality interactive care service for babies, toddlers and young children

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R650
Total Course Fee: R650 x 6 = R3 900 (Excl Reg Fees)
Total fees = R4 550

Entry Requirements

18 Years old and ability to read and write.

Duration

6 Months

Career Opportunities

- Daycare Assistant
- Aftercare Assistant
- Au Pair

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Educare

Unlock your potential in early childhood development with our comprehensive Educare Course, a 12-month journey designed to equip you with the essential skills to nurture and educate young minds. Perfect for those passionate about making a difference in children's lives, this course blends practical knowledge with core theories of early childhood care.

Subjects

- Introduction to the early childhood development sector
- Theories and Perspectives of Child Development
- Planning and Programme Development in early childhood settings
- Facilitation and mediation of active learning
- Observation and assessment in early childhood development
- Promotion of health, safety and well-being of children

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R650
Total Course Fee: R650 x 12 = R7 800 (Excl Reg Fees)
Total fees = R8 450

Entry Requirements

18 Years old and ability to read and write.

Duration

12 Months

Career Opportunities

- Daycare Assistant
- Aftercare Assistant
- Au Pair

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Creative Courses

- Digital Photography
- Tourism Management
- Events Management
- Live Stock Farmer
- Basic Farming Course
- Crop Produce Analyst

Digital Photography

This digital photography course opens the door to capturing stunning images, expressing your creativity, and maybe even launching a new hobby or career.

Subjects

- Entrepreneurship & Business Management
- Digital Photography
- Communication

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R700 x 6 = R4 200 (Excl Reg Fees)
Total fees = R5 050

Entry Requirements

No Matric and Access to a Camera or Mobile phone with quality camera

Duration

6 Months

Career Opportunities

Digital Photographer

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Tourism Management

Tourism management is a dynamic field that oversees the planning, development, operation, and marketing of travel experiences. It's about creating unforgettable journeys for tourists, ensuring sustainable practices, and contributing to the economic and social well-being of destinations.

Subjects

- Entrepreneurship & Business Management
- Tourism Management Communication
- Strategic Marketing
- Project Management & Leadership Events Management

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R700 x 6 = R4 200 (Excl Reg Fees)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Tour Operator
- Travel Agent
- Event Coordinator
- Hotel Manager
- Cruise Line Staff

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Event Management

The value of events management lies in its ability to cultivate professionals capable of orchestrating seamless and unforgettable experiences. Pursuing education in events management imparts a comprehensive skill set, ranging from meticulous organizational abilities to effective communication and problem-solving skills. This training not only hones creativity but also encourages innovative thinking, essential qualities for crafting distinctive and memorable events.

Subjects

- Introduction to Event Management
- Event Planning and Coordination
- Budgeting and Financial Management for Events
- Marketing and Sponsorship for Events
- Event Logistics and Operations
- Professional Practice and Entrepreneurship in Events

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R850
Total Course Fee: R700 x 6 = R4 200 (Excl Reg Fees)
Total fees = R5 050

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Tour Operator
- Travel Agent
- Event Coordinator
- Hotel Manager
- Cruise Line Staff

What's Included

- Study Material
- Access to Lecturers
- Study Groups

Live stock Farmer

Livestock Farmer is designed to provide learners with basic understanding and knowledge of livestock farming. A Livestock farmer monitors and oversees the health care of the general livestock and production activities in an extensive livestock farming environment.

Subjects

- The South African livestock farming environment
- Functional livestock anatomy and physiology,
- Livestock health care
- Livestock husbandry and production
- Lead work teams on livestock farms
- Supervise livestock farming activities

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R600
Total Course Fee: R600 x 6=R3 600 (Excl Reg Fees)
Total fees = R4 200

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Start your own agricultural business
- Farm Supervisor
- Farm Manager

What's Included

- Study Material
- Access to Lecturers
- Study Group Support

Basic Farming Course

This agriculture course is designed to provide students with a solid foundation in various aspects of modern agriculture. The course is divided into three modules, each focusing on different aspects of agriculture. Students will learn essential concepts, practices, and techniques to enhance their knowledge and skills in the field of agriculture.

Subjects

- Introduction to Agriculture
- Mixed Farming Practices - Basic
- Entrepreneurship in Agriculture

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: No Fee Applicable
Total Course Fee: R500 x 3 = R1 500 (Excl Reg Fees)
Total fees = R1 500

Entry Requirements

18 Years old and ability to read and write

Duration

3 Months

Career Opportunities

- Start your own agricultural business
- Farm Assistant
- Agronomist specialist

What's Included

- Study Material
- Live online classes
- Exam preparation sessions
- Access to Lecturers

Crop Produce Analyst

The purpose of this qualification is to prepare a learner to operate as a Crop Produce Analyst.

Subjects

- The collection and grading of representative grain and oilseed samples
- Seed sampling in the South Africa Seed Industry
- South African Seed certification legislation, rules and procedures
- Seed Quality Assessment
- Seed laboratory quality framework and seed testing legislation

Accreditation/Endorsment

Provider Course: AEI Certification

Fees

Registration Fee: R600
Total Course Fee: R600 x 6 = R3 600 (Excl Reg Fees)
Total fees = R4 200

Entry Requirements

18 Years old and ability to read and write

Duration

6 Months

Career Opportunities

- Grain Analyst
- Export Administrator
- Grain Handler

What's Included

- Study Material
- Access to Lecturers
- Study Group Support

Contact & Information

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- Adult Education Institute
- www.adultinstitute.co.za

Feel free to visit our website or contact us through any of these platforms. We look forward to connecting with you!

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