

TRAINING

PROGRAMMES

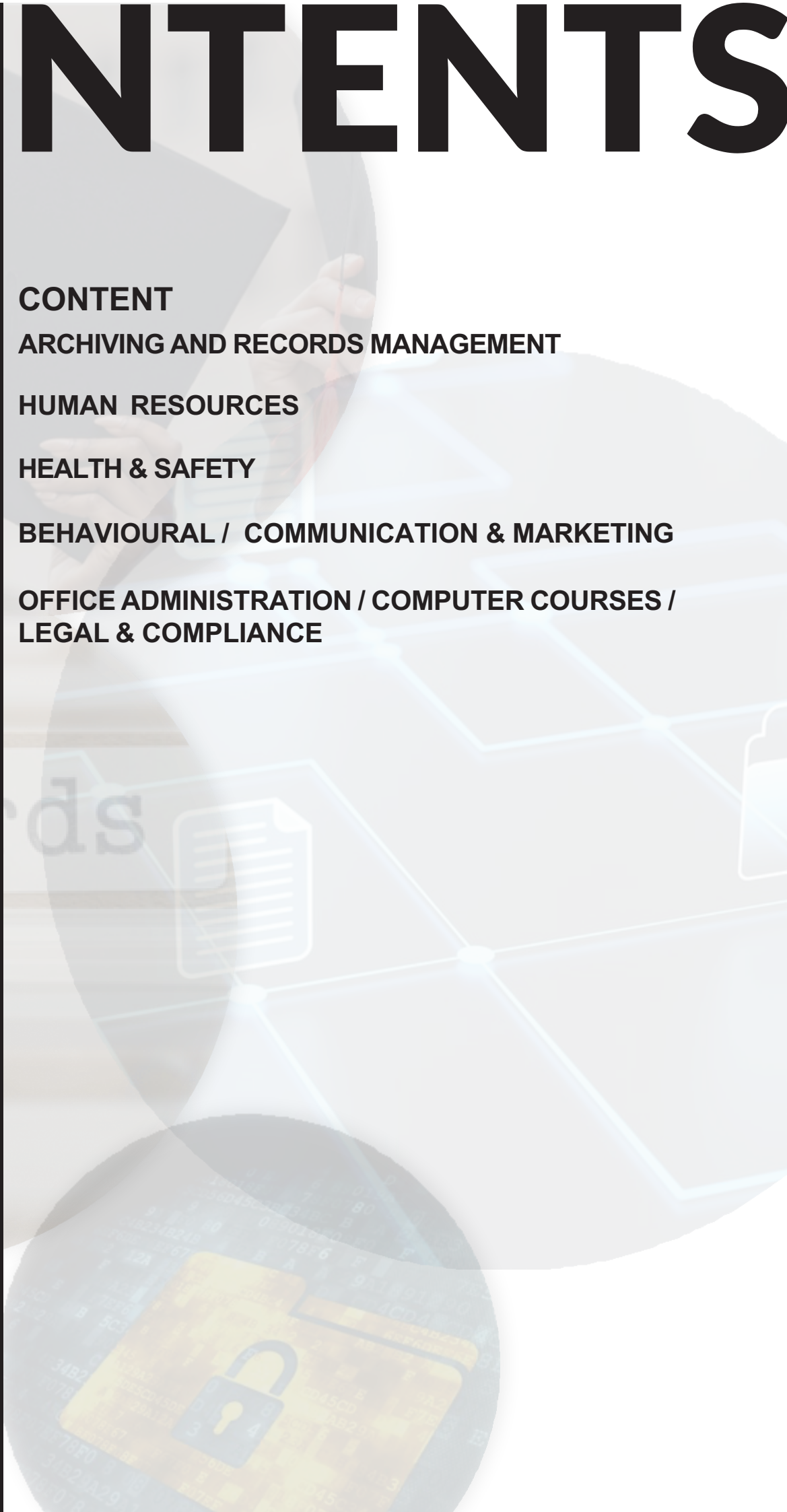
2023



KELE-THABO
HOLDINGS



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Records

DESCRIPTION: TRAINING AREA	COURSES PROVIDED	NQF level (Where Applicable)	Accreditation or authorization body (e.g. SETA, SAQA, etc.)	Price per Learner (Excl Vat)
ARCHIVING AND RECORDS MANAGEMENT	Further Education and Training Certificate: Archives and Records Management (SAQA QUAL ID 64069) [Full Qualification]	LEVEL 4	ETDP SETA	Available upon request
	Manage administration records (SAQA US 110009) (2 days)	LEVEL 4	ETDP SETA	Available upon request
	Information and Records Auditing course (SAQA US 259442) (2 days)	LEVEL 4	ETDP SETA	Available upon request
	Legal Requirements for Archives and Records Management (SAQA US 259437) (3 days)	LEVEL 4	ETDP SETA	Available upon request
	Classification systems in Records Management (2 days)	LEVEL 4	ETDP SETA	Available upon request
	Store, preserve, and conserve records throughout their lifecycle (SAQA US 259440) (2 days)	LEVEL 4	ETDP SETA	Available upon request
	Records Management in the Public Sector (SAQA US 242866) (2 days)	LEVEL 3	ETDP SETA	Available upon request
	Advanced Electronic Document and Records Management (2-3 days)	N/A	IN-HOUSE	Available upon request
	Electronic Document and Records Management Training (2-3 days)	N/A	IN-HOUSE	Available upon request
	Records Management (as required by National Archives and Records Service of South Africa) (4-5 days)	N/A	IN-HOUSE	Available upon request
	Practical Training on Electronic Document and Records Management Systems (4-5 days)	N/A	IN-HOUSE	Available upon request



HR

The image features a central 'HR' text in white, set against a dark blue background with glowing circular patterns. Surrounding the text are various white icons: a hierarchical organizational chart, a computer monitor with a magnifying glass over a person icon, a single person silhouette, a document with a person icon, three person silhouettes, and two person silhouettes with arrows between them. The overall aesthetic is high-tech and professional.

DESCRIPTION: TRAINING AREA	COURSES PROVIDED	NQF level (Where Applicable)	Accreditation or authorization body (e.g.SETA, SAQA, etc.)	Price per Learner (Excl Vat)
HUMAN RESOURCES	Facilitator course (US 117871)	LEVEL 5	ETDP SETA	Available upon request
	Assessor course (US 115753)	LEVEL 5	ETDP SETA	Available upon request
	Moderator course (US 115759)	LEVEL 6	ETDP SETA	Available upon request
	Skills Development Facilitator course (US 15217, US 15218, US 15221, US 15227, US 15232, US 15222/252041)	LEVEL 6	ETDP SETA	Available upon request
	Material Development (US 123401 & US 123394)	LEVEL 6	ETDP SETA	Available upon request
	Mentoring and Coaching (US 117874 & US 117865)	LEVEL 5	ETDP SETA	Available upon request
	Labour Law	N/A	IN-HOUSE	Available upon request
	Chairing Disciplinary Hearing	N/A	IN-HOUSE	Available upon request
	Conciliation and Mediation	N/A	IN-HOUSE	Available upon request
	Dispute Resolution and Management	N/A	IN-HOUSE	Available upon request
	National Certificate: ODET NQF Level 5 (SAQA QUAL ID – 50334) (Full Qualification)	LEVEL 5	ETDP SETA	Available upon request



Health &
Safety

DESCRIPTION: TRAINING AREA	COURSES PROVIDED	NQF level (Where Applicable)	Accreditation or authorization body (e.g.SETA, SAQA, etc.)	Price per Learner (Excl Vat)
HEALTH & SAFETY	NC: Construction Health and Safety (SAQA QUAL ID – 77063) <i>(Full Qualification)</i>	LEVEL 3	CETA	Available upon request
	Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner) <i>(Full Qualification)</i>	LEVEL 5	QCTO	Available upon request
	SHE Rep	LEVEL 3	CETA	Available upon request
	OHS Training	LEVEL 3	CETA	Available upon request
	Ergonomics	N/A	IN-HOUSE	Available upon request
	General Health and Safety	LEVEL 3	CETA	Available upon request
	Hazard Identification and Risk Assessment	LEVEL 3	CETA	Available upon request
	Risk assessment based on Safety	LEVEL 3	CETA	Available upon request
	Incident and Accident investigation	LEVEL 3	CETA	Available upon request
	HIV/AIDS Awareness	N/A	IN-HOUSE	Available upon request
	COVID 19 Training and Awareness session	N/A	IN-HOUSE	Available upon request
	Compliance Officer training in terms of COVID 19	N/A	IN-HOUSE	Available upon request



DESCRIPTION: TRAINING AREA	COURSES PROVIDED	NQF level (Where Applicable)	Accreditation or authorization body (e.g.SETA, SAQA, etc.)	Price per Learner (Excl Vat)
BEHAVIOURAL	Emotional Intelligence	N/A	IN-HOUSE	Available upon request
	Valuing and Managing Diversity	N/A	IN-HOUSE	Available upon request
	Assertiveness and Decision Skills	N/A	IN-HOUSE	Available upon request
	Stress Management	N/A	IN-HOUSE	Available upon request
	Conflict and Resolution Management	N/A	IN-HOUSE	Available upon request
	COVID 19 training	N/A	IN-HOUSE	Available upon request

COMMUNICATION & MARKETING	English and Business Writing	N/A	IN-HOUSE	Available upon request
	Professional Report Writing	N/A	IN-HOUSE	Available upon request
	Presentation and Facilitation skills	N/A	IN-HOUSE	Available upon request
	Customer Relations Management	N/A	IN-HOUSE	Available upon request
	Business Telephone Etiquette	N/A	IN-HOUSE	Available upon request



DESCRIPTION: TRAINING AREA	COURSES PROVIDED	NQF level (Where Applicable)	Accreditation or authorization body (e.g.SETA, SAQA, etc.)	Price per Learner (Excl Vat)
OFFICE ADMINISTRATION	Time Management	N/A	IN-HOUSE	Available upon request

COMPUTER COURSES				
	MS WORD	LEVEL 3	CETA	Available upon request
	POWERPOINT PRESENTATION	LEVEL 3	CETA	Available upon request
	EMAIL USE - OUTLOOK	LEVEL 3	CETA	Available upon request
	EXCEL	LEVEL 3	CETA	Available upon request
	WORD PROCESSOR	LEVEL 3	CETA	Available upon request
	WEB BROWER & INTERNET SEARCH	LEVEL 3	CETA	Available upon request



DESCRIPTION: TRAINING AREA	COURSES PROVIDED	NQF level (Where Applicable)	Accreditation or authorization body (e.g.SETA, SAQA, etc.)	Price per Learner (Excl Vat)
LEGAL & COMPLIANCE	Labour Relations Act (No. 66 of 1995 as amended)	N/A	IN-HOUSE	Available upon request
	Protection of Personal Information Act (often called the POPI Act or POPIA) (No. 04 of 2013)	N/A	IN-HOUSE	Available upon request
	Employment Equity Act (No. 55 of 1998 as amended)	N/A	IN-HOUSE	Available upon request
	Basic Conditions of Employment Act (No.75 of 1997 as amended)	N/A	IN-HOUSE	Available upon request
	Skills Development Levies Act (No 9 of 1999)	N/A	IN-HOUSE	Available upon request
	Occupational Health and Safety Act (No. 85 of 1993)	LEVEL 3	CETA	Available upon request
	Compensation for Occupational Injuries and Diseases Act (No. 130 of 1993 as amended)	N/A	IN-HOUSE	Available upon request
	Disaster Management Act (Act 57 of 2002)	N/A	IN-HOUSE	Available upon request