

REGISTER TO STUDY WITH US IN

2026



PSETA Accreditation: P21/1215/GP648, SERVICES SETA
Accreditation: 12813 & ETDP SETA Accreditation: ETDPS011089

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FULL HISTORICAL QUALIFICATIONS

Qualification/ Programme Title	NQF Level	SAQA ID	Minimum Credits	Duration	Mode of Delivery	Available on RPL	Registration closing date	Programme start date
National Diploma: Public Administration	7	57827	260	24 Months	Online	Yes	30 November 2025	01 February 2026
National Diploma: Public Administration	6	57897	240	24 Months	Online	yes	30 November 2025	01 February 2026
National Certificate: Public Administration	5	50060	141	12 Months	Online	Yes	30 November 2025	01 February 2026
National Certificate: Generic Management	5	59201 (LP: ID 60269)	162	12 Months	Online	Yes	30 November 2025	01 February 2026
National Certificate: Occupationally Directed Education Training and Development Practices	5	50334	120	12 Months	Online	Yes	30 November 2025	01 February 2026

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QCTO Accreditation Unique ID: SDP130725105134

Accreditation Unique ID: SDP030925110904

Accreditation Unique ID: SDP030925111047

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FULL OCCUPATIONAL QUALIFICATIONS: QCTO ACCREDITED

Qualification/ Programme Title	NQF Level	SAQA ID	Minimum Credits	Duration	Mode of Delivery	Registration closing date	Programme start date
Occupational Certificate: Office Administrator	5	102161	445	12 Months	Online	30 November 2025	01 February 2026
Occupational Certificate: Project Manager	5	101869	240	12 Months	Online	30 November 2025	01 February 2026
Occupational Certificate: Management Assistant	5	101876	316	24 Months	Online	30 November 2025	01 February 2026
Occupational Certificate: Public Service Administrator	5	118766	120	12 Months	Online	30 November 2025	01 February 2026
Occupational Certificate: General Manager Public Service	6	118791	150	24 Months	Online	30 November 2025	01 February 2026
Advanced Occupational Diploma: Senior Government Official	7	121166	244	24 Months	Online	30 November 2025	01 February 2026

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ACCREDITED SHORT COURSES TRAINING SCHEDULE 2025 – 2026

Name of Course	SAQA ID	NQF Level	Credits	Duration	Mode of Delivery	Training Dates
Office Administration And Records Management	110003 & 110009	4	12	4 Days	Online	21 – 24 October 2025 2 – 5 December 2025 3 – 6 March 2026 2 – 5 June 2026
Business Report Writing	12153 & 110023	4	10	3 Days	Online	29 – 31 October 2025 27 – 30 January 2026 7 – 9 April 2025 21 – 23 July 2026
Electronic Records Management	115855	5	5	3 Days	Online	4 – 6 November 2025 10 – 12 February 2026 6 – 8 May 2026 4 – 6 August 2025
Emotional Intelligence	15094	5	5	3 Days	Online	3 – 5 November 2025 17 – 19 February 2026 19 – 21 May 2026 21 – 23 September 2022
Intermediate Project Management (NQF 5)	10146	5	14	4 Days	Online	11 – 14 November 2025 17 – 20 February 2026 26 – 29 May 2026 15 – 18 September 2026
Conflict Management	114226	5	8	3 Days	Online	10 – 12 November 2025 11 – 13 February 2026 23 – 25 June 2026 3 – 5 November 2026
Presentation Skills	13925	5	5	3 Days	Online	18 – 20 November 2025 17 – 19 February 2026 17 – 19 June 2026 6 – 8 October 2026

**ACCREDITED SHORT COURSES TRAINING SCHEDULE
2025 – 2026
(Continued)**

Name of Course	SAQA ID	NQF Level	Credits	Duration	Mode of Delivery	Training Dates
Finance For Non-Financial Managers	252040	5	8	3 Days	Online	19 – 21 November 2025 3 – 5 February 2026 19 – 20 May 2026 20 – 22 October 2026
Advanced Project Management (Nqf 6)	242914	6	12	4 Days	Online	25 – 28 November 2025 10 – 13 March 2026 14 – 17 July 2026 10 – 13 November 2026
PFMA & Treasury Regulations	377913	5	15	3 Days	Online	2 – 5 December 2025 24 – 27 March 2026 21 – 24 July 2026 24 – 27 November 2026
Monitoring And Evaluation	337059	6	15	3 Days	Online	9 – 11 December 2025 8 – 10 April 2026 11 – 13 August 2026 1 – 3 December 2026
Change Management	115407	5	10	3 Days	Online	2 – 4 December 2025 14 – 16 April 2026 25 – 26 August 2026 01 – 03 December 2026
Policy Development And Management	120301 & 120307	5	18	4 Days	Online	8 – 11 December 2025 10 – 13 March 2026 16 – 19 September 2026 02 – 05 December 2026
Risk Management	120303	5	8	3 Days	Online	20 – 22 January 2026 28 – 30 April 2026 07 – 10 July 2026
Supplychain Management	11273 & 119345	5	23	4 Days	Online	20 – 23 January 2026 21 – 24 April 2026 7 – 10 July 2026
Contract Management	242867 & 377896	5	13	3 Days	Online	03 – 05 February 2026 19 – 21 May 2026 21 – 23 September 2026
Customer Service	10079 & 10080	6	20	4 Days	Online	17 – 20 February 2026 26 – 29 May 2026 20 – 23 October 2026

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