

BROCHURE & COURSE LIST

2018



This brochure was compiled in May 2018. Certain information (course details) may have changed in the meantime.

Credo Business College is an accredited training provider, offering various professional qualifications in the fields of
ACCOUNTING, TAXATION and BUSINESS.

CONTENTS



Welcome to Credo Business College

- About us
- What we stand for
- Accreditation
- Training methodology
- Why choose us?

Course list

- AT(SA) Qualifications
- Generic Management Qualification
- Tax Technician Qualifications & Business Training Solutions
- Short Courses

Contact details

WELCOME TO CREDO BUSINESS COLLEGE



About us

Our purpose is to provide training (both theoretical and practical) that ensures employees are adequately equipped to meet the requirements of their current positions and that they grow professionally. Credo Business College's intention is to develop a skilled, competent, and confident workforce through training interventions that equip and enhance the growth of our learners, their employers, and society.

We aim to achieve this through:

- Nationally recognised and accredited learning programmes
- Needs analysis
- Improved skills and work performance

Credo Business College has been actively involved in the South African educational training and skills development landscape for many years, first trading as LH Education and later as Oxbridge Training Institute.

Credo Business College has been involved in funded and private training projects since 2008, and we have vast experience in training projects done in collaboration with emerging/venture partners. All our projects were successfully concluded within the given timelines and budgets and achieved the contracted project outcomes. We can ascribe this to careful planning, close monitoring, and taking corrective measures as soon as possible.

WHAT DO WE STAND FOR?



Vision

To lead the way in training business professionals.

Mission

To provide quality training to current and aspiring business professionals by offering relevant business qualifications, courses and continuous tutor support.

Values and beliefs

- Commitment to professionalism
- Staying relevant in an ever-changing business environment
- Investing in individual growth
- Cultivating an environment built on trust that is conducive to learning and growth
- Being regarded as credible and reliable

Brand promise

We embrace a service-driven culture, which we sustain through individual tutor support. We are committed to improving the employability of our students through professional training.

Accreditation

Oxbridge Training Institute (OTI) is undergoing a name change and will be known as Credo Business College once all statutory requirements have been transferred. However, until then, accreditation status is held by OTI.

Please visit our website - <http://www.credobusinesscollege.co.za/about-us/accreditation/> - to read more about our accreditation.

Training methodology

Credo Business College offers qualifications and courses by means of either blended learning, distance learning, or online learning, depending on the programme you enrol for.

Why choose us?

Credo Business College is an accredited training provider, offering a number of professional qualifications in the fields of accounting, taxation and business. Our student-centred approach to learning sets us apart from our peers. Visit: <https://www.credobusinesscollege.co.za/about-us/why-choose-us/> to see what makes us different and why you should study with us.

COURSE LIST



AT(SA) Qualifications

Accounting Qualifications (AQ)							
Course	Code	Accreditation	Duration	Requirements	Modules	Award	Price
Certificate: Accounting Technician NQF3	CAT-003	Registered with AT(SA) & accredited by FASSET	8-10 Months	CBC initial assessment*	Basic Accounting 1 Basic Accounting 2 Basic Costing Computerised Accounting Work Effectively in Accounting & Finance	Certificate: Accounting Technician NQF Level 3 from SAICA	R25 094.85
FET Certificate: Accounting Technician NQF4	CAT-004	Registered with AT(SA) & accredited by FASSET	12-15 Months	AT(SA) Certificate: Accounting Technician NQF3 OR Similar qualifications and/or experience. Student can apply for RPL** OR CBC assessment*	Accounts preparation 1 Accounts preparation 2 Costs and revenues Cash management Professional ethics	FET Certificate: Accounting Technician NQF Level 4 from SAICA.	R32 290.70
Certificate: Accounting NQF5	CAT-005	Registered with AT(SA) & accredited by FASSET	15-18 Months	AT(SA) FET Certificate: Accounting Technician NQF4 OR Similar qualifications and/or experience. Student can apply for RPL** OR CBC assessment*	Financial statements Budgeting Financial performance Internal control and accounting systems Two optional units from the following four • Business tax • Personal tax • External auditing • Credit control	Certificate: Accounting NQF Level 5 from SAICA.	R 34 439.60

*The qualification is open access and Credo Business College uses an initial assessment to determine at which stage of the qualification the learner should begin. This involves examining the learner's previous learning and current skills in accounting.

** Recognition of prior learning (RPL). In this case, proof of qualifications and work experience will be required.



AT(SA) Qualifications (continued)

Accounting Qualifications – Public Sector (PS):							
Course	Code	Accreditation	Duration	Requirements	Modules	Award	Price
Certificate: Accounting Technician Public Sector NQF3	CAT-PS3	Registered with AT(SA) & accredited by FASSET	10-12 Months	Learners must either be employed in a relevant Public Sector finance role and have their line manager's approval OR Similar qualifications and/or experience. Student can apply for RPL**	Workplace Skills Working with Computers Professional Ethics Introduction to Accounting Budgeting & Reporting Making and Recording Payments Recording Revenue and Receipts	Certificate: Accounting Technician Public Sector NQF3 from SAICA.	R30 000.00
FET Certificate: Accounting Technician Public Sector NQF4	CAT-PS4	Registered with AT(SA) & accredited by FASSET	12-15 Months	Learners must either be employed in a relevant Public Sector finance role and have their line manager's approval OR Similar qualifications and/or experience. Student can apply for RPL**	Communication and supervision Use of technology in accounting Professional ethics Preparation of reconciliations and trial balances Financial statements Recovery of debtors Budget preparation and monitoring	FET Certificate: Accounting Technician Public Sector NQF4 from SAICA.	R 34 500.00
Certificate: Accounting Public Sector NQF5	CAT-PS5	Registered with AT(SA) & accredited by FASSET	15-18 Months	Learners must either be employed in a relevant Public Sector finance role and have their line manager's approval OR Similar qualifications and/or experience. Student can apply for RPL**	Communication and Managing a Team Professional Ethics Economic Reporting Format and SCOA Classification Budget Management Accounting for Assets and Inventory Financial Reporting Internal Control, Internal Audit and External Audit	Certificate: Accounting Public Sector NQF5 from SAICA.	R 38 500.00

** Recognition of prior learning (RPL). In this case, proof of qualifications and work experience will be required.



AT(SA) Qualifications (continued)

Accounting Qualifications – Local Government (LG):							
Course	Code	Accreditation	Duration	Requirements	Modules	Award	Price
Certificate: Accounting Technician Local Government NQF3	CAT-LG3	Registered with AT(SA) & accredited by FASSET	10-12 Months	Learners must already be employed in a relevant Local Government finance role and have their line manager's approval OR Similar qualifications and/or experience. Student can apply for RPL**	Accounting Work Skills Professional Ethics Recording Income and Receipts Managing and Recording Payments Working with Computers	Certificate: Accounting Technician Local Government NQF3 from SAICA.	R30 000.00
FET Certificate: Accounting Technician Local Government NQF4	CAT-LG4	Registered with AT(SA) & accredited by FASSET	12-15 Months	Learners must already be employed in a relevant Local Government finance role and have their line manager's approval OR Similar qualifications and/or experience. Student can apply for RPL**	Accounting Work Skills Professional Ethics (if learner starts at level 4) Maintaining Financial Records and Preparing Final Accounts Recording and Evaluating Costs and Revenues Operating a Cash Management and Credit Control System	FET Certificate: Accounting Technician Local Government NQF4 from SAICA.	R 34 500.00

** Recognition of prior learning (RPL). In this case, proof of qualifications and work experience will be required.

Generic Management Qualification

Generic Management Qualification:							
Course	Code	Accreditation	Duration	Requirements	Skills Programmes	Award	Price
FET Certificate: Generic Management	CGM-L04	Registered with Services Seta	1520 hours	Matric Basic skills in communication and mathematics Access to a work environment where management practice can be implemented	SP 1: General Management SP 2: Performance Management SP 3: Leadership SP 4: Problem Solving SP 5: Communication and Customer Service SP 6: Business Writing SP 7: Financial Management	Further Education and Training Certificate: Generic Management NQF4 from Services Seta.	R17 950 to R22 650 <i>Refer to the CBC website for a full breakdown</i>



Tax Technician Qualifications and Business Training Solutions

Tax Technician Occupational Certificate:							
Course	Code	Accreditation	Duration	Requirements	Components	Award	Price
Occupational Certificate: Tax Technician NQF6	CTXT-601	Accredited by the QCTO.	Full Qualification: 2 Years RPL Programme: 12 - 36 months	National Senior Certificate/ National Senior Certificate (Vocational) at NQF4 OR Similar qualifications and/or experience. Student can apply for RPL**	Knowledge is completed through studies at an accredited training provider; Practical is completed through studies at an accredited training provider or approved workplace providers; Workplace Experience is completed at an approved workplace provider or through RPL** and Mentorship Programmes at tax workplace providers.	Occupational Certificate: Tax Technician NQF Level 6	R35 000.00 <i>Please refer to the CBC website for a full breakdown of the components</i>

** Recognition of prior learning (RPL). Learners must have tax-related work experience, and must hold at least one of the following qualifications: National Diploma in Accounting; National Diploma in Cost Management; BCom Degree with taxation as subject; Any NQF5 or NQF6 qualification with accounting and taxation as subjects

Tax Professional Preparation Courses:							
Course	Code	Accreditation	Duration	Who should attend?	Components	Award	Price
Tax Professional Preparation Course: SAIT External Integrated Summative Assessment (EISA)	CTXP-EISA	Preparation course for the SAIT's External Integrated Summative Assessment	TBC	Learners who are preparing for the upcoming SAIT Tax Professional EISA Exam	Session 1: Discussion workshop and review of difficult topics Session 2: Practise exam technique by working through previous exam papers Session 3: Practise exam technique by working through previous exam papers	Being fully prepared for the SAIT Tax Professional EISA Exam	R4 500.00
Tax Professional Preparation Course: Initial Test of Competence (ITC)	CTXP-ITC	Preparation course for the SAIT's Initial Test of Competence	TBC	Learners who are preparing for the upcoming SAIT Tax Professional ITC Exam	Session 1: Curriculum, ITC syllabus, exam technique, and key tax topics Session 2: Key tax topics and exam technique practice Session 3: Work through old exam papers and practise exam technique	Being fully prepared for the Initial Test of Competence (ITC)	R4 500.00



Tax Technician Qualifications and Business Training Solutions (continued)

Tax Technician Preparation Courses:							
Course	Code	Accreditation	Duration	Who should attend?	Components	Award	Price
Tax Technician Preparation Course: SAIT External Integrated Summative Assessment (EISA)	CTXT-EISA	Preparation course for the SAIT's External Integrated Summative Assessment	TBC	Learners who are preparing for the upcoming SAIT Tax Technician EISA Exam	Session 1: Discussion workshop and review of difficult topics Session 2: Practise exam technique by working through previous exam papers Session 3: Practise exam technique by working through previous exam papers	Being fully prepared for the SAIT Tax Technician EISA Exam	R4 500.00
Tax Technician Preparation Course: Initial Test of Competence (ITC)	CTXT-ITC	Preparation course for the SAIT's Initial Test of Competence	TBC	Learners who are preparing for the upcoming SAIT Tax Technician ITC Exam	Session 1: Curriculum, ITC syllabus, exam technique, and key tax topics Session 2: Key tax topics and exam technique practice Session 3: Work through old exam papers and practise exam technique	Being fully prepared for the Initial Test of Competence (ITC)	R4 500.00
Tax Technician Logbook/ PoE Mentorship programme	TBC	TBC	TBC	TBC	TBC	TBC	R3 850 to R4 950 <i>Please refer to the CBC website for a full breakdown</i>

Information regarding contact sessions for the exam preparation courses

Venue:

Credo Business College
 Block A, Glen Gables Office Park
 c/o Lynnwood Road and January Masilela Drive
 0081

What to bring:

Own snacks and lunch
 Learner's attempt of the practice exam paper (included in study information pack)
 Study information pack; Pen and paper; Calculator; Any current published tax textbooks and legislation

Note: Distance learning support is available on request.



Short courses

	Name of short course	Days	Method
1	Administrative Support	3	Face-to Face
2	Anger Management	2	Face-to Face
3	Assertiveness And Self-Confidence	2	Face-to Face
4	Attention Management	2	Face-to Face
5	Basic Bookkeeping	5	Face-to Face
6	Body Language Basics	2	Face-to Face
7	Budgets And Financial Reports	5	Face-to Face
8	Business Ethics	3	Face-to Face
9	Business Etiquette	2	Face-to Face
10	Business Succession Planning	3	Face-to Face
11	Business Writing	3	Face-to Face
12	Call Centre Training (for existing agents - 1 day)	3	Face-to Face
13	Change Management	3	Face-to Face
14	Civility In The Workplace	1	Face-to Face
15	Coaching And Mentoring	2	Face-to Face
16	Communication Strategies	3	Face-to Face
17	Creative Problem Solving	2	Face-to Face
18	Critical Thinking And Problem Solving	3	Face-to Face
19	Customer Service	2	Face-to Face
20	Delivering Constructive Criticism	2	Face-to Face

	Name of short course	Days	Method
21	Emotional Intelligence	2	Face-to Face
22	Employee Motivation	5	Face-to Face
23	Employee On-Boarding	2	Face-to Face
24	Employee Recruitment	2	Face-to Face
25	Facilitation Skills	3	Face-to Face
26	Generation Gaps	2	Face-to Face
27	Human Resource Management	5	Face-to Face
28	Interpersonal Skills	2	Face-to Face
29	Job Search Skills	2	Face-to Face
30	Knowledge Management	2	Face-to Face
31	Lean Process And Six Sigma	5	Face-to Face
32	Manager Management	2	Face-to Face
33	Measuring Results From Training	2	Face-to Face
34	Media And Public Relations	3	Face-to Face
35	Meeting Management	2	Face-to Face
36	Middle Manager	3	Face-to Face
37	Negotiation Skills	3	Face-to Face
38	Office Politics For Managers	2	Face-to Face
39	Organizational Skills	2	Face-to Face
40	Overcoming Sales Objections	2	Face-to Face

At the date of publishing, the fees for these courses are **R250** per participant per course, inclusive of 15% VAT. However, please note that the fees are subject to change.



Short Courses

	Name of short course	Days	Method
41	Performance Management	3	Face-to Face
42	Personal Productivity	2	Face-to Face
43	Presentation Skills	2	Face-to Face
44	Project Management	5 Days (1 Week)	Face-to Face
45	Proposal Writing	5 Days (1 Week)	Face-to Face
46	Public Speaking	2	Face-to Face
47	Safety In The Workplace <i>Duration of course is dependent on whether development of Safety plan is required</i>	2 to 3 days	Face-to Face
48	Sales Fundamentals	2	Face-to Face
49	Stress Management	2	Face-to Face
50	Supervising Others	2	Face-to Face
51	Governance And Internal Control	3	Face-to-Face

How will improved soft skills benefit my company?

Soft skills are personal attributes that enhance an individual's interactions, job performance, and career prospects. Improved soft skills lead to improved relationships in the workplace, which can lead to further improvements, such as increased employee engagement, higher levels of motivation, and increased levels of productivity. In the working environment, soft skills are a necessary complement to the hard skills (technical knowledge and occupational skills) required for a particular job.



At the date of publishing, the fees for these courses are **R250** per participant per course, inclusive of 15% VAT. However, please note that the fees are subject to change.

CONTACT US:

Telephone

Tel: 012 348 3888

Email Queries:

memory@credobusinesscollege.co.za
(For AT(SA) queries)

lizette@credobusinesscollege.co.za
(for Tax Technician queries)

andrea@credobusinesscollege.co.za
(for Generic Management queries)

Head Office – Central office in Gauteng (Pretoria)

Physical Address:

Block A
Glen Gables Office Park
c/o Lynnwood and January Masilela
Lynnwood Glen
0181

Postal Address:

P.O.Box 65001
Erasmusrand
0165

Satellite Office – Western Cape (Stellenbosch)

Western Cape Coordinator:

Joset Jordaan-Marais
joset@credobusinesscollege.co.za

Office Hours

Monday – Thursday: 08h00 – 16h30 • Friday: 08h00 – 14h00

Satellite Office – Secunda

Secunda Coordinator:

Andrea van der Merwe
andrea@credobusinesscollege.co.za