



Investment in knowledge pays the best interest..

**TRAINING CATALOGUE
2021/22**

Located at Centre B1, 2nd Floor, Blue Valley Shopping Centre, Rietspruit Road, Kosmosdal, Centurion

GENERAL MANAGEMENT TRAINING



- Skills Development Programmes for Entrepreneurs
- Enterprise Development Programmes for Small Businesses

GENERAL MANAGEMENT PROGRAMMES

- For skilled professional or specialists who wish to improve their supervisory or management skills.
- Programme offering is tailor made to suite specific industry setting to assist professionals to progress in their career paths.
- Specific industries targeted are Passenger Transport, Aviation and Public Sector Administration.

ENTREPRENEURSHIP & STATUTORY COMPLIANCE

- Enterprise Development Programme for Small Businesses focusing on Entrepreneurship Development and Statutory Compliance.
- The programme provides theory on Entrepreneurship concepts and also train participants using business templates which can assist the owners and employees to practically apply learnt concepts.
- The theoretical part of the programme includes Basic Entrepreneurship, Financial Management, Business Planning, Marketing, Cost Management Ethics and Business Etiquette.
- The practical part includes assisting participant with compliance with SARS, CIPC and BBBEE.

Additional Programmes & Campaigns

These are specially packaged programmes offered in the form of workshops or practical sessions

| Programme | Description |
|--|---|
| Learner Transport Safety Campaign | <ul style="list-style-type: none"> Learner transport safety campaign focusing on learner behavior when using scholar transport to schools ensuring that <i>“every journey to school becomes a safe one”</i> Programme is TETA endorsed and involves schools, scholar operators and parents. |
| Learner Transport Safety Agents | <ul style="list-style-type: none"> Training of Agents on Learner Transport Safety for them to be employed as Bus Conductors by Scholar Operators to take care of learners during the trips to schools. SETAs may be approached to pay for the training and placement of Agents for a years. |
| Environmental Safety Awareness Programme | <ul style="list-style-type: none"> Training of companies on good environmental practices in their business It involves theoretical training, development of templates & Site Preparation. |
| Corporate Governance & King IV Code | <ul style="list-style-type: none"> Training of Directors, Shareholders and Managers on Good Corporate Governance and requirements of Kind IV Codes |
| Employee Wellness Programme | <ul style="list-style-type: none"> Development and Implementation of Employee Wellness Programs for companies On-site visit by medical and clinical professional for free diagnosis of employees on lifestyle diseases. |
| LRA, Payroll & Tax Compliance | <ul style="list-style-type: none"> Training on LRA compliance, provision of Payroll templates and development of process maps to assist with Tax Compliance |

TRANSPORT MANAGEMENT TRAINING



- These training programmes are designed for practitioners and blue colour employees in the passenger transport industry.
- The programmes involve both theory and practice to ensure overall competence of candidates.

TRANSPORT RELATED QUALIFICATIONS

TETA ACCREDITATION QUALIFICATIONS (QCTOASC00190807-1774)

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|---------------------------------------|-----------|---------|
| 94202 | Occupational Certificate: Bus Driver | Level 3 | 120 |
| 94024 | Occupational Certificate: Taxi Driver | Level 3 | 72 |

TETA ACCREDITATION QUALIFICATIONS (TETA06-123)

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|--|-----------|---------|
| 13716 | National Certification: Professional Driving | Level 3 | 120 |
| 50285 | National Certification: Professional Driving | Level 3 | 122 |



TRANSPORT RELATED COURSES

TETA ACCREDITATION UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|--|-----------|---------|
| 10956 | Provide commuter Services | Level 3 | 8 |
| 10955 | Foster and maintain customer elations | Level 3 | 10 |
| 12544 | Facilitate the preparation and presentation of evidence for assessment | Level 4 | 4 |
| 8418 | Do basic research | Level 2 | 4 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal and national issues | Level 3 | 5 |

TETA ACCREDITATION UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|--|-----------|---------|
| 10974 | Operate a vehicle combination, consisting vehicle and trailers | Level 4 | 10 |
| 8038 | Operating lift trucks | Level 3 | 6 |
| 8969 | Interpret and use information from texts | Level 3 | 5 |
| 10230 | Convey dangerous goods by road | Level 4 | 8 |
| 7863 | Manage staff development | Level 5 | 6 |



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| 10956 | Provide commuter Services | Level 3 | 8 |
| 10955 | Foster and maintain customer elations | Level 3 | 10 |
| 12544 | Facilitate the preparation and presentation of evidence for assessment | Level 4 | 4 |
| 8418 | Do basic research | Level 2 | 4 |
| 7456 | Use mathematics to investigate and monitor the financial aspects of personal and national issues | Level 3 | 5 |

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TETA ACCREDITATION UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|--|-----------|---------|
| 8968 | Accommodation audience and context needs in oral communication | Level 3 | 5 |
| 8000 | Apply basic business principles | Level 3 | 9 |
| 7997 | Managing self-development | Level 4 | 12 |
| 8494 | Demonstrate an understanding of HIV/AIDS and its implication | Level 2 | 4 |
| 10957 | Provide long distance coach/bus services | Level 3 | 10 |

TETA ACCREDITATION UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|---|-----------|---------|
| 11913 | Obtain and communication transport operational information | Level 3 | 7 |
| 10958 | Provide tour coach services | Level 3 | 8 |
| 10953 | Operate a rigid vehicle | Level 4 | 32 |
| 10976 | Convey livestock | Level 3 | 8 |
| 9013 | Describe, apply, analyse and calculate shape and motion in 2-and 3- dimension space in different context | Level 3 | 4 |



TRANSPORT RELATED COURSES

TETA ACCREDITATION UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|--|-----------|---------|
| 7995 | Communicating and conducting interpersonal relations in industry | Level 3 | 10 |
| 8420 | Operate in a team | Level 2 | 4 |
| 8039 | Operating cranes | Level 3 | 10 |
| 8016 | Maintaining occupational health, safety and general housekeeping | Level 3 | 8 |
| 10977 | Convey abnormal freight | Level3 | 8 |

TETA ACCREDITED UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|---|-----------|---------|
| 10954 | Understand the road transport industry in South Africa | Level 3 | 5 |
| 10973 | Convey general freight | Level 3 | 6 |
| 114941 | Apply knowledge of HIV/AIDS to a specific business sector and a workplace | Level 3 | 4 |
| 123258 | Foster and maintain customer relations | Level 3 | 10 |
| 123261 | Plan road transport service delivery | Level 3 | 8 |



TRANSPORT RELATED COURSES

TETA ACCREDITED UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|---|-----------|---------|
| 113852 | Apply occupational health, safety and environmental principles | Level 3 | 10 |
| 116534 | Carry out basic first aid treatment in the workplace | Level 3 | 2 |
| 117171 | Manage time effectively to enhance productivity and enable a balanced lifestyle | Level 3 | 2 |
| 117241 | Develop a business plan for small business | Level 4 | 5 |
| 117500 | Manage finance in a small business | Level 4 | 8 |

TETA ACCREDITED UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|--|-----------|---------|
| 123352 | Provide long distance coach/bus services | Level 3 | 10 |
| 123253 | Operate a rigid heavy vehicle | Level 4 | 15 |
| 123254 | Operate a vehicle combination | Level 4 | 20 |
| 123256 | Provide commuter service | Level 3 | 8 |
| 123257 | Operate a rigid light vehicle | Level 2 | 10 |



TRANSPORT RELATED COURSES

TETA ACCREDITED UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|---|-----------|---------|
| 12484 | Perform basic fire fighting | Level 2 | 4 |
| 119457 | Interpret and use information from texts | Level 3 | 5 |
| 119465 | Write/present/sign texts for a range of communicative contexts | Level 3 | 5 |
| 119467 | Use language and communication in occupational learning programmes | Level 3 | 5 |
| 119472 | Accommodate audience and context needs in oral/signed communication | Level 3 | 5 |

TETA ACCREDITED UNIT STANDARDS

| Qualification ID | Qualification Title | NQF Level | Credits |
|------------------|---|-----------|---------|
| 9010 | Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations | Level 3 | 2 |
| 9012 | Investigate life and work-related problems using data and probabilities. | Level 3 | 5 |



Driver Short Skills Programmes

| Course | Duration | Credits | Type |
|---------------------------------|----------|---------|--------|
| Comprehensive Driver Evaluation | 1 Day | N/a | Skills |
| Driver Refresher Program | 2 Days | N/a | Skills |
| Corrective Training | 1 Day | N/a | Skills |
| Induction Program | 15 Days | N/a | Skills |



AGRICULTURAL TRAINING



Agricultural Training Programmes

| Course | Qualification ID | NQF Level |
|--|------------------|-----------|
| National Certificate: Farming | 20288 | Level 2 |
| National Certificate: Farming | 20290 | Level 2 |
| National Certificate: Plant Production | 48975 | Level 2 |
| National Certificate: Plant Production | 49052 | Level 3 |
| National Certificate: Plant Production | 48972 | Level 1 |
| National Certificate: Agriculture Equipment Service and Repair | 59099 | Level 4 |
| Occupational Certificate: Pest Management Officer | 57830 | Level 4 |

NB: Accreditation in process



CONTACT US

info@letken.co.za or training@letken.co.za

Tel: 012 881 1447 or Cell: 067 414 7262

www.letken.co.za or <https://kenlet.talentlms.com/index>