

Qualifications



SYNERGY
corporate consulting



(082) 214 6082



info@synergycorporate.co.za



www.synergycorporateconsulting.com

Qualifications - Learnerships

RPL Qualification: 67465

National Certificate:

Business Administration Services Level 3, 120 credits

Duration: 7 Days over 12 months

Price: R24,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: Research and Record Keeping , Business Writing, Office Management, Meetings Management, Goal Setting, Reception Skills, Communication Skills, Teamwork.

Process: 7 guided workshops with our experienced facilitator on how to complete the necessary Portfolios of Evidence. Workplace evidence needs to be gathered and submitted to provide proof of workplace experience.

Entry requirements: To be enrolled onto this qualification, learners need to have passed Grade 10 (NQF Level 2) and have over 1 year's experience working in an administrative role.



RPL Qualification: 61595

Further Education and Training Certificate:

Business Administration Services Level 4, 146 credits

Duration: 7 Days over 12 months

Price: R24,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: Personal Effectiveness, Teamwork, Business Communication, Second Language Communication, Maths Literacy, Effective Administration and Meetings Management, Finance or Office Administrators, Customer Care.

Process: 7 guided workshops with our experienced facilitator on how to complete the necessary Portfolios of Evidence. Workplace evidence needs to be gathered and submitted to provide proof of workplace experience.

Entry requirements: To be enrolled onto this qualification, learners need to have passed Grade 12 (NQF Level 3) with 2 languages, and have over 3 year's experience working in an administrative role. They also need to be computer literate or have successfully completed a Level 3 learnership.



RPL Qualification: 57712

Further Education and Training Certificate:

Generic Management - Level 4, 154 credits

Duration: 7 Days over 12 months

Price: R26,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: Problem Solving and Decision Making, Time Management, Business Writing, Team Leadership, Team Motivation, Conducting Meetings, Performance Management, Managing a Budget, Business Ethics

Process: 7 guided workshops with our experienced facilitator on how to complete the necessary Portfolios of Evidence. Workplace evidence needs to be gathered and submitted to provide proof of workplace experience.

Entry requirements: To be enrolled onto this qualification, learners need to have passed Grade 11 (NQF Level 3) and have over 2 year's experience working in a supervisory role.



Contact us on (082) 214 6082 or visit www.synergycorporateconsulting.com for more information

Qualifications - Learnerships

Qualification: 101869

Occupational Certificate:

Project Manager – Level 5, 240 credits

Duration: 12 to 24 Months

Price: R42,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: Initiate a project to address specific project objectives, Plan and prepare the delivery of a project, Execute and control the delivery of a project management plan, Manage the project close out process.

Process: Guided workshops with our experienced facilitator. It consists of a Knowledge Component (theory), a Practical Component (practical tasks and activities) and a Workplace Component (workplace hours).

Entry requirements: To be enrolled onto this qualification, Learners need Level 4 with Mathematical Literacy and Communication.



Qualification: 99703

Occupational Certificate:

Store Person – Level 2, 41 credits

Duration: 12 Months

Price: R30,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: Learners will learn how to count stock accurately, apply housekeeping standards when maintaining a stock storage area so that losses are minimised, move and pack away stock safely in a stock storage area. Pick stock from a stock storage area.

Process: Guided workshops with our experienced facilitator. It consists of a Knowledge Component (theory), a Practical Component (practical tasks and activities) and a Workplace Component (workplace hours).

Entry requirements: To be enrolled on this qualifications, Learners need Level 1 with Mathematics and Communication.



Qualification: 110942

Occupational Certificate:

Supply Chain Practitioner – Level 5, 180 credits

Duration: 12 to 24 Months

Price: R42,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: A Supply Chain Practitioner develops operational schedules and action plans to coordinate service delivery in the supply chain in accordance with customer/end user requirements. Learners will learn to develop and coordinate operational schedules for supply chain operational plans, monitor execution of supply chain operational schedules.

Process: Guided workshops with our experienced facilitator. It consists of a Knowledge Component (theory), a Practical Component (practical tasks and activities) and a Workplace Component (workplace hours).

Entry requirements: NQF Level 4 qualification with Mathematical Literacy.



Contact us on (082) 214 6082 or visit www.synergycorporateconsulting.com for more information

Qualifications - Learnerships

Qualification: 118740

Occupational Certificate:

Office Supervisor - Level 5, 240 credits

Duration: 24 months

Price: R42,500 ex VAT

Venue: Nationally for groups of 6 or more

Content: Planning support on recruitment, selection, and disciplinary processes of an organisation, Organise and coordinate work activities, Coach and mentor administrators, Handle internal communications, Handle conflicts and solve problems, Ensure compliance with regulations and company procedures and Perform financial controls and reporting in an office environment.

Process: Guided workshops with our experienced facilitator. It consists of a Knowledge Component (theory), a Practical Component (practical tasks and activities) and a Workplace Component (workplace hours).

Entry requirements: To be enrolled onto this qualification, learners need to have passed Grade 12 (NQF Level 4).



The Benefits of Running Learnerships

1. You will be upskilling staff with a nationally recognised qualification.
2. The cost of the learnership is attributed directly to the Skills Development Element of your BBB-EE Scorecard.
3. You can claim the salary of the learner for the full year of the learnership towards your Skills Development element target.
4. Your company can claim a SARS Tax Rebate of R80 000 per learner enrolled on a Synergy Corporate Consulting Learnership.
5. Should you choose to sponsor a learner from a black owned enterprise, you can claim the learnership fee towards your Enterprise Development Element of your BBB-EE Scorecard.



Contact us on (082) 214 6082 or visit www.synergycorporateconsulting.com for more information