VIRTUAL INSTRUCTOR-LED LEARNERSHIP CALENDAR

Learners attend virtual training through an online platform (2 x 3 hour sessions per day).
Training is facilitated in real-time, providing the benefit of hands on learning.

BUSINESS ADMINISTRATION SERVICES (NQF LEVEL 3) Qualification ID 67465 – 120 Credits			
LEARNING PROGRAMME	**DAY 1**	**DAY 2**	**DAY 3**
Learning Programme 1: The Business Environment Accredited: Unit Standards 14357, 7785 and 7796	20 Oct 2020	21 Oct 2020	27 Oct 2020
Learning Programme 2: Business Communication Accredited: Unit Standards 9960 and 8968	10 Nov 2020	11 Nov 2020	17 Nov 2020
Learning Programme 3: Business Reception Accredited: Unit Standards 13928, 13930 and 7790	01 Dec 2020	02 Dec 2020	08 Dec 2020
Learning Programme 4: Business Writing Skills Accredited: Unit Standards 8969 and 8970	19 Jan 2021	20 Jan 2021	
Learning Programme 5: Numeracy Skills Accredited: Unit Standards 9010, 9012 and 9013	09 Feb 2021	10 Feb 2021	16 Feb 2021
Learning Programme 6: Financial Administration Accredited: Unit Standards 7456 and 11241	09 Mar 2021	10 Mar 2021	16 Mar 2021
Learning Programme 7: PC Skills Accredited: Unit Standards 7567 and 7570	06 Apr 2021	07 Apr 2021	
Learning Programme 8: Teamwork Skills Accredited: Unit Standards 10170, 8420, 7860 and 9533	04 May 2021	05 May 2021	11 May 2021
Learning Programme 9: Meeting Administration Accredited: Unit Standards 13929 and 13934	09 Jun 2021	15 Jun 2021	
Learning Programme 10: Business Administration Accredited: Unit Standards 13937, 13931, 13933 and 7706	06 Jul 2021	08 Jul 2021	13 Jul 2021
Learning Programme 11: Business Research Accredited: Unit Standards 13935 and 7573	03 Aug 2021	04 Aug 2021	
Portfolio of Evidence (POE) Building Final Integrated Summative Assessment (FISA)	25 Aug 2021		

Kwelanga Training (Pty) Ltd has a certified Level 1 B-BBEE Verification Status with135% Procurement Recognition and is FULLY ACCREDITED as a Provider of Education & Training with the Services Seta

VIRTUAL INSTRUCTOR-LED LEARNERSHIP CALENDAR

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BUSINESS ADMINISTRATION SERVICES (NQF LEVEL 4) Qualification ID 61595 – 140 Credits					
LEARNING PROGRAMME	**DAY 1**	**DAY 2**	**DAY 3**	**DAY 4**	**DAY 5**
Learning Programme 1 **Personal & Team Effectiveness** Accredited: Unit Standards 110021, 15234 & 13943	20 Oct 2020	21 Oct 2020	27 Oct 2020	28 Oct 2020	
Learning Programme 2 **Ethics & Fraud** Accredited: Unit Standards 10022 & 110026	10 Nov 2020	11 Nov 2020			
Learning Programme 3 **Business Communication** Accredited: Unit Standards 8974, 8976, 8975, 12153 & 110023	24 Nov 2020	25 Nov 2020	30 Nov 2020	01 Dec 2020	02 Dec 2020
Learning Programme 4 **Second Language Communication** Accredited: Unit Standards 8968, 8970, 8969 & 8972	19 Jan 2021	20 Jan 2021	26 Jan 2021	27 Jan 2021	
Learning Programme 5 **Maths Literacy** Accredited: Unit Standards 12417, 7468 & 9015	09 Feb 2021	10 Feb 2021	16 Feb 2021	17 Feb 2021	
Learning Programme 6 **Relationships in a Project Team** Accredited: Unit Standards 7791, 10135 & 244572	09 Mar 2021	10 Mar 2021	16 Mar 2021		
Learning Programme 7 **Deal with Meetings** Accredited: Unit Standards 9244, 242840 & 13929	13 Apr 2021	14 Apr 2021			
Learning Programme 8 **Budget, Stock & Fixed Assets** Accredited: Unit Standards 13941 & 13945	20 Apr 2021	21 Apr 2021			
Learning Programme 9 **Deal with Administrative Procedures** Accredited: Unit Standards 110009 & 110003	11 May 2021	12 May 2021	18 May 2021		
Learning Programme 10 **Deal with Service Providers** Accredited: Unit Standards 14552 & 109999	08 Jun 2021	09 Jun 2021			
Portfolio of Evidence (POE) Building Final Integrated Summative Assessment (FISA)	07 Jul 2021				

Kwelanga provides the following:

- Pre-assessment of Learners
- Registration of Learners with the SETA
- Workplace based Learner agreements
- Learner induction
- Learnership facilitated by subject experts
- Assessment & moderation (POE's)
- SETA liaison
- Electronic learning material
- Final summative assessment
- Certification of Learners via SETA