

Services Sector Education & Training Authority (Services SETA)
15 Sherborne Road, Parktown, Gauteng; 2193
P O Box 3322, Houghton; 2041
Email: customercare@serviceseta.org.za
Website: www.serviceseta.org.za
Tel: 011 276 9600



Date: 17 July 2025

Kwelanga Training (Pty) Ltd
23 Eaton Avenue
South Block, Ground Floor West wing
Bryanston
Johannesburg
2191

Tel: 031 266 2808
Cell: 082 856 3224
Email: lisa@kwelangatraining.co.za

Dear Lisa-Anne van den Berg

Services SETA Accreditation No: 2211

RE - Accreditation of Provider – Kwelanga Training (Pty) Ltd :- 2015/239704/07

As per the Government Gazette dated **3 June 2024**, gazette no **50742**, this letter serves to confirm that the Enrolment end date has been Extended to **30 June 2026** in line with the SAQA qualification/s last date of Enrolments end date. Please refer to the table below:

Name of Learning / Skills Programme	N QF level	Number of Credits	Expiry Date of Qualification	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. ID	Title	
Further Education and Training Certificate: Generic Management	04	150	2023-06-30	57712 LP 74630	Further Education and Training Certificate: Generic Management	Qualification ID: 57712 LP 74630 Qualification Title: Further Education and Training Certificate: Generic Management: NQF Level: 04 Credits: 150 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30



Further Education and Training Certificate: Business Administration Services	04	140	2023-06-30	61595 LP 35928	Further Education and Training Certificate: Business Administration Services	Qualification ID: 61595 LP 35928 Qualification Title: Further Education and Training Certificate: Business Administration Services NQF Level: 4 Credits: 140 Registration start date: 2021-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30
National Certificate: Business Administration Services	02	130	2023-06-30	23833	National Certificate: Business Administration Services	Qualification ID: 23833 Qualification Title: National Certificate: Business Administration Services NQF Level: 2 Credits: 130 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30
National Certificate: Business Administration Services	03	120	2023-06-30	67465 LP 23655	National Certificate: Business Administration Services	Qualification ID: 67465 LP 23655 Qualification Title: National Certificate: Business Administration Services NQF Level: 3 Credits: 120 Registration start date: 2021-07-07 Registration end date: 2023-07-30 Last date of enrolment: 2026-07-30 Last date of achievement: 2029-07-30
National Certificate: Generic Management	05	162	2023-06-30	59201 LP 60269	National Certificate: Generic Management	Qualification ID: 59201 LP 60269 Qualification Title: National Certificate: Generic Management NQF Level: 5 Credits: 162 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30



National Certificate: Management	03	120	2023-07-30	83946 LP 23654	National Certificate: Management	Qualification ID: 83946 LP 23654 Qualification Title: National Certificate: Management NQF Level: 3 Credits: 120 Registration start date: 2021-07-07 Registration end date: 2023-07-30 Last date of enrolment: 2026-07-30 Last date of achievement: 2029-07-30
National Certificate: Contact Centre and Business Process Outsourcing Support	03	124	2023-07-30	93997	National Certificate: Contact Centre and Business Process Outsourcing Support	Qualification ID: 93997 Qualification Title: National Certificate: Contact Centre and Business Outsourcing Support NQF Level: 3 Credits: 124 Registration start date: 2021-07-07 Registration end date: 2023-07-30 Last date of enrolment: 2026-07-30 Last date of achievement: 2029-07-30
Monitor and Control Reception Area	03	4	2023-06-30	13928	Monitor and Control Reception Area	Qualification ID: 67465 LP 23655 Qualification Title: National Certificate: Business Administration Services NQF Level: 3 Credits: 120 Registration start date: 2021-07-07 Registration end date: 2023-07-30 Last date of enrolment: 2026-07-30 Last date of achievement: 2029-07-30
Telephone Excellence	03	3	2023-06-30	7790	Process Incoming and Outgoing telephone calls	
Minute Taking for Meetings	03	4	2023-06-30	13934	Plan and Prepare meeting communications	
Professional Report Writing	04	6	2023-06-30	110023	Present information in report format	Qualification ID: 61595 LP 35928 Qualification Title: Further Education and Training Certificate: Business Administration Services NQF Level: 4 Credits: 140 Registration start date: 2021-07-07 Registration end date: 2023-07-30 Last date of enrolment: 2026-07-30



						Last date of achievement: 2029-07-30
Managing Time for Results	02	4	2023-06-30	14342	Managing time and work processes within a business environment	Qualification ID: 23833 Qualification Title: National Certificate: Business Administration Services NQF Level: 2 Credits: 130 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30
Negotiating for Results	04	5	2023-06-30	13948	Negotiate an agreement or deal in an authentic work situation	Qualification ID: 83946 LP 23654 Qualification Title: National Certificate: Management NQF Level: 3 Credits: 120 Registration start date: 2021-07-07 Registration end date: 2023-07-30 Last date of enrolment: 2026-07-30 Last date of achievement: 2029-07-30
People Management and Leadership	04	4	2023-06-30	14667	Describe and apply the management functions of an organisation	Qualification ID: 66249 Qualification Title: Further Education and Training Certificate: New Venture Creation NQF Level: 4 Credits: 149 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30
Interpret basic financial statements	04	4	2023-06-30	117156	Interpret basic financial statements	Qualification ID: 58063 Qualification Title: Further Education and Training Certificate: Labour Recruitment Services NQF Level: 4 Credits: 152 Registration start date: 2018-07-01 Registration end date: 2023-06-30 Last date of enrolment: 2026-06-30
Apply workplace communication skills	5	10	2023-06-30	8647	Apply workplace communication skills	

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						Last date of achievement: 2029-06-30
Explain fundamentals of project management	4	5	2023-06-30	120372	Explain fundamentals of project management	Unit Standard ID: 120372 Unit Standard Title: Explain fundamentals of project management NQF Level: 4 Credits: 5 Registration start date: 2018-07-01 Registration end date: 2023-06-30 SAQA decision number: SAQA 06120/18 Last date of enrolment: 2026-06-30 Last date of achievement: 2029-06-30

Your accreditation number must be utilised by **Kwelanga Training (Pty) Ltd** only and may not be used by any other Skills Development Provider.

It should be noted that **Kwelanga Training (Pty) Ltd** must ensure that at all times, the requirements for accreditation are adhered to, as a condition for accreditation with Services SETA.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely,

Lindelani Masithi
Manager: Accreditation and CAM

Date: 17 July 2025