

ONLINE AND DISTANCE TRAINING SCHEDULE 2021

Synchronised Online Learning – Check specific dates

Distance Learning – Can commence anytime

No.	Course	Unit Standard ID	Mode of Learning	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SETA	
1.	Strategic Planning	114585 Level 4, 4 Credits	Online			10-12						14-18					
2.	Project Management I	120372 Level 4, 5 Credits				10-12							14-18				
3.	Project Management II	120385 Level 4, 7 Credits				16-19							14-18				
4.	Advanced Project Management	110505 Level 5, 14 Credits									12-16						
5.	Project Support	120382 Level 4, 4 Credits				23-25											
6.	Project Supervision	120388 Level 5, 14 Credits					5-9										
7.	Project Supervision	10148 Level 5, 14 Credits						3-7									
	Project Monitoring and Control	243812 Level 5, 12 Credits							25-28								
8.	Stakeholder Relations	243815 Level 5, 12 Credits				8-12											
9.	Diversity Management	263936 Level 5, 5 Credits				16-18											
10.	Stress Management	15096 Level 5, Credits 5								22-24							
11.	Meeting Communications Preparation	13934, Level 4, 4 Credits			17-19									21-23			
12.	Communication Skills	8647 Level 5, 10 Credits		22-26									4-8				



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13.	Presentation Skills	13925 Level 5, 5 Credits	Online		15-19									8-12		
14.	Basics of ETD Administration	123393 Level 4, 3 Credits									2-6					
15.	Office Administration	110531 Level 5, 3 Credits			15-19								18-22			
16.	Knowledge Management	115405 Level 5, 10 Credits			22-26								25-29			
17.	Decision Making	115823 Level 5, 5 Credits					5-8						13-16			
18.	Problem Solving Techniques	114952/244611 Level 3, 2 Credits							7-8					1-2		
19.	Application of Economic Principles in Finance and Management	119340 Level 5, 15 Credits					19-23							8-12		
20.	Risk Management (Municipalities)	116339 Level 6, 10 Credits							10-14							
21.	Risk Management (Internal Auditing)	119338 Level 5, 8 Credits							17-21							
22.	Risk Management and Reporting	119349 Level 5, 8 Credits							24-28							

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23.	Gender Based Violence (GBV)	NCB								12-16							
24.	Emotional Intelligence (EQ)	NCB						3-4					4-5				
25.	Diversity Management	15233/252043 Level 5, 6 Credits							7-9								
26.	Human Rights I	119662 Level 4, 8 Credits				1-4											
27.	Human Rights II	119661 Level 4, 7 Credits				8-12											
28.	Human Rights III	119665 Level 5, 12 Credits				15-19											
29.	Relationship Management	15238 Level 5, 3 Credits						3-4									
30.	Innovative and Creative Thinking I	114600 Level 4, 4 Credits		25-27													
31.	Innovation and Creative Thinking II	15216/ 252020 Level 5, 6 Credits			1-4												
32.	Anxiety and Depression management	114938/244571 Level 3, 2 Credits							3-4								
33.	Meetings and Minute	242816 Level 4, 5 Credits			8-10												



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	Management																
34.	Marketing Strategy	114583 Level 4, 8 Credits					22-26										
35.	Resource Mobilisation	114590 Level 4, 4 Credits	Online	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates													
36.	Business Plan Production	114592 Level 4, 8 Credits		Online Contact 012 664 1183 or info@petrainstitute.co.za for dates													
37.	Feasibility Studies	114596 Level 4, 5 Credits		Online Contact 012 664 1183 or info@petrainstitute.co.za for dates													
38.	Productivity Management	114878 Level 4 10 Credits 114884 Level 4, 8 Credits		Online Contact 012 664 1183 or info@petrainstitute.co.za for dates													
39.	Internet and World Wide Web	115391 Level 4, 3 Credits		Online Contact 012 664 1183 or info@petrainstitute.co.za for dates													
40.	Customer Care I	119676 Level 3, 4 Credits			10-12												
41.	Customer Care II	118028 Level 4, 8 Credits				15-19											
42.	Recruitment	12140 Level 5,										6-9					



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	and Selection	9 Credits	Online														
43.	Self-Management	123459 Level 4, 6 Credits											13-15				
44.	Team Building	242819 Level 4, 10 Credits											27-1				
45.	Personal Finance	7468 Level 4, 6 Credits			25-29					1-4				4-8			
46.	Values and Ethics	8648 Level 5, 4 Credits				1-3						2-4					
47.	HIV and AIDS	9224 Level 5, 4 Credits				8-9						9-10					
48.	Business Writing	12153 Level 4, 5 Credits						12-16									
49.	Report Writing	110023 Level 4, 5 Credits 119459 Level 4, 5 Credits					8-12						13-17				
50.	Meetings and Minute Management	242816 Level 4, 5 Credits				10-12											
51.	Record Management Systems	242866 level 3, 6 Credits							17-21								
52.	Record Keeping	110526 Level 5, 4 Credits					2-3					27-29					



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53.	Change Management	15214 Level 5, 3 Credits				4-5					16-20					
54.	Disaster Management	119338 Level 6, 9 Credits		PTA, JHB, DBN & CT Contact 012 664 1183 or info@petrainstitute.co.za for dates												
55.	Tax Reports and Returns	119339 Level 5, 12 Credits	Online						21-25							
56.	Generally Recognised Accounting Practices (GRAP) Training	119348 Level 5, 12 Credits									6-9					
57.	Coaching for Performance	113909 level 3, 5 Credits				16-19										
58.	Mentoring	114215 Level 4, 3 Credits				22-26										
59.	Time Management	114589 Level 4, 4 Credits										7-8				
60.	Monitor Water Quality	116077 level 2, 3 Credits	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates													

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61.	Batho Pele	242860 Level 3, 4 Credits		Online Contact 012 664 1183 or info@petrainstitute.co.za for dates												
62.	Waste Management	119558 Level 2, 10 Credits 119555 Level 2, 9 Credits		PTA, JHB, DBN & CT Contact 012 664 1183 or info@petrainstitute.co.za for dates												
63.	Health and Safety	13223 Level 3, 6 Credits										14-15				
64.	Leadership and Communication Principles	120384 Level 4, 8 Credits														
ALL SPORTS PROGRAMMES DURATION INCLUDES PRACTICALS																
65.	Fitness Instructor	FIT/INSTRUCT/4/0085 28 Credits	Online			9-12							6-8			
66.	Sport and Recreation leader	SPO/SP/&RECRLEAD/4/0086 59 Credits						10-14, 17-21 & 24-28					4-8, 11 15 & 19-23			
67.	Team Management	252180 Level 5, 8 Credits							7-11					22-26		
ALL AGRICULTURE PROGRAMMES DURATION INCLUDES PRACTICALS																
68.	Pig Production	116120 Level 2, 4	Online			15-19										



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		Credits														
69.	Dairy Production	116110 Level 2, 5 Credits					12-16									
70.	Turf Maintenance	264181 Level 2, 8 Credits	PTA					3-7								
71.	Irrigation Systems Maintenance	116266 Level 3, 3 Credits	PTA						6-11							
72.	Agromarketing	116126 Level 2, 5 Credits	PTA							19-23						
73.	Plant Propagation I	116205 Level 1, 4 Credits	PTA								3-6					
74.	Plant Propagation II	116119 Level 2, 3 Credits	PTA								17-19					
75.	Plant Propagation III	116220 Level 3, 4 Credits	PTA								23-27					
76.	Permaculture I	116109 level 2, 5 Credits	PTA									7-11				
77.	Permaculture II	116221 Level 2, 5 Credits	PTA									13-17				
78.	Hydroponics I	116148 level 1, 5 Credits	PTA										6-10			
79.	Hydroponics II	116314 Level 4, 4 Credits	PTA										13-17			
80.	Vegetable	116200 Level 1, 4	PTA											16-19		

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	Production	Credits														
81.	Assessor Course	115757 & 115755	PTA		22-26		12-16			19-22			11-15			
82.	Facilitator Course	117871	PTA		15-19		19-23			26-30			18-22			
83.	Moderator Course	115759	PTA			8-12			14-18				25-29			
84.	Skills Development Facilitation Course	15218 , Level 6, 4 Credits 15221 , Level 5, 4 Credits 15217 , Level 5, 6 Credits 15232 Level 5, 6 Credits 15227 Level 4, 4 Credits 252041 Level 5, 5 Credits	PTA					17-21						15-19		
85.	RPL Practices	116587 Level 7, 10 Credits	PTA					17-21								
86.	Learning Material Design and Development Course	123400 123401	PTA						21-25							
87.	Mentoring and Coaching	114215 117877	PTA													



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No.	Qualification	SAQA ID	Level	Credits	Location	SETA
1.	Higher Certificate: Early Childhood Development	23117	5	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
2.	National Diploma: Early Childhood Development	23118	5	240	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
3.	Further Education and Training Certificate: Occupationally Directed Education, Training and Development Practices	50332	4	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
4.	National Certificate: Occupationally Directed Education, Training and Development Practices	50331	6	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
5.	National Diploma: Occupationally Directed Education, Training and	50333	5	240	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	



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No.	Qualification	SAQA ID	Level	Credits	Location	SETA
	Development Practices					
6.	National Certificate: Occupationally Directed Education, Training and Development Practices	50334	5	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
7.	Further Education and Training Certificate: Youth Development	57428	4	146	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
8.	Further Education and Training Certificate: Early Childhood Development	58761	4	140	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
9.	Further Education and Training Certificate: Archives and Records Management	64069	4	141	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
10.	Further Education and Training Certificate: Community Development	76987	4	147	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
11.	Further Education and Training Certificate: Community Development	76991	4	147	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
12.	Further Education and Training Certificate: Community Development	83399	5	147	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
13.	National Certificate: Local	36438	5	142	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	



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No.	Qualification	SAQA ID	Level	Credits	Location	SETA
	Economic Development					
14.	Further Education and Training Certificate: Municipal Finance and Administration	50372	4	157	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
15.	Certificate: Municipal Financial Management	48965	6	166	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
16.	National Diploma: Public Finance Management and Administration	49554	5	260	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
17.	National Certificate: Environmental Practice	49752	3	122	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
18.	National Certificate: Environmental Practice	49605	2	128	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
19.	Further Education and Training Certificate: Environmental Practice	50309	4	140	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
20.	National Certificate: Ward Committee Governance	57823	2	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
21.	National Certificate: Local Government Councillor Practices	58578	3	122	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
22.	Further Education and Training Certificate: Generic	64870	4	150	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	



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No.	Qualification	SAQA ID	Level	Credits	Location	SETA
	Management: Disaster Risk Management					
23.	Further Education and Training Certificate: Leadership Development	50081	4	160	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
24.	National Certificate: Environmental Management Qualification	66789	5	135	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
25.	National Certificate: Animal Production	48976	2	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
26.	National Certificate: Horticulture	66589	2	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
27.	National Certificate: Mixed Farming Systems	48977	2	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
28.	National Certificate: Plant Production	48972	1	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
29.	National Certificate: Plant Production	48975	2	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
30.	National Certificate: Plant Production	49052	3	120	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
31.	Further Education and Training Certificate: Sport Administration	67697	4	172	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	
32.	Fitness Instructor Course	FIT/INSTRUCT	4	28	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	



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No.	Qualification	SAQA ID	Level	Credits	Location	SETA
	(Skills Programme)	/4/0085				
33.	Sport and Recreation Leader (Skills Programme)	SPO/SP&REC RLEAD/4/008 6	4	59	Online Contact 012 664 1183 or info@petrainstitute.co.za for dates	

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