



# PROSPECTUS

LearnEx Education. Learning for Life.

# LEARNEX

## LEARNING FOR LIFE



LearnEx Education is a private College in South Africa, registered with the Department of Higher Education as per the FET Colleges Amendment No. 1 of 2013 ("the amending Act"), providing certified education and work place training to any individual or company.

We offer a range of courses from Business Management, Accounting, Bookkeeping to IT programmes and other workplace related skills.

All of our accredited courses and programmes are nationally recognised and endorsed by the relevant quality assurance bodies.

Our courses have not only been designed for employees, but also for established entrepreneurs or aspiring business owners who require more advanced material in assisting with negotiation, leadership and managerial skills.

LearnEx-Gratia (Pty) Ltd is a further Education provider accredited by the:

- Services Seta
- QCTO
- Institute of Certified Bookkeepers (ICB)
- MICT Seta
- DHET No. 2010/FE07/100

## OUR SERVICES



### PRIVATE COLLEGE

At LearnEx Education, individuals can choose to study towards a full qualification such as the ICB Accounting Programme or a module in ICB, which is the first unit towards completing a full

ICB Accounting qualification.

Alternatively, there are short courses which will help you master your workplace skills.



### ONLINE WORKPLACE SKILLS

LearnEx offers a wide variety of online skills programmes / short courses which are derived from our full qualifications. The aim is to deliver quality and impactful training, convenient to your own self-paced schedule.

Enroll your staff for industry aligned short courses, accredited skills programme, customised workshops and online short courses to best accommodate the desired audiences.



### LEARNERSHIPS

A learnership is defined as a work-based route for learning and gaining qualifications. It includes both structured work experience (practical) and structured institutional learning (theory).

It includes both on-the-job and academic components.

A learnership is not the only way to gain a full NQF qualification; but does offer a very experiential approach.



### LMS

An LMS provides a flexible delivery vehicle for specialised content to targeted audiences, such as partners, vendors, customers and members.

A system with role-based permissions makes it possible to segment content by type of user. eCommerce features allow an organisation to charge for learning content and increase revenue.

LearnEx boasts a large pool of industry specific workplace institutions which positively contribute to learners gaining workplace experience for the respective programmes.

LearnEx has an experienced team to assist corporate entities in attaining maximum BBBEE skills spend targets within our training offerings.

### ICB PROGRAMMES

#### Financial Accounting Programme

National Certificate in Bookkeeping  
SAQA ID: 58375 Credits: 120 NQF Level 3

Further Education and Training Certificate in Bookkeeping  
SAQA ID: 58376 Credits: 130 NQF Level 4

National Diploma: Technical Financial Accounting  
SAQA ID: 36213 Credits: 251 NQF Level 5

National Diploma: Financial Accounting NQF  
SAQA ID: 20366 Credits: 280 Level 6

#### Public Sector Accounting Programme

National Certificate in Public Sector Accounting  
SAQA ID: 20352 Credits: 120 NQF Level 4

Diploma in Public Sector Accounting  
SAQA ID: 20353 Credits: 137 NQF Level 5

National Diploma in Financial Accounting  
SAQA ID: 20366 Credits: 280 NQF Level 6

#### Business Management Programme

National Certificate in Small Business Financial Management  
SAQA ID : 48736 Credits: 120 NQF Level 4

Higher Certificate in Office Administration  
SAQA ID: 23619 Credits: 240 NQF Level 5

National Diploma in Financial Accounting  
SAQA ID: 20366 Credits: 280 NQF Level 6

#### Office Administration Programme

Certificate in Office Administration  
SAQA ID: 23618 Credits: 120 NQF Level 4

Higher Certificate in Office Administration  
SAQA ID: 23619 Credits: 240 NQF Level 5

Diploma in Office Administration  
SAQA ID: 35958 Credits: 360 NQF Level 6

#### Entrepreneurship Programme

National Certificate in Small Business Financial Management  
SAQA ID: 48736 Credits: 120 NQF Level 4

Higher Certificate in Office Administration  
SAQA ID: 23619 Credits: 240 NQF Level 5

National Diploma in Financial Accounting  
SAQA ID: 20366 Credits: 280 NQF Level 6

## BUSINESS PROGRAMMES

### Project Management Programme

National Certificate in Project Management  
SAQA ID: 50080 Credits: 136 NQF Level 4

### Project Management Programme

Qualification Occupational Certificate:  
Project Manager  
SAQA ID: 101869 Credits: 240 NQF Level 5

### Business Administration Programme

National Certificate in Business Administration  
SAQA ID : 67465 Credits: 120 NQF Level 3

### Business Administration Programme

National Certificate in Business Administration  
SAQA ID: 61595 Credits: 140 NQF Level 4

### Generic Management Programme

National Certificate in Generic Management  
SAQA ID: 57712 Credits: 150 NQF Level 4

## IT PROGRAMMES

### IT Programme

FETC: Technical Support  
SAQA ID: 78964 Credits: 163 NQF Level 4  
FETC: Systems Development  
SAQA ID: 78965 Credits: 165 NQF Level 4



## ONLINE WORKPLACE SKILLS

COURSES ON OFFER

- Business & Office Admin
- Business Communication
- Call Centre Agent
- Change Management
- Computer Basics
- Conflict Resolution
- Controlling Anger
- Customer Service
- Effective Communication
- Event Planning
- How to Avoid Debt
- How to Budget
- How to Get Out of Debt
- How to Write A Press Release
- HR Management Principles
- Human Resources Skills
- Instant Cash Flow
- Interview Tips
- Intro to Business Accounting
- Intro to Business English
- Labour Relations
- Leadership Skills for Supervisors
- Management Principles
- Marketing Management
- Middle Manager
- Negotiation Skills
- Office Communication
- Performance Management
- Personal Finance
- Product Management
- Productivity Hacks
- Project Management
- Public Management
- Quality Management
- Time Management
- Tourism Management
- Train the Trainer
- Writing Reports & Proposals



