

ETD Training Dates 2021

	Facilitator	Assessor	Moderator	SDF	OEDTDP ELO1	OEDTDP ELO2	OEDTDP ELO3	OEDTDP ELO4	OEDTDP ELO5	OEDTDP ELO6
Jan-21	18 to 21	25 to 26	27 to 29				18 to 21	25 to 29	11 to 15	
Feb-21	8 to 12	22 to 23	24 to 26	15 to 19		1 to 5	8 to 12	22 to 26		15 to 19
Mar-21	8 to 12	22 to 23	24 to 26		15 to 19		8 to 12	22 to 26		
Apr-21	12 to 16	19 to 20	21 to 23				12 to 16	19 to 23	6 to 9	
May-21	10 to 14	24 to 25	26 to 28	3 to 7		17 to 21	10 to 14	24 to 28		3 to 7
Jun-21	7 to 11	28 to 29	30 to 2/7/2021		14 to 18		7 to 11	28 to 2/7/2021		
Jul-21	12 to 16	26 to 27	28 to 30				12 to 16	26 to 20	19 to 23	
Aug-21	16 to 20	23 to 24	25 to 27	2 to 6		10 to 13	16 to 20	23 to 27		2 to 6
Sep-21	6 to 10	27 to 28	29 to 1/10/		13 to 17		6 to 10	27 to 2/10/		
Oct-21	11 to 15	25 to 26	27 to 29				11 to 15	25 to 29	18 to 22	
Nov-21	8 to 12	22 to 23	24 to 26	1 to 5		15 to 19	8 to 12	22 to 26		1 to 5
Dec-21					6 to 10					

EUC Training Dates 2021

	SP 1: Basic Computer Skills	SP 2: Word Processing	SP 3: PowerPoint	SP 4: Excel	SP 5: Access	SP 6: Email	SP 7: Internet	SP 8: Communication s	SP 9: Maths Literacy	SP 10: Maintenance
Jan-21	11 - 15		20 - 22							25 - 29
Feb-21		1 - 5				16 - 17	18 - 19	22 - 26		
Mar-21				1 - 5	24 - 26				15 - 19	
Apr-21		19 - 23				6 - 7	8 - 9	26 - 30		
May-21	3 - 7		26 - 28							17 - 21
Jun-21				7 - 11	17 - 18				21 - 25	
Jul-21	5 - 9		28 - 30							19 - 23
Aug-21		23 - 27				10 - 11	12 - 13	2 - 6		
Sep-21				6 - 10	20 - 22				27 - 30	
Oct-21		4 - 8				12 - 13	14 - 15	18 - 22		
Nov-21	1 - 5			8 - 12					22 - 26	
Dec-21			1 - 3		8 - 10					

ICDL Training Dates 2021

	Computer Essentials	Word Processing	Spreadsheets	Presentations	Database	Online Essentials	Project Planning	Word Advance	Spreadsheets Advance	Presentation Advance	Access Advance
Jan-21	11 - 15	25 - 29	18 - 22	18 - 22	25 - 29	11 - 15		11 - 15	18 - 22	25 - 29	25 - 29
Feb-21	1 - 5	8 - 12	15 - 19	22- 26		22 - 26	1 - 5	1 - 5	8 - 12	15 - 19	22 - 26
Mar-21	8 - 12	8 - 12	15 - 19	29 - 2 Apr	1 - 5	15 -19		1 - 5	8 - 12	15 - 19	29 - 1 Apr
Apr-21		19 - 23	19 - 23	12 - 16			12 - 16	12 - 16	19 - 23		
May-21	3 - 7	10 - 14	17 - 21	10 - 14	24 - 28	3 - 7	31 - 4 Jun	3 - 7	10 - 14	17 - 21	24 - 28

Jun-21		7 - 11	21 - 25	28 - 2 July	28 - 2 July	7 - 11		7 - 11	21 - 25	28 - 2 Jul	
Jul-21	5 - 9	12 - 16	19 - 23	19 - 23	26 - 30	12 - 16	5 - 9	5 - 9	12 - 16	19 - 23	26 - 30
Aug-21	16 - 20	2 - 6	16 - 20	2 - 6		23 - 27	23 - 27	2 - 6	16 - 20	23 - 27	30 - 3 Sep
Sep-21	13 - 17	6 - 10	27 - 30	20 - 23	6 - 10		13 - 17	6 - 10	13 - 17	27 - 1 Oct	
Oct-21		4 - 8	11 - 15	18 - 22	25 - 29	4 - 8		4 - 8	11 - 15	18 - 22	25 - 29
Nov-21	1 - 5	15 - 19	8 - 12	8 - 12	22 - 26	15 - 19	22 - 26	1 - 5	8 - 12	15 - 19	22 - 26
Dec-21											

ICB Training Dates 2021

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Bookkeeping to Trial Balance		08 - 12	08 - 12		03 - 07	07 - 11		02 - 06	06 - 10		01 - 05	06 - 10
Business and Office Administration 1		08 - 12	08 - 12		10 - 14	14 - 18		02 - 06	06 - 10		08 - 12	06 - 10
Business and Office Administration 2			29 - 2 Apr	26 - 30		07 - 11	05 - 09		13 - 17	11 - 15		
Business and Office Administration 3			23 - 26	19 - 23		14 - 18	12 - 16		27 - 1 Oct	18 - 22		
Business Law and Accounting Control			01 - 05	06 - 09		28 - 2 Jul	19 - 23		13 - 17	11 - 15		
Business Law and Administrative Practice		22 - 26	23 - 26		03 - 07	07 - 11		16 - 20	20 - 23		15 - 19	06 - 10
Business Literacy		01 - 05	01 - 05		10 - 14	14 - 18		23 - 27	27 - 1 Oct		22 - 26	06 - 10
Business Management 1			29 - 2 Apr	26 - 30		07 - 11	05 - 09		06 - 10	04 - 08		
Business Management 2			23 - 26	19 - 23		14 - 18	12 - 16		13 - 17	11 - 15		
Business Management 3			08 - 12	12 - 16		28 - 2 Jul	19 - 23		20 - 23	25 - 29		
Computerised Bookkeeping		01 - 05	01 - 05		17 - 21	21 - 25		30 - 3 Sep	27 - 1 Oct		22 - 26	06 - 10
Corporate Strategy		22 - 26	23 - 26		24 - 28	28 - 2 Jul		23 - 27	27 - 1 Oct		15 - 19	06 - 10
Cost and Management Accounting		01 - 05	01 - 05		10 - 14	14 - 18		10 - 13	13 - 17		29 - 3 Dec	06 - 10
Economics			29 - 2 Apr	26 - 30		21 - 25	26 - 30		06 - 10	04 - 08		
Entrepreneurship 1			29 - 2 Apr	26 - 30		07 - 11	05 - 09		06 - 10	04 - 08		
Entrepreneurship 2			23 - 26	19 - 23		14 - 18	12 - 16		13 - 17	11 - 15		
Entrepreneurship 3			01 - 05	06 - 09		21 - 25	26 - 30		20 - 23	25 - 29		
Financial Management and Control			08 - 12	12 - 16		28 - 2 Jul	19 - 23		27 - 1 Oct	18 - 22		
Financial Reporting and Regulatory Frameworks			15 - 19	12 - 16		28 - 2 Jul	19 - 23		13 - 17	11 - 15		
Financial Statements		15 - 19	15 - 19		17 - 21	21 - 25		02 - 06	06 - 10		01 - 05	06 - 10
HR Management and Labour Relations			23 - 26	19 - 23		14 - 18	12 - 16		06 - 10	04 - 08		
Income Tax Returns		08 - 12	08 - 12		03 - 07	07 - 11		10 - 13	13 - 17		29 - 3 Dec	06 - 10
Management			15 - 19	12 - 16		28 - 2 Jul	19 - 23		13 - 17	11 - 15		
Management Accounting Control Systems			29 - 2 Apr	26 - 30		21 - 25	26 - 30		20 - 23	25 - 29		
Marketing Management and Public Relations		15 - 19	15 - 19		24 - 28	28 - 2 Jul		10 - 13	13 - 17		29 - 3 Dec	06 - 10
Office and Legal Practice			29 - 2 Apr	26 - 30		21 - 25	26 - 30		27 - 1 Oct	18 - 22		
Payroll and Monthly SARS Returns		15 - 19	15 - 19		31 - 4 Jun	28 - 2 Jul		16 - 20	20 - 23		08 - 12	06 - 10
Public Accounting Administration			29 - 2 Apr	26 - 30		07 - 11	05 - 09		06 - 10	04 - 08		
Technical Public Accounting			23 - 26	19 - 23		14 - 18	12 - 16		13 - 17	11 - 15		

BAS3 Training Dates 2021

	Outcome 1: The Business Environment	Outcome 2: Business Communication	Outcome 3: Business Reception	Outcome 4: Business Writing Skills	Outcome 5: Numeracy Skills	Outcome 6: Financial Administration	Outcome 7: PC Skills	Outcome 8: Teamwork Skills	Outcome 9: Meeting Administration	Outcome 10: Business Administration	Outcome 11: Business Research
Jan-21	18 - 22					11 - 15					25 - 29
Feb-21		08 - 12		08 - 12				01 - 05		22 - 26	
Mar-21	01 - 05		08 - 12			08 - 12	23 - 26		29 Mar - 2 Apr		01 - 05
Apr-21		12 - 16		12 - 16				26 - 30			
May-21	03 - 07		17 - 21		10 - 14		24 - 28		24 - 28		03 - 07
Jun-21		28 Jun - 2 Jul		28 Jun - 2 Jul		14 - 18		21 - 25		07 - 11	
Jul-21	05 - 09		12 - 16		26 - 30		12 - 16		19 - 23		19 - 23
Aug-21		16 - 20		30 Aug - 3 Sep		30 Aug - 3 Sep		10 - 13		02 - 06	
Sep-21	06 - 10		27 Sep - 1 Oct		13 - 17		27 Sep - 1 Oct		13 - 17		06 - 10
Oct-21		25 - 29		25 - 29		18 - 22		04 - 08		11 - 15	
Nov-21	22 - 26		01 - 05		15 - 19		22 - 26		01 - 05		08 - 12
Dec-21		6 - 10		6 - 10		6 - 10		6 - 10		6 - 10	

BAS4 Training Dates 2021

	Outcome 1: Work and Career Orientation	Outcome 2: Business Communication	Outcome 3: Second Language Communication	Outcome 4: Maths Literacy	Outcome 5: Administration	Outcome 6: Finance for Office Administration	Outcome 7: Customer Care
Jan-21	11 - 15				25 - 29		
Feb-21		8 - 12		22 - 26		1 - 5	
Mar-21			8 - 12				01 - 05
Apr-21		19 - 23		12 - 16		26 - 30	
May-21	24 - 28				10 - 14		
Jun-21		7 - 11		21 - 25		14 - 18	
Jul-21			26 - 30				12 - 16
Aug-21	2 - 6				23 - 27		
Sep-21		13 - 17		6 - 10		20 - 23	
Oct-21			11 - 15				18 - 22
Nov-21		1 - 5		8 - 12		22 - 26	
Dec-21	29 Nov - 3 Dec				6 - 10		

PM Training Dates 2021

	Outcome 1: Introduction to Project Management	Outcome 2: Project initiation; Planning and Implementation	Outcome 3: Project Monitoring and Control	Outcome 4: Project Support	Outcome 5: Oral Communication	Outcome 6: Written Communication	Outcome 7: Project Mathematics	Outcome 8: Project Teamwork
Jan-21	25 - 29		18 - 22		18 - 22		25 - 29	
Feb-21		22 - 26		15 - 19		22 - 26		15 - 19
Mar-21	23 - 26		29 - 2 April		23 - 26		29 - 2 April	
Apr-21		19 - 23		26 - 30		19 - 23		26 - 30
May-21	24 - 28		17 - 21		24 - 28		17 - 21	
Jun-21		28 - 2 July		21 - 25		28 - 2 Jul		21 - 25
Jul-21	19 - 23		26 - 30		19 - 23		26 - 30	
Aug-21		30 Aug - 3 Sep		23 - 27		16 - 20		23 - 27
Sep-21	27 - 1 Oct		20 - 23		27 - 1 Oct		20 - 23	
Oct-21		25 - 29		18 - 22		25 - 29		18 - 22
Nov-21	29 Nov - 3 Oct		22 - 26		29 Nov - 3 Dec		22 - 26	
Dec-21		6 - 7		6 - 7		6 - 7		6 - 7

CCS Training Dates 2021

	Outcome 1: Orientation to Contact Centres	Outcome 2: Occupational Learning	Outcome 3 Numeracy Skills	Outcome 4: Service Excellence	Outcome 5: Problem-Solving Skills	Outcome 6: Business Writing Skills	Outcome 7: Inbound Contact Centre Skills	Outcome 8: Outbound Contact Centre Skills
Jan-21								
Feb-21	01 - 05		01 - 05		08 - 12		08 - 12	
Mar-21		01 - 05		08 - 12		01 - 05		08 - 12
Apr-21	06 - 09		06 - 09		12 - 16		12 - 16	
May-21		10 - 14		03 - 07		03 - 07		10 - 14
Jun-21	14 - 18		07 - 11		07 - 11		14 - 18	
Jul-21		12 - 16		05 - 09		05 - 09		12 - 16
Aug-21	10 - 13		10 - 13		02 - 06		02 - 06	
Sep-21		06 - 10		13 - 17		13 - 17		06 - 10
Oct-21	04 - 08		04 - 08		11 - 15		11 - 15	
Nov-21		01 - 05		01 - 05		08 - 12		08 - 12
Dec-21								

GM Training Dates 2021

	Outcome 1: The role of the manager	Outcome 2: Occupational learning and second language communication	Outcome 3: Written communication	Outcome 4: Problem solving	Outcome 5: Leading and motivating a team	Outcome 6: The code of conduct and customer service standards	Outcome 7: Time management	Outcome 8: Performance management	Outcome 9: Budgeting
Jan-21									
Feb-21	22 - 26		22 - 26		15 - 19		15 - 19		22 - 26
Mar-21		29 - 2 Apr		29 - 2 Apr		29 - 2 Apr		19 - 23	
Apr-21	26 - 30		26 - 30		19 - 23		19 - 23		26 - 30
May-21		24 - 28		31 - 4 Jun		24 - 28		31 - 4 Jun	
Jun-21	21 - 25		21 - 25		28 - 2 Jul		28 - 2 Jul		21 - 25
Jul-21		19 - 23		19 - 23		26 - 30		26 - 30	
Aug-21	30 - 3 Sep		30 - 3 Sep		23 - 27		30 - 3 Sep		23 - 27
Sep-21		27 - 1 Oct		20 - 23		20 - 23		27 - 1 Oct	
Oct-21	18 - 22		18 - 22		25 - 29		18 - 22		25 - 29
Nov-21		22 - 26		22 - 26		29 - 3 Dec		29 - 3 Dec	
Dec-21	6 - 10		6 - 10		6 - 10		6 - 10		6 - 10