

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 | 15 to 16 | 17 to 19 | | 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 | |