

# Infinity Campus

## NO LIMITS

Corporate training and development | Developing talent and managing the next generation of creators and leaders | Accredited professional qualifications for a better future |

- Advanced Monitoring and Evaluation
  Advanced Project Management
  Best Practice in Quality Management
  Business Report Writing
  End-user computing
  Conflict Resolution
- Customer Service Excellence
  Diversity Management
  Finance
  Negotiation Skills
- Occupation Health & Safety
  Project Management
  Reading & Understanding
- Research Skills
  Risk Management
  Team Building
  Time Management
  Work in a Team

### TRAINING LOCATION

- Limpopo
  Mpumalanga
  Western Cape
  North West
  Free State
  Gauteng
- Eastern Cape
  KwaZulu Natal
  Northern Cape

**PERSONAL DETAILS**

Application Date

Title: Mr  Mrs  Ms  Other

Name (s)

Surname

Date of Birth         Gender: Male  Female  Age

Nationality

ID Number

Race Black  Coloured  Indian  White  Other

Physical Address

Telephone Number

Email Address

Do you have any special requirements for physical disability?

Do you have Grade 12 or equivalent?    When was it obtained?

## Business Communication and Development Skills

Business Writing	ID	Unit Standard	Credits	NQF	Duration
Effective Business writing	119465	Write/present/sign texts for a range of communicative contexts	5	3	2 Days
Solve a problem	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6	3	2 Days
Business letter and Email writing	12153	Use the writing process to compose texts required in the business environment	5	4	2 Days
Write a proposal	119459	Write/present/sign for a wide range of contexts	5	4	2 Days
Writing skills for English 2 <sup>nd</sup> language	115792	Access, process, adapt and use data from a wide range of texts	5	5	2 Days
Write a variety of documents	115790	Write and present for a wide range of purposes, audiences and contexts	5	5	2 Days
Write a script	243971	Write scripts for an audio and/or visual medium	15	5	4 - 6 weeks
Presentation skills	119472	Accommodate audience and context needs in oral/signed communication	5	3	2 Days
Read and write	115791	Use language and communication strategies for vocational and occupational learning	5	5	2 Days
Effective Interpersonal Communication Skills	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	5	5	2 Days
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4	2 Days

## Constructive Conflict Resolution Skills - Human Resources Skills

Conflict Resolution	ID	Unit Standard	Credits	NQF	Duration
Conflict Resolution for Managers	114226	Interpret and manage conflicts within the workplace	8	5	2 Days
Diversity Management	15226	Implement systems to meet the flow of information in a team, department or division	3	5	2 Days
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4	2 Days

## Customer Care / Sales and Marketing

Customer Service Administration	ID	Unit Standard	Credits	NQF	Duration
Customer Service Excellence	246740	Care for customers	3	4	2 Days
Liaise with a range of customers	252218	Liaise with a range of customers of a business	4	4	2 Days
Manage service providers	109999	Manage service providers in a selected organisation	5	4	2 Days
Presentation skills	119472	Accommodate audience and context needs in oral/signed communication	5	3	2 Days
Read and write	115791	Use language and communication strategies for vocational and occupational learning	5	5	2 Days
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4	2 Days
Effective Business writing	119465	Write/present/sign texts for a range of communicative contexts	5	3	2 Days
Solve a problem	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6	3	2 Days
Business letter and Email writing	12153	Use the writing process to compose texts required in the business environment	5	4	2 Days
Writing skills for English 2 <sup>nd</sup> language	115792	Access, process, adapt and use data from a wide range of texts	5	5	2 Days
Write a variety of documents	115790	Write and present for a wide range of purposes, audiences and contexts	5	5	2 Days

## Effective Leadership Skills

Team Building	ID	Unit Standard	Credits	NQF	Duration
Build high performance teams	15237	Build teams to meet set goals and objectives	3	5	1 Day
Presentation skills	119472	Accommodate audience and context needs in oral/signed communication	5	3	2 Days
Read and write	115791	Use language and communication strategies for vocational and occupational	5	5	2 Days

		learning			
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4	2 Days

#### Finance and Bookkeeping

Finance	ID	Unit Standard	Credits	NQF	Duration
Stock Management	13945	Describe and apply the management of stock and fixed assets in a business unit	2	4	1 Day
Recording Financial Transactions	114736	Record business financial transactions	5	4	2 Days
Handling Petty Cash	114736	Record business financial transactions	5	4	2 Days
Budget and Cost Management	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	6	4	2 Days
Cost & management Accounting	12996	Record, analyse and prepare cost information	10	5	4 Days

#### Health and Safety Skills

Health and Safety Management	ID	Unit Standard	Credits	NQF	Duration
Occupational health and safety in the workplace	120366	Demonstrate understanding of the implementation of occupational health, safety and environmental legislation in the work place	9	4	3 Days
Implementing an occupational health and safety system	115056	Manage the health and safety of the production environment	6	5	2 Days

#### Management Skills - Performance

Advanced Monitoring/Evaluation	ID	Unit Standard	Credits	NQF	Duration
Advanced Monitoring/Evaluation	252024	Evaluate current practices against best practice	4	5	2 Days
Advanced Project Management	252024	Evaluate current practices against best practice	4	5	2 Days
Best Practice in Quality Management	252024	Evaluate current practices against best practice	4	5	2 Days
Interpret information	119466	Interpret a variety of literary texts	5	3	2 Days
Business Writing	119469	Read/view, analyse and respond to a variety of texts	5	4	2 Days

#### Personal Development

Finance	ID	Unit Standard	Credits	NQF	Duration
Fundamentals of Finance / Monitor Finances	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.	6	4	2 Days
Work in a Team	120379	Work as a project team member	8	4	2 Days
Effective Time Management & Productivity	15234	Apply efficient time management to the work of a department/division/section	4	5	2 Days
Customer Service Excellence	246740	Care for customers	3	4	2 Days
Liaise with a range of customers	252218	Liaise with a range of customers of a business	4	4	2 Days
Read and write	115791	Use language and communication strategies for vocational and occupational learning	5	5	2 Days
Presentation skills	119472	Accommodate audience and context needs in oral/signed communication	5	3	2 Days
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4	2 Days
Writing skills for English 2 <sup>nd</sup> language	115792	Access, process, adapt and use data from a wide range of texts	5	5	2 Days
Effective Business writing	119465	Write/present/sign texts for a range of communicative contexts	5	3	2 Days
Business letter and Email writing	12153	Use the writing process to compose texts required in the business environment	5	4	2 Days
Write a variety of documents	115790	Write and present for a wide range of purposes, audiences and contexts	5	5	2 Days
Solve a problem	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6	3	2 Days

#### Problem solving Skills

Problem solving	ID	Unit Standard	Credits	NQF	Duration
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Solve a problem	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	6	3	2 Days
Negotiation Skills	13948	Negotiate an agreement or deal in an authentic work situation	5	4	2 Days
Presentation skills	119472	Accommodate audience and context needs in oral/signed communication	5	3	2 Days
Read and write	115791	Use language and communication strategies for vocational and occupational learning	5	5	2 Days

#### Project Management

Team Building	ID	Unit Standard	Credits	NQF	Duration
Production Resources	252195	Identify expertise and resources	3	4	
Plan a meeting or workshop	120382	Plan, organise and support project meetings and workshops	4	4	2 Days
Monitor a Project Schedule	120387	Monitor, evaluate and communicate simple project schedules	4	4	2 Days
Analyse data	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6	4	
Develop a schedule	120384	Develop a simple schedule to facilitate effective project execution	8	4	2 Days
Manage yourself	117536	Select areas of specialisation in film, television and video production	15	4	
Supervise a Team	10147	Supervise a project team of a technical project to deliver project objectives	14	5	
Audio. Video. Editing. Production. Transmission. Drawings and plans.	12417	Measure, estimate & calculate physical quantities & explore, critique & prove geometrical relationships in 2 and 3 dimensional space in the life and workplace of adult with increasing responsibilities	4	4	

#### Research skills

Research	ID	Unit Standard	Credits	NQF	Duration
Research skills	119457	Interpret and use information from texts	5	3	2 Days
Audience research basics	115823	Gather and manage information for decision-making	5	5	2 Days

#### Risk and Compliance

Project Management	ID	Unit Standard	Credits	NQF	Duration
Manage Project Risk	114518	Contribute to the management of project risk within own field of expertise	5	4	2 Days
Risk Compliance Management	120127	Demonstrate knowledge and understanding of issues of compliance or non-activity that could result in civil or criminal liability in terms of business law	2	4	1 Day
Risk Management	120374	Contribute to the management of project risk within own field of expertise	5	4	2 Days

#### Working in Teams

Team Building	ID	Unit Standard	Credits	NQF	Duration
Build high performance teams	15237	Build teams to meet set goals and objectives	3	5	1 Day
Work in a Team	120379	Work as a project team member	8	4	2 Days
Effective Time Management & Productivity	15234	Apply efficient time management to the work of a department/division/section	4	5	2 Days

#### Certification

Upon completion, the learner will receive an Infinity Campus Certificate of Attendance.

Upon verified Competence, the learner will receive a Certificate of Competence from Infinity Campus and MICT SETA

#### Contact us

Ms Modiba | Training Manager | E: office@infinitycampus.co.za | M: 082 356 7182

#### Accreditation

MICT SETA: ACC/2015/09/0001