

CORPORATE PROFILE

Home of Leading Training institute
MTK Business and Leadership Academy (MBALA)



BUSINESS & LEADERSHIP ACADEMY



CORPORATE SOLUTIONS (PTY) LTD



ABOUT US

MTK Corporate Solutions (Pty)Ltd is a professional service company that has set itself apart from the opponents in the professional consulting arena. Established in 2000 by Dr S Hadebe , MTK Corporate Solution (Pty) Ltd set a history of superb service excellence to its client .To date the organization has established offices in most provinces within South Africa .

MTK Corporate Solutions (Pty) Ltd offers business development and financial management service to the corporate industry ,government and local municipalities as well as specialized service to the SAAE sector.

Through its service excellence the organization has gained recognition and accreditation as a service provider of choice with various organizations, including UMALUSI, ICB, PSETA, W&RSETA, ETDPSSETA , HWSETA, COMESA, IBA, IIBA, LGSETA, SERVICES SETA, BANKING SETA, National Business Trust.

We recognized a high need for specialized training and development services from which the companies training academy was founded, MBALA (MTK Business and Leadership Academy) boasts a myriad of accredited and non-accredited courses.

MBALA offers these courses and many more: Junior Management Development Program, Middle Management Development Program, Senior Management Development Program, Executive Public Management Development Program, Supply Chain Management , Leadership and Finance , Ward Committees .

MBALA also offers training, coaching and mentoring on Strategic Planning, Team Building, Change Management, Ethics Management and Anti Corruption and Diversity Management etc.

BUSINESS PROCESS MANAGEMENT SERVICES:



- Business feasibility
- Due diligence
- Business plans
- Business process Re-engineering
- Business improvement plan
- Business turnaround plan
- Joint venture agreements
- Tendering
- Bookkeeping
- Operational and procedural manuals
- Audits
- Coaching
- Dispute resolution
- Import and export
- Tax compliance
- Corporate funding
- Payroll management
- Company registration
- Diversity management
- Research
- Survey
- Human resource management
- Accounting and budgeting
- Marketing plans
- Performance Profiling

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TRAINING COURSES

ACCREDITED TRAINING COURSES

TEAM BUILDING

UNIT STANDARD TITLE

Build teams to achieve goals and objective.

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for managers in all economic sectors. These managers would typically be second level managers such as heads of department, section head or divisional heads, who may have more than one team reporting to them.

SAQA US ID	CREDITS
252037	6

NQF LEVEL	NOTIONAL HOURS
5	60

TIME MANAGEMENT

UNIT STANDARD TITLE

Apply efficient time management to the work of a department/division/section

PURPOSE OF THE UNIT STANDARD

This unit standard is designed for executives involved in leadership and the management of teams, and focuses on translating strategic intent into effective daily action. Competence against this standard will ensure that teams are effectively managed and that managers can translate strategy into action.

SAQA UNIT STANDARD ID	CREDITS
15234	4

NQF LEVEL	NOTIONAL HOURS
5	40

INTERPRET BASIC FINANCIAL STATEMENT

UNIT STANDARD TITLE

Interpret basic financial statement

PURPOSE OF THE UNIT STANDARD

Learners who achieve this unit standard are able to interpret an income expenditure statement and use information in the statement to make a financial statement

SAQA UNIT STANDARD ID	CREDITS
117156	4

NQF LEVEL	NOTIONAL HOURS
4	40

DEMONSTRATE KNOWLEDGE AND UNDERSTANDING OF ANTI-CORRUPTION ISSUES IN THE PUBLIC SECTOR

Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector

PURPOSE OF THE UNIT STANDARD

This Unit Standard is intended as a generic introduction to corruption and anti-corruption initiatives in the Public Sector. It is intended for capacity building of all employees in the Public Sector including those who perform anti-corruption duties in senior, middle and junior management positions.

SAQA UNIT STANDARD ID	CREDITS
243263	5

NQF LEVEL	NOTIONAL HOURS
4	50

DEAL WITH CUSTOMERS IN RETAIL BUSINESS

UNIT STANDARD TITLE

Deal with customers in a retail business

PURPOSE OF THE UNIT STANDARD

This unit standard is aimed at people who interact with customers at the level where they are expected to be able to solve customer complaints and answer customers queries. Persons credited with this unit standard understand and can implement customers service standards and can operate in a number of contexts some of which may be non-routine. They also demonstrate the ability to make comparisons and interpret available information

SAQA UNIT STANDARD ID	CREDITS
243806	8

NQF LEVEL	NOTIONAL HOURS
3	80

RUN A SMALL BUSINESS

UNIT STANDARD TITLE

Run a small business

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for individuals who wish to run their own business within the wholesale and retail field. Person credited with this unit standard will be able to apply basic financial management and operational functions related to store operation. In addition learners will demonstrate an understanding of the changing business market, legislation applicable to wholesale and retail, and the impact of shrinkage and losses on a business.

SAQA UNIT STANDARD ID	CREDITS
23809	12

NQF LEVEL	NOTIONAL HOURS
3	120

PERFORM DEMAND AND MANAGEMENT ACTIVITIES FOR PUBLIC SECTOR SUPPLY CHAIN MANAGEMENT

UNIT STANDARD TITLE

Perform demand and management activities for public sector supply chain management

PURPOSE OF THE UNIT STANDARD

Demand Management is the initial phase of Supply Chain Management (SCM) and sets the trend for all subsequent actions that are associated with SCM. Learners acquiring this unit standard will understand the role and importance of Demand Management within the SCM system and perform a variety of activities to ensure that organisational needs are correctly identified and that procurement takes place according to structured procurement plan.

SAQA US ID	CREDITS
377309	7

NQF LEVEL	NOTIONAL HOURS
5	70

DEVELOP ADMINISTRATION PROCEDURE IN A SELECTOR ORGANISATION

UNIT STANDARD TITLE

Develop administrative procedure in a selected organisation

PURPOSE OF THE UNIT STANDARD

This Unit standard is for all persons involved in Administration in commercial or non-commercial organisations and who have the responsibility of developing Administrative procedures to make the Administrative component of the organisation more effective and efficient and so aid the organisation to attain its mission, vision and objectives.

SAQA UNIT STANDARD ID	CREDITS
110003	8

NQF LEVEL	NOTIONAL HOURS
4	80

APPLY BASIC BUSINESS ETHICS IN A WORK ENVIRONMENT

UNIT STANDARD TITLE

Apply basic business ethics in a work environment

PURPOSE OF THE UNIT STANDARD

The unit standard provides a basic introduction to ethics in a business environment and focuses on ethics and the learners.

SAQA US ID	CREDITS
113924	2

NQF LEVEL	NOTIONAL HOURS
2	20

APPLY THE PRINCIPLES OF A GOOD CUSTOMER SERVICE TO ARCHIVE PUBLIC SECTOR OBJECTIVE

UNIT STANDARD TITLE

Apply the principles of good customer service to achieve public sector objectives

PURPOSE OF THE UNIT STANDARD

This Unit Standard is intended for public sector officials involved with service delivery functions related to communities or other stakeholders. This Unit Standard aims at the development of administration skills of South African public officials, Public Administration supervisors and other role-players which in turn leads to the development of improved service delivery to communities.

SAQA UNIT STANDARD ID	CREDITS
242901	6

NQF LEVEL	NOTIONAL HOURS
4	60

FUNDAMENTALS OF PROJECT MANAGEMENT

UNIT STANDARD TITLE

Fundamentals of project management

PURPOSE OF THE UNIT STANDARD

The person credited with this unit standard is able to begin operating in a project environment by understanding the terminology used and interpreting and explaining fundamental concepts of project management. This standard will also add value to learners who are running their own business and recognize that project management forms an integral component of any business.

SAQA UNIT STANDARD ID	CREDITS
120372	5

NQF LEVEL	NOTIONAL HOURS
4	50

APPLY PRINCIPLES, REGULATION AND LEGISLATION UNDERLYING SUPPLY CHAIN MANAGEMENT IN THE PUBLIC SECTOR

UNIT STANDARD TITLE

Apply principles, regulations and legislation underlying supply chain management in the public sector

PURPOSE OF THE UNIT STANDARD

Learners working towards this standard will be working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to one's job. This standard will also add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.

SAQA UNIT STANDARD ID	CREDITS
119345	15

NQF LEVEL	NOTIONAL HOURS
5	150

TRAINING COURSES

ACCREDITED TRAINING COURSES

MANAGE FINANCE FOR A NEW VENTURE UNIT STANDARD TITLE

Manage finance for a new venture

PURPOSE OF THE UNIT STANDARD

Learners working towards this standard will be learning towards the full qualification, or will be working within a SMME (Small, Medium, Micro Enterprise) environment, specialising in New Venture Ownership and Management, where the acquisition of competence against this standard will add value to their job. This standard will also add value to entrepreneurs who are seeking to develop their entrepreneurial skills so that they can become more marketable for bigger contracts, including commercial and public sector contracts, for example the Department of Public Works programmes.

SAQA US ID 119674	CREDITS 10
NQF LEVEL 2	NOTIONAL HOURS 100

MOTIVATE AND BUILD A TEAM UNIT STANDARD TITLE

Motivate and build a team

PURPOSE OF THE UNIT STANDARD

This Unit Standard introduces the junior manager to the concept of motivation. This Unit Standard is intended for junior managers of organisations.

SAQA UNIT STANDARD ID 242819	CREDITS 10
NQF LEVEL 4	NOTIONAL HOURS 100

ADMINISTER DAY-END CASHING UP PROCEDURE IN A WHOLESALE AND RETAIL ENVIRONMENT UNIT STANDARD TITLE

Administer day-end cashing up procedures

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who are responsible for balancing POS taking and reconciling takings. Persons credited with this unit standards operate in a number of context some of which may be non-routine. They also demonstrate the ability to make comparisons and interpret available information

SAQA UNIT STANDARD ID 114905	CREDITS 8
NQF LEVEL 3	NOTIONAL HOURS 80

REPLENISH STOCK IN A RETAIL BUSINESS UNIT STANDARD TITLE

Replenish stock in a retail business

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who determine the replenishment requirements relating to stock in a retail business. Persons credited with this unit standard will be able to operate in a number of contexts and will demonstrate the ability to make comparisons and interpret available information.

SAQA UNIT STANDARD ID 243804	CREDITS 12
NQF LEVEL 3	NOTIONAL HOURS 120

BOTTOM LINE WHOLESALE RETAIL UNIT

UNIT STANDARD TITLE

Explain the factors that impact on the bottom line of a Wholesale and Retail unit

PURPOSE OF THE UNIT STANDARD

The qualifying learner will be capable of understanding the factors that impact on the bottom line of a Wholesale and Retail (W&R) business. This underpinning knowledge will direct the learner to their role as it relates to the unit achieving its objectives and will form the basis for practice in operations.

SAQA UNIT STANDARD ID 258155	CREDITS 10
NQF LEVEL 3	NOTIONAL HOURS 100

SUPERVISE CUSTOMERS SERVICE STANDARDS UNIT STANDARD TITLE

Supervise customer service standards

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who supervise service standards in wholesale and retail stores. Persons credited with this standard can select from a wide choice of procedures ranging from standard to non-standard. They are responsible for the achievement of group output. Persons credited with this unit standard will be able to identify areas of service impact, analyse existing service standards and compare them to organisational service requirements. They will also be able to draw up and implement action plans to improve service standards..

SAQA UNIT STANDARD ID 118028	CREDITS 8
NQF LEVEL 4	NOTIONAL HOURS 80

EFFECTIVE NEGOTIATION SKILLS FOR BUYERS UNIT STANDARD TITLE

Effective negotiation skills for buyers

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who work in the buying/planning function of an organisation. They are responsible for setting the selling prices of stock for re-sale. Their negotiation could be for any reason such as price/deal negotiation, delivery, payment terms, designs etc.

SAQA US ID 252267	CREDITS 12
NQF LEVEL 5	NOTIONAL HOURS 120

MANAGE ASSETS OF A BUSINESS UNIT

UNIT STANDARD TITLE

Manage assets of a business unit

PURPOSE OF THE UNIT STANDARD

This unit standard deals with the management of the assets in a business unit.

SAQA UNIT STANDARD ID 243265	CREDITS 12
NQF LEVEL 5	NOTIONAL HOURS 120

RECORD TRANSACTION

UNIT STANDARD TITLE

Record transactions

PURPOSE OF THE UNIT STANDARD

This unit standard is intended for people who are responsible for recording transactions involving goods and services in the wholesale and retail sector. Persons credited with this standard function under general supervision and carry out established and familiar procedures in familiar environments.

SAQA US ID 114889	CREDITS 8
NQF LEVEL 2	NOTIONAL HOURS 80

BUILD CUSTOMER RELATION IN AN OPERATIONAL ENVIRONMENT UNIT STANDARD TITLE

Build customer relations in an operational unit

PURPOSE OF THE UNIT STANDARD

This unit standard is aimed at people who interact with customers at the level where they are expected to be able to answer the majority of customer queries and resolve customer complaints.

SAQA UNIT STANDARD ID 258156	CREDITS 10
NQF LEVEL 3	NOTIONAL HOURS 100



TRAINING COURSES

FULL TIME QUALIFICATIONS

OCCUPATIONALLY DIRECTED EDUCATION TRAINING AND DEVELOPMENT PRACTICES

PURPOSE OF THE UNIT STANDARD

This qualification is for those who want to build on a FETC in any field to enter the field of ODET as a potential career, and have little or no previous exposure to ETD. The qualification will also be valuable for those who may have been practicing within the field, but without formal recognition.

SAQA UNIT STANDARD ID	CREDITS
50334	120
NQF LEVEL	NOTIONAL HOURS
5	1200

NATIONAL CERTIFICATE : BOOKKEEPING

PURPOSE OF THE UNIT STANDARD

- Provide the successful learner with the knowledge, understanding, skills and experience to become a competent Bookkeeper.
- Equip the learner with a qualification that can be used as an introduction to the field of Accounting.

SAQA UNIT STANDARD ID	CREDITS
58375	3
NQF LEVEL	NOTIONAL HOURS
120	40

FET CERTIFICATE: BOOKKEEPING

PURPOSE

The purpose of this qualification is to: Provide the learner with the knowledge, understanding, skills and experience to become a Bookkeeper to Financial Statements. This will aid individual development and enhance the employment prospects of the learner, as well as social transformation through the formal acknowledgment of competencies, skills and knowledge.

SAQA US ID	CREDITS
58376	130
NQF LEVEL	NOTIONAL HOURS
4	1300

CERTIFICATE :OFFICE ADMINISTRATION

PURPOSE OF THE UNIT STANDARD

This programme provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.

SAQA UNIT STANDARD ID	CREDITS
23618	120
NQF LEVEL	NOTIONAL HOURS
5	1200

HIGHER CERTIFICATE : OFFICE ADMINISTRATION

PURPOSE OF THE UNIT STANDARD

This programme provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.

SAQA UNIT STANDARD ID	CREDITS
23619	240
NQF LEVEL	NOTIONAL HOURS
5	2400

DIPLOMA :OFFICE ADMINISTRATION

PURPOSE OF THE UNIT STANDARD

This programme provides an opportunity for the learner to acquire a range of administrative skills crucial to the successful functioning of any organisation.

SAQA UNIT STANDARD ID	CREDITS
35958	120
NQF LEVEL	NOTIONAL HOURS
6	1200

NATIONAL DIPLOMA : FINANCIAL ACCOUNTING

PURPOSE OF THE UNIT STANDARD

The purpose of this qualification is to: Provide the learner with the knowledge, understanding, skills and experience to become a Financial Accountant. This will aid individual development and enhance the employment prospects of the learner, as well as aiding social transformation through the formal acknowledgement of competencies, skills and knowledge.

SAQA UNIT STANDARD ID	CREDITS
20366	120
NQF LEVEL	NOTIONAL HOURS
6	1200

NATIONAL DIPLOMA :TECHNICAL FINANCIAL ACCOUNTING

PURPOSE OF THE UNIT STANDARD

Provide the learner with the knowledge, understanding, skills and experience to become a Financial Accountant.

SAQA UNIT STANDARD ID	CREDITS
36213	120
NQF LEVEL	NOTIONAL HOURS
5	1200

ABET COURSES

- Ancillary Health Care
- Applied Agriculture And Agricultural Technology
- Art And Culture
- Early Childhood Development
- Economic Management Sciences
- Human And Social Sciences
- Language Literacy And Communication
- Life Orientation
- Mathematical Literacy
- Mathematics And Mathematical Sciences
- Natural Science
- Small Medium And Micro Enterprise
- Travel And Tourism
- Wholesale And Retail



OTHER-ACCREDITED TRAINING COURSES

- Finance for non-financial management
- Interpretation and analysis of financial ratios
- Financial forecasting
- Management of working capital ,credits management ,cash flow management of risk and return and break even analysis
- PFMA (Public Finance Management Act)
- MFMA (Municipality Finance Management Act)
- GAAP (Generally Accepted Accounting Principles)
- Advanced Management Development Programme
- Pre-election workshop :What it means to be a local government councillor
- How to deal with structural reform
- Local government planning
- Business writing skills
- How to lead work teams
- Protocol and etiquette in local government
- Preparing and presenting submissions, tender and grant applications
- Local government occupational health and safety and customers service induction programs
- Code of conduct training for councils
- Project management in local government
- Writing ,developing and delivering service level agreements
- Making a ward committee function
- Community based training
- Community Development Workers Training

WORKSHOP COURSES

COURSE	Duration Days
Pre-election workshop: what does it mean to be a local government councillor?	1
How to deal with structural reform	1
Protocol and etiquette in local government	2
The ins and outs of service level agreements	2
How to make a ward committee function	2
Local government occupational health and safety and customer service induction programs	3

LIST OF TRAINING MATERIAL

MANAGEMENT AND LEADERSHIP

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4
252037	Build teams to achieve goals and objectives	5	6
252043	Manage a diverse work force to add value	5	6
252044	Apply the principles of knowledge management	5	6
120305	Analyze the role that emotional intelligence plays in leadership	5	8
116587	Develop, support and promote RPL practices	7	10
119672	Manage marketing and selling processes of a new venture	2	7

CHANGE MANAGEMENT

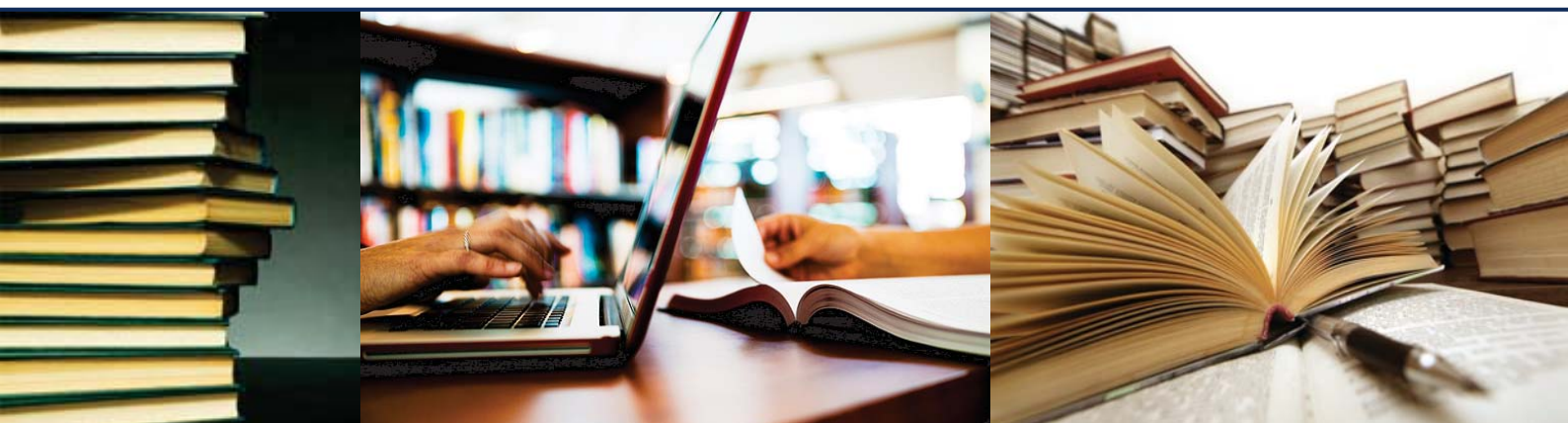
UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
252021	Apply the principles of change management in the workplace	5	8
115407	Apply the principles of change management in the workplace	5	10

GENERIC MANAGEMENT

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
116949	Establish how a value system underpins organizational transformation	5	12
13948	Negotiation an agreement or deal in an authentic work situation	4	5
252034	Monitor and evaluate team members against performance standards	5	8

STRATEGY MANAGEMENT

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
15219	Develop and implement a strategy and action plans for a team, department	5	4
243838	Use and apply matrices and graphs to organize information and solve problems	5	4



SUPERVISORS AND MANAGERS

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
242819	Motivate and Build a Team	4	10
14586	Monitor and control quality control practices in a manufacturing/ engineering environment	4	8
13952	Demonstrate basic understanding of the Primary labour legislation that impacts on a business unit	4	8
12665	Control production and resource scheduling and planning in a manufacturing environment	5	8
11473	Manage individual and team performance	4	8
11286	Institute disciplinary action	5	8
10985	Conduct a disciplinary hearing	6	5
10981	Supervise work unit to achieve work unit objectives (individuals and teams)	4	12
10631	Demonstrate an understanding of manufacturing, principles, methodologies and processes.	5	7

PROJECT MANAGEMENT

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
10043	Develop, implement and manage a project/activity plan	5	5
120372	Explain fundamentals of project management	4	5
252022	Develop, implement and evaluate a project plan	5	8
252025	Monitor, assess and manage risk	5	8
243812	Monitor and control the execution of the project management plan for a simple to moderately complex project	5	12

NATIONAL CERTIFICATE: PROJECT MANAGEMENT (ID 58395)

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
58395	National Certificate: Project Management	5	120
243811	Determine the work required to accomplish the objectives and organize the scope of a simple to moderately complex project	5	7
243813	Develop a project cost management plan for a simple to moderately complex project	5	12
243824	Develop an integrated Project Management plan for a simple to moderately complex project	5	8
243820	Develop an optimized work and resource schedule for a simple to complex project	5	12
243980	Manage risks on a simple to moderately complex project	5	6
243815	Manage stakeholder relations on a project	2	12
243812	Monitor and control the execution of the project management plan for a simple to moderate complex project	5	12
115823	Gather and manage information for decision-making	5	5
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5	5
115790	Write and present for a wide range of purposes, audiences and contexts	5	5

NATIONAL CERTIFICATE: PROJECT MANAGEMENT (ID 58395)

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
243814	Establish a project or project phase and its processes for a simple to moderately complex project	5	14
119350	Apply accounting principles and procedures in the preparation of reports and decision making	5	15
15224	Empower team members through recognizing strengths, encouraging participation in decision making and delegating task	5	4
243819	Coordinate the closure of a simple to moderately complex project	5	8

CUSTOMER RELATIONS MANAGEMENT

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
10066	Establish customer needs and relationships	5	16
252027	Devise and apply strategies to establish and maintain workplace relationships	5	6

ADMINISTRATION AND BUSINESS COMMUNICATION

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
12153	Use the writing process to compose texts required in the business environment	4	5
8662	Analyze and communicate workplace data	5	5
8647	Apply workplace communication skills	5	10
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8975	Read Analyze and respond to a variety of texts	4	5
8976	Write for a wide range of contexts	4	5

COMPUTER SKILLS

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
116932	Operate a personal computer system	1	3
117927	Use a Graphical User Interface(GUI)-based database application to solve a given problem	4	6
9357	Develop and use keyboard skills to enter text	1	4
116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet (INTERNET)	2	4
116938	Use a User Interface (GUI)-based word processor to create and edit documents (WORD 2007)	1	4

LABOUR RELATIONS PRACTICE

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
10377	Demonstrate knowledge and insight into the compensation for occupational Injury and Disease Act 130 of 1993(COIDA)	4	2
114272	Analyze complaints and reports relating to referred disputes and select appropriate resolution process	5	10
114229	Conduct a pre-conciliation by telephone in terms of the CCMA rule	5	8
8648	Demonstrate an understanding of professional values and ethics	5	4
114228	Demonstrate and apply an understanding of bargaining council rules	5	3
114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8
114224	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	5	3
114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils	5	6
15226	Implement systems to meet the flow of information in a team, department or division	5	3
114307	Interpret and apply collective agreements	5	6
114226	Interpret and manage conflicts within the workplace	5	8
114230	Operate the case management conflicts within the workplace	5	10
10054	Identify and manage areas of customer service impact	5	6

HUMAN RESOURCES

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	5	12
114226	Interpret and manage conflicts within the workplace	5	8
114273	Demonstrate and apply an understanding of the Labour Relations Act with respect to Collective Agreements and Bargaining Councils.	5	6
114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act(Act 75 of 1997)	5	8

GORVENMENT PROGRAMMES

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
12353	Facilitate participatory community development processes	4	12
243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	4	5
120476	Adhere to professional conduct and organizational ethics	5	4
117705	Demonstrate knowledge of the firearm Control Act 2000 (Act No 60 of 2000) applicable to possessing a firearm	3	3
256519	Demonstrate an understanding of the legislative framework for road traffic law enforcement	4	10
256523	Apply knowledge of legislation regarding dangerous goods and substances conveyed by road	4	4

GORVENMENT PROGRAMMES

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
256527	Apply knowledge of road traffic legislation pertaining to traffic officers, road users and vehicles.	4	14
256525	Apply knowledge of the National Land Transportation Transition Act	4	3
256520	Control traffic	4	11
13948	Negotiate an agreement or deal in an authentic work situation	4	5
120372	Explain fundamentals of project management	4	5
120387	Monitor, evaluate and communicate simple project schedules	4	4
120307	Apply South African legislation and policy affecting public administration	5	10
258041	Manage the float in a gaming environment	3	4
8555	Contribute to information distribution regarding HIV/AIDS in the workplace	4	4
243954	Understand the need for cultural awareness in dealing with customers and colleagues	4	4
119676	Apply the skills of customer care in a specific work environment (Library focused)	4	4
119467 & 119471 & 119472	Use Language and Communicate in Occupational Learning Programmes Accommodate Audiences and Context Needs in Oral/Signed Communication	3 & 4	15
119457 & 119467	Respond to a variety of texts	3 & 4	10
119459	Write present Sign for a wide range of contexts	4	5
119462	Engage In sustained oral/signed communication and evaluate spoken/signed texts	4	5
13937	Monitor and control office supplies	3	2
13931	monitor and control the maintenance of office equipment	3	4
13930	Monitor and control the receiving of satisfaction of visitors	3	4
13929	Co-ordinate meetings, minor events and travel arrangements	3	3
120385	Project tools and techniques	4	7
120331	Demonstrate knowledge pertaining to fires in working places	3	3
120335	Conduct an investigation into workplace incidents	3	5
117871	Facilitate learning using a variety of given methodologies	5	10
117877 & 114215	Perform one-to-one training on the job & Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	3 4	4 3
115753	Conduct outcomes-based assessment	5	15
123259	Convey dangerous goods by road	3	4
116341	Conduct performance management to a South African municipal environment	6	12
242901	Apply the principles of good customer service to achieve public sector objectives	4	6
243264	Customize an anti-corruption strategy at operational level for a Public Sector Department	5	5
119177	Identify and explain governance issues within a client organization	5	4

OCCUPATIONAL, HEALTH AND SAFETY

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
263205	Inspect access scaffolding	4	6
259617	Conduct an investigation into workplace safety, health and environmental incidents	2	3
259604	Verify compliance to safety, health and environmental requirements in the workplace	2	4
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	3	3
120362	Monitor, report and make recommendation pertaining to specified requirements in terms of working at heights	3	4
242668	Demonstrate knowledge and application of the Occupational Health and Safety Act, 85 of 1993 (OHS) as amended and the responsibilities of management in terms of Act.	4	4
259619	Conduct workplace Occupational Health and Safety(OHS) inspections	2	3

FIRST AID

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
119567	Perform basic life support and first aid procedures	1	5
120496	Provide risk-based primary emergency care/first aid in the workplace	2	5
376480	Provide first aid as an advanced first responder	3	8

FIRE FIGHTING

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
252250	Apply firefighting techniques	1	3
12484	Perform basic fire fighting	2	4

RISK AND HAZARDS

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
114970	Manage risk in own life	3	3
259624	Control workplace hazards and risks	2	4
260837	Move and store a hazardous load	3	8
115093	Control workplace hazardous substance	3	4
259597	Explain emergency preparedness and response procedure	2	3

FREIGHT, EXHIBITION AND EXHIBITIONS STANDS

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
252386	Carry out routine freight forwarding processes and procedures	2	12
258117	Manage a Real Estate franchise business	5	12
117837	Assemble, install and dismantle exhibition stands	3	5

TRANSPORT, LIFTING EQUIPMENT AND OTHERS

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
243276	Manage the transportation of mobile elevated work platforms (MEWP)	4	7
123260	Operate tailgates and tail-lifts	3	2
242974	Operate counter-balanced lift truck	3	7
242981	Operate defined purpose lift trucks	2	4
242972	Operate advanced defined purpose lift truck	3	7
264338	Shunt rail vehicles	3	18
256195	Operate a diesel locomotive	3	16
243021	Shift loads using lifting equipment	2	4
260762	Operate rough terrain/earthmoving/ agricultural equipment	3	11
116235	Operate a pendant controlled overhead crane	2	5
243272	Operate a Mobile Elevating Work Platform (MEWP)	2	10
116253	Operate a truck mounted loader crane	2	20
262804	Operate a tractor	2	8
116255	Operate a tower crane	2	20
260781	Operate a telescopic boom handler	3	10
260797	Operate a side loader lift truck	3	8
116254	Operate a mobile crane	2	20
242982	Operate heavy crane	3	14
253638	Sling and communicate crane operations	2	4
116231	Operate a cab controlled overhead crane	2	8
260778	Demonstrate knowledge of the regulatory framework for lifting machines	3	8
260779	Describe different categories of lifting machines	3	8
13661	Participate actively in a local environmental action project	4	8
13660	Work with other to implement an environmental learning programme	4	3
13659	Work under supervision to prepare an environmental learning programme	4	4
261664	Erect, use and dismantle access equipment for construction work	3	6
263244	Assist to erect an access scaffold tower on level ground to 2m high to platform	2	3
263247	Assist to erect, use and dismantle access scaffolding	3	4

CONSTRUCTION EQUIPMENT

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
262744	Operate an excavator	2	15
262745	Operate an articulated dump truck	2	10
262729	Operate a tracked dozer	2	15
262712	Operate a skid steer loader	3	8
262805	Operate a roller	2	5
262731	Operate a rigid body dump truck	2	10
262735	Operate a grader	2	15
262747	Operate a front end loader	2	12
262727	Operate a backhoe/loader	2	15

HEAVY EQUIPMENT MINING

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
256997	Break rock using a hydraulic rock breaker	2	13

NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS: QUALIFICATION

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
58206	Wholesale and Retail operations	2	120

NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS: QUALIFICATION

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
117887	Complete basic business calculations	2	5
114895	Define the core concepts of the wholesale and retail environment	2	10
114903	Interact with customer	2	8
119463	Access and use information from texts	2	5
9009	Apply basic knowledge of statistics and probability to influence the use of data and procedures in order to investigate life related problems	2	3
7480	Demonstrate understanding of rational numbers and number systems	2	3
9008	Identify, describe, compare, classify, explore shape and motion in 2-and 3dimensional shapes in different contexts	2	3
7469	Use mathematics to investigate and monitor the financial aspects of personal and community life	2	2
9007	Work with a range of patterns and functions and solve problems	2	5
7469	Write/present for a defined context	2	5
119456	Count stock for a stock-take	2	5
114893	Pack customer purchases at point of sales	2	3

NATIONAL CERTIFICATE: WHOLESALE AND RETAIL OPERATIONS: QUALIFICATION

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
114889	Record transactions	2	8
243676	Source and collect products for resale	2	12

FURTHER EDUCATION AND TRAINING CERTIFICATE: GENERIC MANAGEMENT (ID 57712)

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
242824	Apply leadership concepts in a work context	4	12
242815	Apply the organisation's code of conduct in a work environment	4	5
242816	Conduct a structure meeting	4	5
242822	Employ a systematic approach to achieving objectives	4	10
242821	Identify responsibilities of team leader in ensuring that organisational standards are met	4	6
242810	Manage Expenditure against a budget	4	6
242829	Monitor the level of service to a range of customers	4	5
242819	Motivate and Built a Team	4	10
242811	Prioritise time and work for self and team	4	5
242817	Solve problems, make decisions and implement solutions	4	8
119472	Accommodate audience and context needs in oral/signed communication	3	5
119457	Interpret and use information from texts	3	5
119467	Use language and communication in occupational learning programmes	3	5
119465	Write/present/sign texts for a range of communicative contexts	3	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
119462	Engage in sustained oral/signed communicate and evaluate spoken/signed texts	4	5
119469	Read/view, analyse and respond to a variety of texts	4	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
12153	Use the writing process to compose texts required in the business environment	4	5
119459	Write/present/sign for a wide range of contexts	4	5

LEARNING PROGRAMME 74630 GENERAL MANAGEMENT

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
242812	Induct a member into a team	3	4
242820	Maintain records for a team	3	4
242814	Identify and explain the core and support functions of an organisation	3	6
11473	Manage individual and team performance	4	8

FURTHER EDUCATION AND TRAINING CERTIFICATE: LEADERSHIP DEVELOPMENT (ID 50081)

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
14534	Apply knowledge of community issues in relation to development projects	3	4
113955	Apply the Batho Pele principles to own work role and context	3	4
120394	Apply communication principles, strategies and processes in a leadership role	4	6
120391	Apply leadership skills to relationship management	4	8
120392	Apply the concept and principles of knowledge management to leadership	4	8
120393	Explain and apply legislation and policies applicable to leadership in a specific sector or context	4	10
120389	Explain and apply the concept, principles and theories of motivation in a leadership context	4	6
114585	Plan strategically to improve business performance	4	4
120311	Apply visionary leadership to develop strategy	5	10
120300	Analyse leadership and related theories in a work context	5	8
113960	Demonstrate and apply knowledge of the ethical standards in the Public Sector	4	4
120390	Develop and apply a service culture to a leadership role	4	8
120303	Apply principles of risk management	5	8
120305	Analyse the role that emotional intelligence plays in leadership	5	8
114226	Interpret and manage conflicts within the workplace	5	8
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8975	Read, analyze and respond to a variety of texts	4	5
12153	Use the writing process to compose texts required in the business environment	4	5
8976	Write for a wide range of contexts	4	5

**FURTHER EDUCATION AND TRAINING CERTIFICATE:
LEADERSHIP DEVELOPMENT (ID 50081)**

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
8968	Accommodate audience and context needs in oral communication	3	5
8972	Interpret a variety of literary texts	3	5
8969	Interpret and use Information from texts	3	5
8970	Write texts for a range of communicative contexts	3	5

**FURTHER EDUCATION AND TRAINING CERTIFICATE:
REAL ESTATE (59097)**

UNIT STANDARD NR	TITLE	NQF LEVEL	CREDITS
246734	Advise role player on Real Estate financing options	4	4
246738	Apply business principles to the Real Estate	4	8
246735	Demonstrate an understanding of the Real Estate environment	4	8
242584	Demonstrate knowledge and understanding of the Financial Advisory and Intermediary Service Act 2002(FAIS) (Act 37 of 2002) at it impacts on a specific financial services sub-sector	4	2
246733	Demonstrate knowledge and understanding of the legislation applicable to real estate practice	4	12
242593	Explain South African money laundering legislation and the implications for accountable institutions in transacting with clients	4	3
246739	Manage self-development in a Real Estate environment	4	8
246736	Market, sell and lease property	4	20
246737	Demonstrate knowledge of and apply the Real Estate Code of Conduct and ethics	4	6
119472	Accommodate audience and contexts needs in oral/signed communication	3	5
119466	Interpret a variety of literary texts	3	5
119457	Interpret and use information from texts	3	5
119465	Write/present/signs texts for a range of communicative contexts	3	5
9015	Apply knowledge of statistics an probability to critically interrogate and effectively communicate findings on life related problems	4	6
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
119469	Read and review, analyze and respond to a variety of texts	4	5
9016	Represent analyze and calculate shape and emotion in 2-and 3-dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
12153	Use the writing process to compose texts required in the business environment	4	5
119459	Write/ present / sign for a wide range of contexts	4	5
13418	Demonstrate knowledge and understanding of a mortgage bond as a form of debt security	4	6

**FURTHER EDUCATION AND TRAINING CERTIFICATE:
REAL ESTATE (59097)**

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
13420	Demonstrate knowledge and understanding of the bond registration process	4	6
110009	Manage administration records	4	4
114583	Develop, implement and evaluate a marketing strategy for a new venture	4	8
15059	Identify and co-ordinate facilities management opportunities	4	5
15089	Identify and apply property, asset and investment management principles	4	5

FINANCIAL MANAGEMENT

UNIT STANDARD NR	TITTLE	NQF LEVEL	CREDITS
377893	Use standard Chart of Accountants (SCOA) to interpret financial transactions for economic classification	5	4
377934	Classify receipts and payments in accordance with the Economic Reporting Format (ERF)	5	3
377953	Determine whether a payment is of a current or capital nature	6	4
377973	Classify, analyse and report on the economic classification using all segments of the Standard Chart of Accounts (SCOA)	6	3
377993	Allocate transactions using all segments of the Standard Chart of Accounts (SCOA)	5	5
252040	Manage the finances of a unit	5	8

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ACCREDITED BY



CONTACT US

876 Pretorius Street, MTK House, Eastwood, Pretoria, 0083

Tel: +27 12 342 9035

Fax: +27 12 342 9806

Direct Line CEO:

Tel: +27 12 342 9858

Fax: +27 12 342 3577

E-mail: admin@mtk.co.za

Web: www.mtk.co.za



BUSINESS & LEADERSHIP ACADEMY



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