

IMMACULATE TRAINING AND CONSULTING (PTY) LTD
 REG.No:2018/236443/07
 5TH FLOOR CENTENARY BUILDING
 23 BUREAU LANE
 PRETORIA
 Tel: 087 149 1168
 Cell: 076 945 8748
 Fax: 086 611 7344
 Email:info@immaculatetraining.co.za
 : register@immaculatetraining.co.za
 : talk2us@immaculatetraining.co.za
 Website: www.immaculatetraining.co.za



We Nurture & Groom Selfless Leaders as Stewards

PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY QUALIFICATIONS (Study Materials included)

DETAILS	COURSE	COURSE	COURSE
Registered NQF Qualification	National Certificate: Public Administration	FETC:Public Administration	National Certificate: Public Administration
	NQF L3	NQF L4	NQF L5
	SAQA ID:57804	SAQA ID: 57824	SAQA ID: 50060
	Total credits 157	Total credits 146	Total credits 141
Entry Requirements	Grade 11	Matric Certificate/Public Administration NQF L3	Matric Certificate/Public Administration NQF L4
Semester	Semester 1	Semester 1	Semester 1
Subjects	Basic Computer Skills	Mathematics in Public Administration	Service Delivery Management
	Office Skills	Communication in Public Administration	Manage And Lead Human Resources In The Workplace
	The Fundamentals of Public Administration	Legal Aspects of Public Finance Management	The Principles Of Knowledge Management To Public Sector Administration
	Basic Principles of the three Spheresof government of South Africa.	Principles of Management	Strategic Planning

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Semester	Semester 2	Semester 2	Semester 2
Subjects	Occupational Health Safety & Security	Managing People	South African Legislation And Policy Affecting Public Administration
	Mathematical Skills	Local Government Administration and Management	The Principles Of Risk Management To Manage Risk Situations In The Public Sector
	Communication Skills	Introduction to Public Administration	Design, Formulate Public Sector Policies And Regulations
	Customer Service Skills	Records Management	
JOB OPPORTUNITIES	Data Capturer	Financial Administrator	Supervisory Administrator
	Administrative Clerk	Human Resource Manager	Procurement and Supply Chain Manager
	Customer Relations Officer	Finance Officer	Project Supervisor/Manager
	Personal Assistant	Council Manager	
	Receptionist		
FEES PLAN			
Enrolment fee	R450	R450	R450
Student Access Card	R100	R100	R100
Initial Payment	R800	R850	R900
Monthly Instalment	R800 X 10months	R850 X 10months	R900 X 10months
Total	R9,350	R9,900	R10,450

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Payment Analysis

1. The R450 enrolment fee is non-refundable, student card: R100 & Initial payment of either R800, R850 & R900 is non -refundable.
2. The enrolment fee and the initial payment of either R800, R850 or R900 as part of the tuition fee has to be paid by a student before commencing classes.

Required Documents

- A. 2 passport photos (student)
- B. Grade 12 statement of results: Matric Results (Original & Certified Copies)/Equivalent Qualification for NQF Level 4 – Level 5
- C. Certified Copies of both student & parent identity documents
- D. Proof of residential not older than three months
- E. Fully completed Registration form & signed debt binding/commitment form.

N/B: Two reams of 500 sheets Typek paper & two exam pads are to be submitted by a student as part of the requirement for registration with the concerned training institution.

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Bank Details

Account Name: Immaculate Training and Consulting

Bank: First National Bank

Branch Code: 250845

Account No: 62795303446