



AGSA

AFRICAN GLOBAL SKILLS ACADEMY

2003 - 2026

COURSE PROSPECTUS *11 ACCREDITATIONS*

EDUCATION
TRAINING
PROJECT MANAGEMENT
CONSULTING

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Qualification Title	SAQA ID	NQF Level
National Certificate: Craft Production	COM/CrafProd/4911 9/04	5

Qualification Title	SAQA ID	NQF Level
National Certificate: Conservation General Assistant	CONS/CONSGENASS/2/0052	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Field Ranger -Law Inforcement (Armed or unarmed)	CONS/FIERANGLAW ENF/2/0049	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Field ranger -Protected Area (Armed or Unarmed)	CONS/FIERANGPROT AREA/2/0050	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Senior Field Ranger	CONS/SENFIERANG/ 2/0053	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Craft Marketing	CPR/CraMArk/48806/04	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Craft Production	CPR/CraProd/48806/ 03	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Craft Enterprise	CRE/CRAFENTER/488 09/05	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Produce Product Ranges	CRE/ProPRRan/4880 9/4	4

Qualification Title	SAQA ID	NQF Level
National Certificate: General Field Assistant	CSV/GFIAs/2/0045	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Field Ranger (Armed or Unarmed)	CSV/FIdRng/2/0043	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Customer Service Programme Level 4	CUST/ServProgr/4/0 095	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Customer Service Programme Level 5	CUST/ServProgr/5/0 09550	5

Qualification Title	SAQA ID	NQF Level
National Certificate: Event Support Assistant : OPERATIONS	EVM/EVSUPASSOP/4/0002	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Fitness Instructor	FIT/INSTRUCT/4/008 5	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Casino Cashier	GAM/CASCASH/3/00 94	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Casino Dealer	GAM/CASDEAL/3/00 93	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Assistant Chef	HSP/AssChf/2/0022	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Assistant Housekeeper	HSP/AssHkr/2/0015	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Cook - Convenience Foods	HSP/CkConF/2/0019	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Cleaner	HSP/Cleanr/2/0014	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Food Service Assistant	HSP/FdSrvA/2/0023	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Front of House - Porter	HSP/FoHPrt/2/0016	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Hospitality Reception	HSP/HOSRecep/4/00 11	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Kitchen Cleaner	HSP/KchCln/2/0021	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Laundry Assistant	HSP/LndAss/2/0013	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Front of House - Porter/ Concierge	HSP/PrtCon/2/0018	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Front of House - Receptionist	HSP/Recept/2/0017	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Room Attendant	HSP/RmAttd/2/0012	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Table Attendant	HSP/TblAtt/2/0025	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Sport Club Administration	SPO/CLUBADM/4/00 85	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Sport and Recreation Leader	SPO/SP&RECRLEAD/ 4/0086	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Generic Sports Coaching	SRF/GenCng/5/0054	5

Qualification Title	SAQA ID	NQF Level
National Certificate: Sport Recreation and Fitness Leadership and Administration	SRF/LdsAdm/4/0053	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Sport and Recreation Leaders	SRF/SrLdrs/4/0056	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Culture Site Guide L4	TG/CULTSITEGD/4/0 031	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Nature Site Guide L2	TG/NATSITEGD/2/00 40	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Nature Site Guide L4	TG/NATSITEGD/4/00 32	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Cultural Site Guide	TGD/CulSGd/2/0028	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Event Support Clerck	TRS/EvnSup/4/0010	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Event Support	TRS/EvnSup/4/0010	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Volunteer	TRS/EvnVol/4/0011	4

Qualification Title	SAQA ID	NQF Level
National Certificate: General Tourist Assistant	TRS/GenAst/4/0005	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Support Event Manager	TRS/SupEMn/4/0006	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Support Event Manager	TRS/SupEMn/4/0009	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Bar Attendant	HSP/BarAtt/2/0027	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Community Conservation Liason & Officer	CONS/COMCONSLIO FF/3/0048	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Volunteer Skills Programme	VOL/VOLSPROG/4/0 077	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Volunteer Safety Monitor	VOL/SAFMONIT/4/00 79	4



Qualification Title	SAQA ID	NQF Level
National Certificate: Accommodation Services	14110	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Professional Cookery	14111	TBA

Qualification Title	SAQA ID	NQF Level
National Certificate: Food and Beverage Services	14113	TBA

Qualification Title	SAQA ID	NQF Level
National Certificate: Tourism: Guiding	17174	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Craft Production	48806	2

Qualification Title	SAQA ID	NQF Level
FETC: Craft Enterprise	48809	4

Qualification Title	SAQA ID	NQF Level
FETC: Heritage Practice	48812	2

Qualification Title	SAQA ID	NQF Level
FETC: Generic Management	57712	4

Qualification Title	SAQA ID	NQF Level
FETC: Professional Hunting	58930	4

Qualification Title	SAQA ID	NQF Level
FETC: Gaming Supervision	59098	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Nature Conservation: Resource Guardianship	59389	2

Qualification Title	SAQA ID	NQF Level
FETC: Hospitality Reception	59790	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Nature Conservation: Natural Resource Guardianship Terrestrial	63109	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Gaming Operations	63269	3

Qualification Title	SAQA ID	NQF Level
FETC: Fitness	63669	4

Qualification Title	SAQA ID	NQF Level
FETC: Event Support	64470	4

Qualification Title	SAQA ID	NQF Level
FETC: Sport Administration	67697	4

Qualification Title	SAQA ID	NQF Level
FETC: Tourist Guiding	71549	4

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Fast Food Services</i>	14115	3

Qualification Title	SAQA ID	NQF Level
FETC: <i>Accommodation Operations and Services</i>	65831	4

Qualification Title	SAQA ID	NQF Level
FETC: <i>Hospitality Reception</i>	64469	4

Qualification Title	SAQA ID	NQF Level
FETC: <i>Arts and Culture Administration</i>	48818	4

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Natural Resource Management: Terrestrial</i>	59949	TBA

Qualification Title	SAQA ID	NQF Level
FETC: <i>Travel and Tourism</i>	67289	4

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Conservation: Species Care in Controlled Environments</i>	48433	2

Qualification Title	SAQA ID	NQF Level
FETC: <i>Lifeguarding</i>	61509	4

ServicesSETA



Qualification Title	SAQA ID	NQF Level
FETC: New Venture Creation	66249	4

Qualification Title	SAQA ID	NQF Level
FETC: Project Management	50080	4

Qualification Title	SAQA ID	NQF Level
National Certificate: General Management	59201 LP 60269	5

Qualification Title	SAQA ID	NQF Level
FETC: Business Administration Services	61595 LP 35928	4

Qualification Title	SAQA ID	NQF Level
National Certificate: New Venture Creation (SMME)	49648	2

Qualification Title	SAQA ID	NQF Level
FETC: Generic Management	57712 LP 74630	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Project Support Services	50398	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Hygiene and Cleaning	20175	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Animal Production	49048	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Fruit Packaging and Grading Process	48848	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Horticulture	66589	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Mixed Farming Systems	48971	1

Qualification Title	SAQA ID	NQF Level
National Certificate: Mixed Farming Systems	48977	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Plant Production	48975	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Plant Production	49009	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Poultry Processing	49581	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Poultry Processing	49578	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Plant Production	49010	5

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Produce a range of cakes speciality bread and meringue products in a craft baking environment"</i>	09SP000256030323/1	3

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Apply food safety practices in a food handling environment"</i>	09SP000413030121/0	1

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Food Safety Practices and Procedures</i>	09SP000295040191/0	1

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Produce muffin and dough products in a craft baking environment</i>	09SP000445040322/1	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Community House Building	24273	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Building and Civil Construction	65409	3



Qualification Title	SAQA ID	NQF Level
National Certificate: Water Reticulation Services	23475	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Electrical Engineering	48473	2

Qualification Title	SAQA ID	NQF Level
National Certificate: Water and Wastewater Reticulation Services	60155	3

Qualification Title	SAQA ID	NQF Level
FETC: Wastewater and Water Reticulation Services	60189	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Water and Wastewater Process Control	60190	3

Qualification Title	SAQA ID	NQF Level
FETC: Community Water, Health and Sanitation Facilitation	61669	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Hot Water System Installation	96404	2

Qualification Title	SAQA ID	NQF Level
Occupational Certificate: Organisational Risk Practitioner	94222	6

Qualification Title	SAQA ID	NQF Level
Occupational Certificate: Health Promotion Officer	94597	3

Qualification Title	SAQA ID	NQF Level
Occupational Certificate: Safety, Health and Quality Practitioner(Occupational Health and Safety Practitioner)	99714	5

Qualification Title	SAQA ID	NQF Level
Occupational Certificate: Office Administrator	102161	5

Qualification Title	SAQA ID	NQF Level
Occupational Certificate: Poultry Farmer	99027	5

Qualification Title	SAQA ID	NQF Level
Occupational Certificate: Community Development Practitioner	97691	5

Qualification Title	SAQA ID	NQF Level
FETC: Information Technology Systems Development	78965	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Film and Television	58394	5

Qualification Title	SAQA ID	NQF Level
FETC: Information Technology: Technical Support	78964	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Broadcast Engineering	48792	5

Qualification Title	SAQA ID	NQF Level
National Certificate: End User Computing	49077	3

Qualification Title	SAQA ID	NQF Level
National Certificate: Scriptwriting	49317	5

Qualification Title	SAQA ID	NQF Level
FETC: Telecommunication Network Operations	59057	4

Qualification Title	SAQA ID	NQF Level
National Certificate: Radio Production	62069	5

Qualification Title	SAQA ID	NQF Level
FETC: Film and Television Production Operation	61450	4

Qualification Title	SAQA ID	NQF Level
FETC: <i>Early Childhood Development</i>	58761	4

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Conservation General Occupationally Directed Education Training and Development Practises</i>	50334	5



FPM SETA		
Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Furniture Making: Wood</i>	49091	2

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Clothing, Textile, Footwear and Leather Manufacturing Processes</i>	58227	2





LGSETA		
Qualification Title	SAQA ID	NQF Level
FETC: <i>Environmental Practice</i>	50309	4

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Environmental Management</i>	66789	5

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Environmental Practice</i>	49605	3

Qualification Title	SAQA ID	NQF Level
National Certificate: <i>Environmental Practice</i>	49752	2





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SHORT COURSES PROSPECTUS

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Programme Name: Time management

US Title	US Nr	Credits	NQF Level	Duration
Apply efficient time management to the work of a department/division/section	15234	5	4	2 days
Prioritise time and work for self and team	242811	5	4	2 days

Programme Name: Team Induction

US Title	US Nr	Credits	NQF Level	Duration
Induct a member into a team	242812	4	3	2 days

Programme Name: Facilitator Course

US Title	US Nr	Credits	NQF Level	Duration
Facilitate learning using a variety of given methodologies	117871	10	5	3 days

Programme Name: Diversity in the Workplace

US Title	US Nr	Credits	NQF Level	Duration
Understand the need for cultural awareness in dealing with customers and colleagues	253954	4	4	2 days

Programme Name: Coaching

US Title	US Nr	Credits	NQF Level	Duration
Conduct on the job coaching	7818	5	5	2 days

Programme Name: Assertiveness

US Title	US Nr	Credits	NQF Level	Duration
Communicate in an assertive manner with clients and fellow workers	9506	4	4	2 days

Programme Name: Self Development

US Title	US Nr	Credits	NQF Level	Duration
Manage one's own development	7873	3	4	2 days

Programme Name: Small Business Finance

US Title	US Nr	Credits	NQF Level	Duration
Manage finances in a small business	117500	8	4	2 days
Perform financial planning and control functions for a small business	114738	6	4	2 days

Programme Name: Basic Accounting

US Title	US Nr	Credits	NQF Level	Duration
Apply knowledge of basic accounting principles to finance services	11711	8	4	2 days

Programme Name: Dealing with HIV/AIDS in the workplace

US Title	US Nr	Credits	NQF Level	Duration
Apply knowledge of HIV/AIDS to a specific business sector and a workplace	244574	3	4	2 days

Programme Name: Business Writing Skills

US Title	US Nr	Credits	NQF Level	Duration
Write/present/sign texts for a range of communicative contexts	119465	5	3	1 day

Programme Name: Performance Management

US Title	US Nr	Credits	NQF Level	Duration
Apply knowledge of self and team in order to develop a plan to enhance team performance	13912	5	3	1 day

Programme Name: Presentation Skills

US Title	US Nr	Credits	NQF Level	Duration
Accommodate audience and context needs in oral/signed communication	119472	5	3	1 day

Programme Name: Customer Care

US Title	US Nr	Credits	NQF Level	Duration
Provide Customer Service	7789	8	4	3 days

Programme Name: Dealing with customers at reception

US Title	US Nr	Credits	NQF Level	Duration
Deal with arrival				

Programme Name: Effective Communication

US Title	US Nr	Credits	NQF Level	Duration
Engage in sustained oral/signed communication and evaluate spoken/signed texts	119462	5	4	2 days

Programme Name: Team Building and Motivation

US Title	US Nr	Credits	NQF Level	Duration
Motivate and Build a Team	242819	10	4	5 days



Programme Name: Entrepreneur Skills

US Title	US Nr	Credits	NQF Level	Duration
Demonstrate entrepreneurial competence	117499	12	4	5 days

Programme Name: Ethics in the organisation

US Title	US Nr	Credits	NQF Level	Duration
Comply with organisational ethics	252217	4	4	5 days
Apply the organisation's code of conduct in a work environment	242815	5	5	

Programme Name: Change management

US Title	Level	Credits	NQF Level	Duration
Recognise areas in need of change, make recommendations and implement change in the team, department or division	5	3	15214	1 day

Programme Name: Conflict Management

US Title	US Nr	Credits	NQF Level	Duration
Use communication skills to handle and resolve conflict in the workplace	9533	3	3	1 day

Programme Name: Emotional Intelligence

US Title	US Nr	Credits	NQF Level	Duration
Behave in a professional manner in a business environment	14359	5	2	2 days

Programme Name: Management of Service Providers

US Title	US Nr	Credits	NQF Level	Duration
Manage service providers in a selected organisation	109999	8	4	3 days

Programme Name: Administration Management

US Title	US Nr	Credits	NQF Level	Duration
Develop administrative procedures in a selected organisation	110003	8	4	3 days
Manage administrative records	110009	4	4	1.5 day

Programme Name: Budget Management

US Title	US Nr	Credits	NQF Level	Duration
Manage Expenditure against a budget	242810	6	4	2 days

Programme Name: Manage Personal Finances

US Title	US Nr	Credits	NQF Level	Duration
Plan and manage personal finances	13952	8	4	3 days

Programme Name: Health, Hygiene and Safety

US Title	US Nr	Credits	NQF Level	Duration
Demonstrate an understanding of factors that contribute towards healthy leaving	13952	8	4	3 days
Contribute to the health, safety and security of the workplace	110064	2	4	1 day
Demonstrate knowledge and understanding towards occupational health and safety regulatory requirements	13963	2	2	1 day
Apply safety, health and environmental principles and procedures in a workplace	116520	2	2	1 day

Programme Name: Decision Making

US Title	US Nr	Credits	NQF Level	Duration
Apply knowledge of self in order to make a personal decision	120308	8	3	

Programme Name: Customer Relations

US Title	US Nr	Credits	NQF Level	Duration
Foster and maintain customer relations	123258	10	3	5 days

Programme Name: Negotiation Skills

US Title	US Nr	Credits	NQF Level	Duration
Negotiate an agreement or deal in an authentic work situation	13948	5	4	2 days

Programme Name: Contract Management

US Title	US Nr	Credits	NQF Level	Duration
Negotiate an agreement or deal in an authentic work situation	13948	5	4	2 days

Programme Name: Tendering and Estimation

US Title	US Nr	Credits	NQF Level	Duration
Tender to secure business for a new venture	114593	5	4	2 days

Programme Name: Costing and Pricing

US Title	US Nr	Credits	NQF Level	Duration
Apply the principles of costing and pricing to a business venture	114594	6	4	2 days



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