



MSC
CORPORATE
ACADEMY

CORPORATE PROFILE

2023



OUR STORY

MSC Corporate Academy is a division of MSC Business College (now known as MSC Education Online) and offers a full range of short courses and skills programmes to private and public enterprises. Our clients range from small businesses to large corporates and government.

MSC Corporate Academy is a fully accredited further education provider offering quality diplomas, certificates, using the latest technology. Programme offerings include Human Resources Management, Marketing, IT, Business Administration, Travel & Tourism, Accounting & Bookkeeping, Wholesale & Retail, Project Management, Public Relations and Public Finance.

Having been around for over three decades, the MSC Education Group is one of the largest names in education in South Africa. Our offerings cater to the student market as well as corporate institutions.

MSC supports the Government's skills development and youth employment initiatives.

MSC is a multi-SETA accredited training provider with sound experience in implementing, executing, and controlling. learnerships, Internships and Work Readiness Training Programmes.

In line with this, MSC Corporate Academy offers several work readiness, skills and short courses that are aimed at school leavers as well as employed learners. Qualifying companies can either apply for grant funding or claim back tax rebates and wage subsidies for training and learnership programmes undertaken by them.

**AT THE BENCHMARK OF
CORPORATE EDUCATION**

PURPOSE OF SKILLS DEVELOPMENT

The Skills Development Act of 1998 (as amended) facilitates:

- Structured Skills Development within the South African work force.
- Increased investment in education and training precipitating enhanced return on investments in those areas.
- Employer promotion of Skills Development utilising the workplace as an active learning environment.
- Inspire worker participation in learnerships and other training interventions.
- Advance employment projections by redressing previous disadvantages through training and education and development.
- Contribute to the placement of first-time work seekers.



TRAINING DELIVERY

MSC Corporate Academy, is the first of it's kind. Our model is based on the accomplishment of our recruitment, merging training and B-BBEE Advisory Companies, to provide the solutions for Training and Skills Development.

We offer a wide range of learning programs and streamline recruitment of learners, training and B-BBEE Skills Development Process from identification to Certification.

Innovation is at the very core of the MSC Corporate Academy and, as such, we do not offer a "one size fits all" approach to our clients. We customise each need in order to identify and develop talent and flair.

OUR PHILOSOPHY

At MSC Corporate Academy, we believe that equipping our learners and corporate delegates with the correct attitudes and social and behavioural skills needed; is equally as important as offering quality, accredited training programmes to ensure brighter futures for the individual as well as our corporate clients.

OUR VALUES



INTEGRITY



PROFESSIONALISM



PASSION



INNOVATION



RESPECT



HOW WE WORK WITH YOU

We work with you by assisting with:

- Conducting Skills Audits.
- Identifying individuals who are interested in training.
- Facilitating the training needs and requirements.
- Aligning training appropriately to the needs of the company and learner.
- Attaining BEE targets on skills spend and learnerships.
- Ensuring that your company is fully compliant.
- Implementing the correct initiatives to ensure B-BBEE compliance.
- Earning the maximum points on the Employment Equity and Skills Development elements of the B-BBEE scorecard.
- Ensuring that skills development is sustainable and beneficial.

ACCREDITATION AND ASSOCIATION



LEARNERSHIPS

What is a learnership?

It is a structured learning programme, which is a combination of theoretical knowledge where the learner is exposed to formal contact and simulated practical experiences together with work integrated learning in the workplace. It leads to a qualification registered on the National Qualifications Framework.

Such a qualification is designated to provide not only technical and work-specific skills, but life skills such as communication and teamwork.

Before the programme is implemented, a contract is drawn up between the employer, the learner and an accredited skills development training provider, such as MSC Corporate Academy.

How do learnerships create skilled people?

These skilled people tend to work more independently, need less supervision and possess enhanced problem solving capabilities; are motivated and strive to add value to the business; are less likely to leave a company that takes an interest and invests in their personal and professional development.



What are the benefits of learnerships to employers?

Learnerships involve a high portion of on-the-job training so productivity is not impacted as much, unlike the traditional learning methods.

Learnerships carry tax incentives and grants to make them more financially attractive. SETAS offer grants for learnerships and the government offers companies tax incentives for participation in learnerships.

SARS offers an S12H annual learnership allowance of up to R60 000 per learner who is registered as part of a learnership.

Your business can improve its competitiveness by earning additional points on the B-BBEE scorecard that are reserved for learnership training.

Learnerships are plugged into the National Qualifications Framework so that they provide access to further learning and we are nationally recognised.

LEARNERSHIP PROGRAMMES

FINANCIAL ACCOUNTING AND BOOKKEEPING

| ETQA | PROGRAMME | SAQA ID | NOF LEVEL |
|--------------|--|---------|-----------|
| FASSET (ICB) | National Certificate: Bookkeeping | 58375 | 3 |
| FASSET (ICB) | FET Certificate: Bookkeeping | 58376 | 4 |
| FASSET (ICB) | National Diploma: Technical Financial Accounting | 36213 | 5 |
| FASSET (ICB) | National Diploma: Financial Accounting | 20366 | 6 |
| FASSET (ICB) | Certificate: Office Administration | 23618 | 5 |
| FASSET (ICB) | Higher Certificate: Office Administration | 23619 | 5 |
| FASSET (ICB) | Diploma: Office Administration | 35958 | 6 |

WHOLESALE AND RETAIL

| ETQA | PROGRAMME | SAQA ID | NOF LEVEL |
|---------------------------|--|---------|-----------|
| WHOLESALE AND RETAIL SETA | National Certificate: Wholesale and Retail Operations Supervision | 49397 | 4 |
| WHOLESALE AND RETAIL SETA | National Certificate: Wholesale and Retail Operations [Visual Merchandising] | 63409 | 3 |
| WHOLESALE AND RETAIL SETA | National Certificate: Wholesale and Retail Operations [Supervision] | 63409 | 3 |

ADMINISTRATION, MANAGEMENT, PUBLIC RELATIONS AND MARKETING

| ETQA | PROGRAMME | SAQA ID | NOF LEVEL |
|---------------|--|---------|-----------|
| SERVICES SETA | National Certificate: Business Administration Services [Secretarial Support] | 23655 | 3 |
| SERVICES SETA | FET Certificate: Business Administration Services [Secretarial Support] | 35928 | 4 |
| SERVICES SETA | FET Certificate: Project Management | 50080 | 4 |
| SERVICES SETA | National Diploma: Project Management | 58309 | 5 |
| SERVICES SETA | FET Certificate: Public Relations Practice | 71729 | 4 |
| SERVICES SETA | FET Certificate: Marketing | 59276 | 4 |



PUBLIC ADMINISTRATION

| ETQA | PROGRAMME | SAQA ID | NQF LEVEL |
|----------------------------|---|---------|-----------|
| PUBLIC SECTOR SETA (PSETA) | National Certificate: Public Administration | 57804 | 3 |
| PUBLIC SECTOR SETA (PSETA) | FET Certificate: Public Administration | 57824 | 4 |
| PUBLIC SECTOR SETA (PSETA) | National Certificate: Public Administration | 50060 | 5 |

HOSPITALITY AND TOURISM

| ETQA | PROGRAMME | SAQA ID | NQF LEVEL |
|-----------|--|---------|-----------|
| CATHSSETA | FET Certificate: Hospitality Reception | 59790 | 4 |
| CATHSSETA | FET Certificate: International Tourism <small>*This programme cannot be offered as a learnership*</small> | 65859 | 4 |
| CATHSSETA | Diploma: International Tourism <small>*This programme cannot be offered as a learnership*</small> | 65860 | 6 |



HUMAN RESOURCES

| ETQA | PROGRAMME | SAQA ID | NOF LEVEL |
|-------|---|---------|-----------|
| SABPP | FET Certificate: Generic Management (Human Resource Support) <i>*This programme cannot be offered as a learnership*</i> | 93950 | 4 |
| SABPP | FET Certificate: Human Resources Management and Practices Support | 49691 | 4 |
| SABPP | National Diploma: Human Resources Management and Practices | 49692 | 5 |

INFORMATION TECHNOLOGY

| ETQA | PROGRAMME | SAQA ID | NOF LEVEL |
|-----------|--|---------|-----------|
| MICT SETA | National Certificate: Information Technology (End-user Computing) | 49077 | 3 |
| MICT SETA | FET Certificate: Information Technology (Systems Development) | 78965 | 4 |
| MICT SETA | FET Certificate: Information Technology (Technical Support) | 78964 | 4 |



SKILLS PROGRAMMES AND SHORT COURSES

SKILLS PROGRAMMES: MANAGEMENT AND ADMINISTRATION NQF CREDITS

| SKILLS PROGRAMMES: MANAGEMENT AND ADMINISTRATION | NQF | CREDITS |
|---|-----|---------|
| Advanced Project Management | 4 | 20 |
| Beating the Clock (Time Management) | 4 | 5 |
| Business Administration Skills | 4 | 38 |
| Business Writing Skills | 4 | 7 |
| Change Management | 5 | 10 |
| Conduct a Disciplinary Hearing | 5 | 13 |
| Conflict Management | 5 | 8 |
| Diversity Management | 5 | 14 |
| Effective Minute Taking | 3 | 4 |
| Elementary Project Management | 4 | 13 |
| Essentials in Report Writing | 3 | 11 |
| Essentials of Change Management | 3/4 | 10 |
| Executive Assistant Development | 4 | 9 |
| Intermediate Project Management | 4 | 14 |
| Knowledge Management | 5 | 10 |
| Office Administration Techniques | 4 | 10 |
| Performance Management | 5 | 23 |
| Productivity Improvement & OHS | 5 | 16 |
| Project Management Fundamentals | 4 | 17 |
| Project Management Skills | 5 | 53 |
| Learning Facilitation Practitioner | 5 | 47 |
| Sales Assitant (General) (Business Start-Up) (W&R SP) | 3 | 22 |
| Strategic Management | 6 | 10 |

SKILLS PROGRAMMES: MANAGEMENT AND ADMINISTRATION**NQF****CREDITS**

| | | |
|---|-----|-----|
| Supervisory Skills | 4 | 36 |
| Supply Chain Management | 5 | 15 |
| The Conduct of Meetings | 4 | 5 |
| The Modern Personal Assistant | 4 | 9 |
| Basic Numeracy Skills | N/A | N/A |
| HIV/AIDS Awareness, Management and Intervention | N/A | N/A |
| Finance for Non-Financial Managers | N/A | N/A |
| Introduction to HIV/AIDS | N/A | N/A |
| Leadership and Management | N/A | N/A |
| Leadership Skills | N/A | N/A |
| Office Management | N/A | N/A |
| Batho Pele - Service Excellence | N/A | N/A |
| Front Line Communication | N/A | N/A |
| Interpersonal Skills in the Workplace | N/A | N/A |
| Telephone Techniques | N/A | N/A |
| Record Management | N/A | N/A |
| Storekeeping and Stock control | N/A | N/A |
| Time, Stress and Conflict Management | N/A | N/A |

SKILL PROGRAMMES: SERVICE AND COMMUNICATION**NQF****CREDITS**

| | | |
|---|---|----|
| Customer Service | 4 | 14 |
| Effective Selling Skills | 5 | 5 |
| Public Speaking and Presentation Skills | 4 | 14 |
| Small Business Manager/Owner (Customer Care) (W&R SP) | 3 | 28 |



SKILL PROGRAMMES: COMPUTER SKILLS**NQF****CREDITS**

| SKILL PROGRAMMES: COMPUTER SKILLS | NQF | CREDITS |
|--|-----|---------|
| Advanced Database Skills | 4 | 5 |
| Advanced Spreadsheet Skills | 4 | 7 |
| Advanced Word Processing Skills | 3 | 7 |
| Computer Proficiency | 2 | 5 |
| Computer Essentials | 3 | 28 |
| Elementary Database Skills | 3 | 9 |
| Elementary Presentation Skills | 2 | 5 |
| Elementary Spreadsheet Skills | 2 | 10 |
| Elementary Word Processing Skills | 2 | 5 |
| Intermediate Database Skills | 4 | 10 |
| Intermediate Presentation Skills | 3 | 5 |
| Intermediate Spreadsheet Skills | 3 | 9 |
| Intermediate Word Processing Skills | 3 | 8 |
| Internet and Electronic Communications | 3 | 8 |
| Elementary Keyboard Skills | N/A | N/A |
| MS Projects for Project Managers | N/A | N/A |
| E-Office Management (MS Outlook 2010) | N/A | N/A |



WHO WE ARE



For more than a decade, BEE Online has verified thousands of South African organizations - ranging from large government entities and JSE-listed companies, to small enterprises.

As one of MSC's strategic partners, BEE Online Advisory will walk you through the entire process. We'll give you all the help, support and expert advice you need, overseeing your journey to compliance, and making sure you are fully aligned with all B-BBEE legislation in the most efficient and cost effective manner. BEE Online is one of South Africa's leading BEE verification and advisory agencies, servicing thousands of businesses and organizations from a range of economic sectors.


As experts in the field of Broad Based Black Economic Empowerment, BEE Online uses a smart, methodical approach by aligning a company's business strategy to B-BBEE requirements. Having experience in the mining sector, Social Labour Commitments are aligned to the B-BBEE scorecard to a maximum input. Having experience, knowledge and accreditation of all industries and sector scorecards, BEE Online does not just believe in empowerment, we embody it, as a Level 1, Designated Group Supplier B-BBEE service provider.


MISSION

- Provide integrated, holistic Skills Development solutions to our clients that set global standards.
- Translate Skills Development initiatives into effective solutions in order to maximise the benefits on your B-BBEE scorecards.
- Empower and up-skill South Africans to make a difference to the level of skills and employment in our country.
- Uplift communities through job creation.
- Develop skills for the South African economy.



CONTACT US

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**SPEAK TO US
ABOUT OUR PROGRAMMES
OR CUSTOMISED SOLUTIONS**