



MSC
CORPORATE
ACADEMY

COMPANY PROFILE

2024



OUR STORY

MSC Corporate Academy stands as a pivotal division within the esteemed **MSC Education Group**, formerly known as **MSC Business College**. For over three decades, we've been a trailblazer in **education in South Africa**, catering to both the student market and corporate institutions.

At **MSC Corporate Academy**, we specialize in providing top-tier **skills programs** and **short courses** to a diverse clientele, including small businesses, large corporates, and government entities. As a fully accredited further **education provider**, we leverage cutting-edge technology to offer quality **diplomas** and **certificates**.

Our comprehensive program offerings encompass key areas such as **Human Resources Management, Marketing, IT, Business Administration, Travel & Tourism, Accounting & Bookkeeping, Wholesale & Retail, Project Management, Public Relations**, and **Public Finance**. These programs are crafted to meet the evolving needs of the modern **workforce**.

As a **multi-SETA accredited training provider**, **MSC** has a robust track record in implementing and overseeing **learnerships, internships, and work readiness training programs**. **MSC Corporate Academy** takes pride in offering a range of **work readiness, skills, and short courses** tailored for both **school leavers** and **employed learners**.

In alignment with national initiatives, **MSC** actively supports the Government's **skills development** and **youth employment** endeavors. Moreover, qualifying companies engaging with **MSC Corporate Academy** can explore avenues for **grant funding** and leverage **tax rebates** and **wage subsidies**, enhancing the appeal of our training and **learnership programs**.

Elevate your **skills**, empower your **workforce**—**Skill it with MSC Corporate Academy**.

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 its kind. Our model is based on the accomplishments 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 programmes 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 client’s need in order to identify and develop talent, potential and flair.

OUR PHILOSOPHY

At MSC Corporate Academy, we believe that equipping our learners and corporate delegates with the soft skills that shape professional conduct is equally important as offering quality, accredited training programmes to ensure brighter futures for the individuals 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?

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.



What are the benefits of learnerships to employers?

- Learnerships require a substantial portion of on-the-job training which has the advantage of significantly limiting the impact of productivity in comparison to traditional learning methods.
- Companies that participate in learnerships are eligible to claim the relevant tax incentives of the S12H learnership allowance and may claim the applicable government grants available from the relevant SETAs.
- 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 are nationally recognised.

LEARNERSHIP PROGRAMMES

FINANCIAL ACCOUNTING AND BOOKEEPING

ETQA	PROGRAMME	SAQA ID	NQF 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	NQF 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 (Forecourt Supervision)	63409	3

ADMINISTRATION, MANAGEMENT, PUBLIC RELATIONS AND MARKETING

ETQA	PROGRAMME	SAQA ID	NQF 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

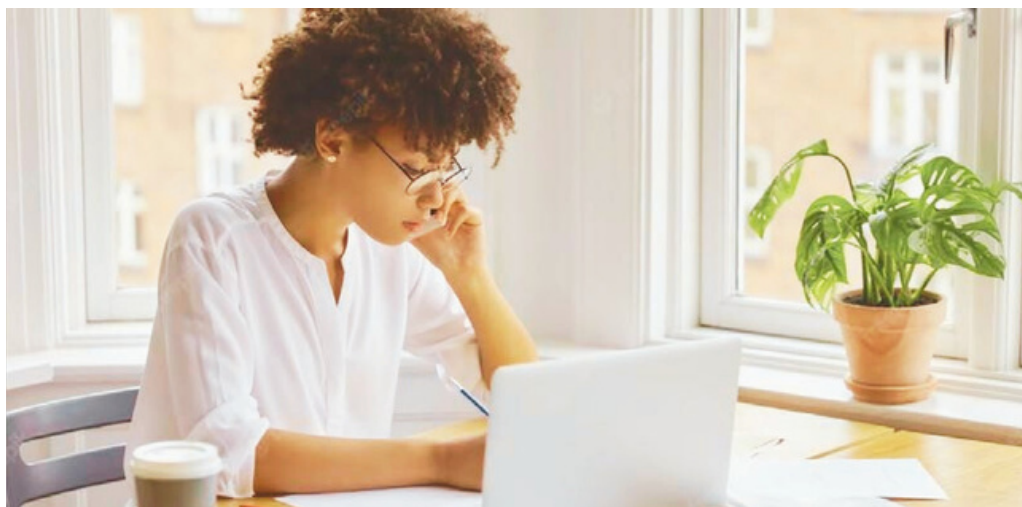


PUBLIC ADMINISTRATION

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 *This programme cannot be offered as a learnership*	65859	4
CATHSSETA	Diploma: International Tourism *This programme cannot be offered as a learnership*	65860	6



HUMAN RESOURCES

ETQA	PROGRAMME	SAQA ID	NQF LEVEL
SABPP	FET Certificate: Generic Management (Human Resource Support) *This programme cannot be offered as a learnership*	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	NQF 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 LEVEL	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 Assistant (General) (Business Start-Up) (W&R SP)	3	22
Strategic Management	6	10
Supervisory Skills	4	36
Supply Chain Management	5	15
The Conduct of Meetings	4	5
The Modern Personal Assistant	4	9

SHORT COURSES IN MANAGEMENT AND ADMINISTRATION

Basic Numeracy Skills

HIV/AIDS Awareness, Management and Intervention

Finance for Non-Financial Managers

Introduction to HIV/AIDS

Leadership and Management

Leadership Skills

Office Management

Batho Pele — Service Excellence

Front Line Communication

Interpersonal Skills in the Workplace

Telephone Techniques

Record Management

Storekeeping and Stock Control

Time, Stress and Conflict Management

*** All short courses listed are non-credit bearing. ***

** Learners will receive a Certificate of Attendance upon completion **

SKILLS PROGRAMMES: SERVICE AND COMMUNICATION

	NQF LEVEL	CREDITS
Customer Service	4	14
Effective Selling Skills	5	5
Public Speaking and Presentation Skills	4	14
Small Business Manager/owner (Customer Service) (W&R SP)	3	28



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



BEE ONLINE - WHO ARE WE?



GROUP

Verification, Advisory, Training

For more than a decade, **BEE Online** has verified thousands of South African organisations – 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 **B-BBEE Verification** and advisory agencies, servicing thousands of businesses and organisations from a range of economic sectors.

As experts in the field of **Broad-Based Black Economic Empowerment**, **BEE Online** uses a smart, methodological approach by aligning a company's strategy to B-BBEE **compliance requirements**. With experience extending from the mining sector in South Africa, social labour commitments are aligned to the **B-BBEE scorecard** to maximise input. Having experience, knowledge and accreditation of all industries and sector scorecards, **BEE Online** not only believes in empowerment but moreover exemplifies the process as a **Level 1 designated group supplier** B-BBEE service provider.

BEE ONLINE - OUR 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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JOIN OUR PROGRAMMES
OR CUSTOMISED SOLUTIONS**