



**MOTHEO TRAINING  
INSTITUTE TRUST**



# **STUDENT PROSPECTUS**

UNLEASHING POTENTIAL

OPERATING SINCE 17 MARCH 2007

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# General Information

## ACCREDITATION CREDENTIALS:

**EDUCATION, TRAINING AND DEVELOPMENT PRACTICES SECTOR EDUCATION AND TRAINING AUTHORITY (ETDP.SETA):** Accreditation No. ETDP10538

**QCTO:** 07-OCTO/SDP140423195034

**Local Government Sector Education and Training Authority (LGSETA):** Accreditation No. LGRS-Accredit-3844-230808864

**Media, Information and Communication Technologies Sector Education and Training Authority (MICTSETA):** Accreditation No. ETQA-ACT01

**Services Sector Education and Training Authority (SERVICE-SETA):** Accreditation No. 12733

## COMPANY REGISTRATION INFORMATION:

**Trust Registration No.:** IT 609/20211

**COID Registration No.:** 9900011001654

**Accreditation No.:** ETDP 10538

**PBO Registration No.:** 930036006

**CSD Registration No.:** MAAA0522308

**National Skills Fund Provider ID:** 1339

## CONTACT DETAILS:

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**Email Address:** [info@rexmotheo.co.za](mailto:info@rexmotheo.co.za)

**Website:** [www.rexmotheo.co.za](http://www.rexmotheo.co.za)

**Physical Address:** 107 Kemston Avenue, Benoni, 1507

**Facebook:** facebook.com/rexmotheo

**Twitter:** @RexMotheo

**Instagram:** @RexMotheo

**LinkedIn:** [linkedin.com/in/rexmotheo](https://www.linkedin.com/in/rexmotheo)

**Blogger:** [rexmotheo.blogspot.com/](http://rexmotheo.blogspot.com/)



# REGISTRATION PERIOD

## YEARLY REGISTRATION

### March Intake:

Registration will close at the end of February. Classes are set to commence in the first week of March.

For exact dates, please visit our website at [www.rexmotheo.co.za](http://www.rexmotheo.co.za)

### June Intake:

Registration will close at the end of June. Classes are set to commence in the first week of July.

For exact dates, please visit our website at [www.rexmotheo.co.za](http://www.rexmotheo.co.za)

# ENROLMENT

## APPLICATION PROCESS

Complete application form via our website at [www.rexmotheo.co.za](http://www.rexmotheo.co.za) OR send us an email at [info@rexmotheo.co.za](mailto:info@rexmotheo.co.za) with the name of the course you want to apply for and your highest grade passed results (e.g Matric results) and/or any relevant qualification.

## DOCUMENTS TO SUBMIT INCLUDE:

1. Certified copy of Applicants Identity Document.
2. Certified copy of Applicants Highest qualification results.
3. Proof of Residence
4. Proof of Registration (Bank slip with the Applicants name and surname as Reference)

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# MESSAGE FROM THE DIRECTOR



Congratulations on choosing to hone your skills in an Institution of Further Education and Training, and Motheo Training Institute Trust FET College in particular. South Africa is facing critical skills shortage of massive proportions. We aspire to be a leader in the Education, Training and Development Sector. We provide quality education, cost effectively, while responding to the ever-

changing demands of commerce and industry. It is against this background that we forge continual relationships with relevant stakeholders via industry.

**OUR DREAM:** Through our values of excellent service, high performance teams, dedication and commitment, innovation and technology and integrity and authenticity, the College aims to deliver high quality teaching and training and achieve its aims of becoming the leading FET College brand in Africa. Motheo Training Institute Trust College is committed to exceeding the expectations of all its customers through quality Education Training and Development.

Motheo Training Institute Trust's core principle business is training on Early Childhood Development and it is also our understanding that Early Childhood Development cannot be viewed as a standalone entity and that has necessitated it to expand its scope to provide other developmental related courses to afford our clients more diverse opportunities in terms of articulation opportunities, career path and job opportunities.

The Word "Motheo" means the foundation of human development, foundation of society and the pillar of the nation and this resonates well with what we are about as a brand. Motheo Training Institute Trust is renowned for its academic prowess and has consistently produced outstanding results.



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Students are able to study in an atmosphere that is conducive to learning. A safe and stimulating learning environment is created by Professional Staff who go out of their way to ensure that students are provided with every opportunity to unleash their potential. Our multi-modal teaching techniques using modern equipment, practical training and the latest technology enables learners to have exciting yet meaningful learning experience. Our website, with extensive student support materials, is providing to be an invaluable tool for students.

Students who work consistently and diligently are assured of success.

Welcome to the Motheo Training Institute Trust family, where we help to create your tomorrow today; where you will be able to improve your work-related skills to ensure greater employability and sustainable livelihood.

Have an extraordinary academic year at an extraordinary Institution of Further Education Training and Learning. It is a privilege to be part of this remarkable family. At Motheo Training Institute Trust, we grow with the flow without changing who we are in terms of our philosophical approach, and identity, and remain one step ahead of the pack.

Yours in Education, Training and Development.

Mr. Rantsope Meshack “Rex” Molefe (Trustee & Director)



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# MESSAGE FROM THE CHIEF ADMINISTRATOR



Dear Prospective Students,

I am delighted to extend a warm welcome to you as you explore the possibilities and opportunities that await you at Motheo Training Institute Trust.

As the Chief Administrator of our esteemed institution, it is my privilege to introduce you to the endless teaching and learning experiences, a sense of community, and transformative experiences that define our college as we believe that education is the key to unlocking your true potential and shaping a successful future. Our dedicated staff is committed to providing you with an intellectually stimulating environment that will empower you to excel academically and personally. We offer a wide range of programmes designed to meet your aspirations and equip you with the knowledge and skills necessary to thrive in the ever-changing global landscape.

Motheo Training Institute Trust strives for academic excellence; our distinguished Facilitators, Assessors and Moderators are renowned experts in their fields, dedicated to delivering innovative and engaging instruction that fosters critical thinking, problem-solving, and creativity. We pride ourselves on offering a teaching experience that blends theoretical knowledge with practical application, ensuring that you are well-prepared to tackle real-world challenges. Beyond the classroom, Motheo Training Institute Trust, offers a vibrant and inclusive community that values diversity, collaboration, and personal growth as we pride ourselves in being agents of change.



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Furthermore, we encourage our students to think outside the box, take risks, and embrace new opportunities. Our teams and training resources allow you to engage.

with like-minded people and conduct your own research to foster personal development and further engagement in your circles, these are some of the experiential learning opportunities that bridge the gap between academia and the professional world. We also open portals of various other employment, upskilling, or articulation opportunities and/or tools within the Sector.

As you peruse this prospectus, I encourage you to envision yourself as an integral part of our community. Imagine the possibilities, the connections you will make, the knowledge you will gain, and the impact you will have on society.

We are dedicated to supporting your academic, personal, and professional growth every step of the way.

I invite you to embark on this exciting journey with us at Motheo Training Institute Trust.

Together, we will shape a future that is filled with limitless possibilities and boundless opportunities.

Best regards,

Yours in Education, Training and Development.  
Ms. Bellinah Zwane





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## ABOUT US | OUR JOURNEY



Since our first step on the 31st of March 2007, Motheo Training Institute Trust has been addressing a critical need within impoverished communities in our country. We chose to focus on the holistic development of the youngest in our society because sustainable positive change is possible only when the most affected are empowered to control their destiny from the very beginning.

We envision a South Africa where all children receive the best possible care and development in their first 1,000 days - irrespective of who they are, where they live, or their families' socio-economic status. We started by offering training for Early Childhood Development Practitioners and capacitating other Service Providers. Motheo was registered as a Public Benefit Trust (PBO) on the 17<sup>th</sup> of March 2011 in response to overwhelming requests from people we had trained for other skills development training. We also realised we could not view early childhood care and education (ECCE) as an exclusive entity: it needed to be an integral component of broader societal development. Nation building is incomplete if we do not collectively address the needs and wants of the future custodians of our society: our children, especially during their formative years.

We have come a long way from our modest start as an unincorporated entity offering only ECD National Qualifications Framework (NQF) Level 1 and HIV/AIDS training. We are now a fully-fledged private and independent accredited FET College with Public Benefit Organisation (PBO) status. We provide training, research, resources, and other support to ECD practitioners, providers, and others contributing to our young children's care, safety, and development. We also conduct research, assist other non-profit organisations with fundraising, and provide motivational talks to youths and other groups.



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# ABOUT US | OUR LEGACY

## OUR PURPOSE

We exist to promote the holistic development of the youngest in our society through training and supporting those who contribute to their learning, care, safety, and development.

## OUR VISION

We pledge to provide a variety of top-quality skills training services and products in the context of Early Childhood Development.

## OUR MISSION

We commit ourselves to the noble cause of developing our nation through education and skills transfer.

## OUR VALUES

We commit ourselves to adhere to and uphold the following values as our Guiding Principles in our operations: transparency, accountability, honesty, trustworthiness, and courtesy.

## OUR CODE OF GOOD PRACTICE

We are committed to working as professionals, using all our knowledge and technology to ensure our organisation's success in achieving our purpose, vision, and mission. Adherence to our code enables us to measure our governance processes against best practice standards; assess potential risk; develop strategies to build organisational resilience; and provide assurance to funders and other stakeholders that we have considered and implemented sound governance principles.



## OUR QUALITY MANAGEMENT SYSTEM

We have stringent Monitoring and Evaluation (M&E) tools and processes to ensure strict compliance with accreditation requirements and facilitate quality inputs, throughputs, and outcomes.

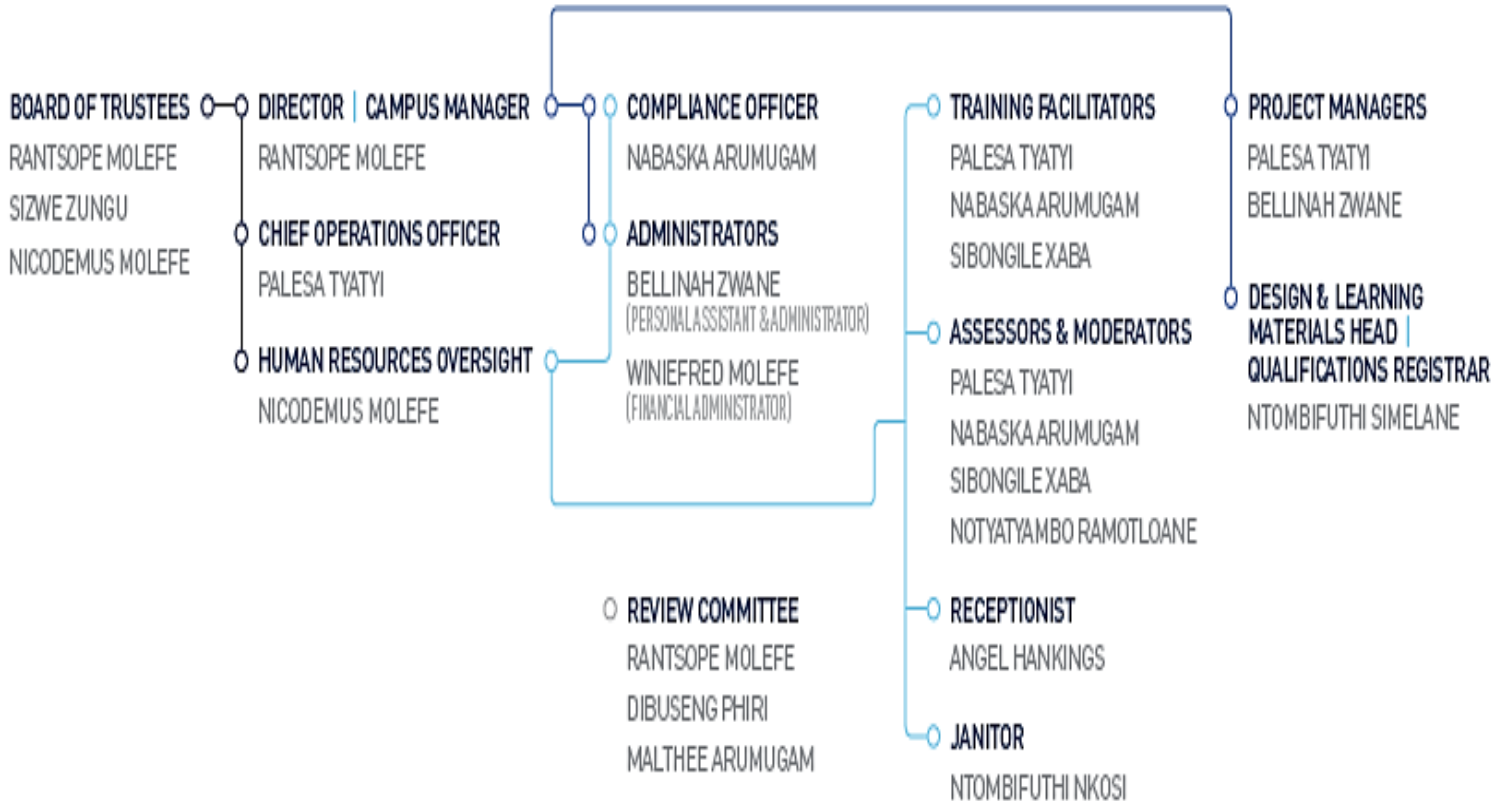
## OUR FOOTPRINT

We have worked, or are working, in all of South Africa's nine provinces:  
Eastern Cape | Free State | Gauteng | KwaZulu-Natal | Limpopo |  
Mpumalanga | Northern Cape | Northwest | Western Cape.

We also work in Namibia.



# ABOUT US | OUR ORGANOGRAM



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# KEY PERSONEL AND THEIR QUALIFICATIONS

## The Director and Founder:



Mr. Meshack Rantsope "Rex" Molefe possesses a Matric Senior Certificate, Diploma in Journalism, Diploma in Adult Education and some courses in Psychology-A Specialist in Training and Skills Development, tested leadership skills and many other attributes with more than 33 years of experience in ETD and ECD.

Mr. Molefe is a highly self-motivated quality enablement team leader with excellent analytical skills and problem-solving ability. He has proved his competency in numerous fields of endeavour, including approved Network Administrator, Instrumental System Designer, Skills Development Facilitator, Specialist in Early Childhood Development representing the Sector both statutory and non-statutory Forums, Quality Management System, Specialist in Programme Design & Development, Assessor, Fundraiser, Specialist in HIV/AIDS Training, and Programme Evaluator. He is also a motivational speaker.

## The Chief Operating Officer:



Ms. Anna Magole Tyatyi possesses a Matric Senior Certificate, Further Education Training Certificate in ECD NQF Level 4, Higher Certificate in Early Childhood Development NQF Level 5, Higher Certificate ODETDP and National Diploma in ODETDP NQF Level 5, Assessor and Moderator course.

Ms. Anna Tyatyi is an accredited Trainer, Assessor and Skills Facilitator responsible for the overall operations in as far as training is concerned as a head and a lead Trainer and Assessor. As a Senior Trainer, she does provide coaching and mentoring to our new Facilitators.



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## The HR & Project Manager:



Mr Nicodemus Molefe possesses a Matric Senior Certificate, National Diploma in Human Resource Management and Certificate in Project Management.

Mr Nicodemus Molefe is responsible for our Human Resource Management and managing varied Organisational Projects. The Welfare and the needs of our Staff is on his hands as part of his job is to conduct job analysis on a periodical basis and his expertise are so vital within the Organisation.

## The Legal Advisor and Secretary:



Mr. Sizwe Zungu possesses a Matric Senior Certificate, Practical Legal Training (LEAD) and Bachelor of Law Certificate.

Mr. Zungu is our Professional Legal Advisor and Secretary, and he is responsible for dispute resolution, overseeing contractual matters and giving legal opinions.

## The Chief Administrator and PA to the Director:



Ms. Bellinah Zwane possesses a Matric Senior Certificate, Bachelor of Arts Degree in Psychology and Education

Ms. Zwane is a very dynamic, intelligent woman who has dedicated her time to Motheo Training Institute Trust College, helping to bring-up the Institution to a level where it can compete competitively. Ms. Zwane is positioned in a very strategic position in the Organization-in that she handles our administrative affairs. As the Chief Administrator, the welfare of the Organization is in her hands. She is also responsible for managing and organising the Director's diary.



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## The Receptionist, Administrator and Marketing:



Ms. Angel Hankings possesses a Matric Senior Certificate and a Certificate in Administration

Ms. Hankings is our friendly and cheerful Receptionist who is responsible for welcoming all our guests at the front desk. She is also responsible for Administration, and the Marketing duties within the Organization.

## The Finance Administrator:



Ms. Winiefred Molefe possess a Matric Senior Certificate and a Certificate in Information Systems.

Ms. Molefe is our dedicated Finance Administrator, and she is responsible for the bookkeeping, the financial aspects of the organisation and maintaining open communication with students regarding their tuition fees.

## The Trainer, Assessor, Moderator and Compliance Officer:



Mrs. Nabaska Lee-Ann Arumugam possesses a Matric Senior Certificate, Higher Certificate in Early Childhood Development NQF level 5, Honours in Business Science, and Information Technology (BSc Hons BIT).

Mrs. Arumugam is our committed, qualified, and professional Trainer, Assessor and Moderator at Motheo Training Institute Trust. She is also a senior staff member who is dedicated and hardworking, and she carries the role of the Compliance officer within the organization.



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## The Trainer, Assessor and Moderator:



Ms. Sibongile Xaba possesses a Matric Senior Certificate, BA Honours (Nguni Language), Diploma in Education specializing Business Economics and English.

Ms. Xaba is our hardworking, committed, and well experienced Trainer at Motheo Training Institute Trust, she is also our qualified Assessor.

## Learning Material Designer & Developer:



Ms. Ntombifuthi Simelane possess the Senior Matric Certificate and a National Diploma in Finance.

Ms. Simelane is responsible for qualification registration or accreditation, aligning training material to NQF registered standards and overseeing QMS review mechanisms.





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# STAFF EMAIL ADDRESSES

Director and founder: Mr. Rex Molefe:

[rex@rexmotheo.co.za](mailto:rex@rexmotheo.co.za)

Chief Operating Officer: Ms. Anna Palesa Tyatyti:

[palesa@rexmotheo.co.za](mailto:palesa@rexmotheo.co.za)

Chief Administrator and Pa to The Director: Ms. Bellinah Zwane:

[bellinah@rexmotheo.co.za](mailto:bellinah@rexmotheo.co.za)

Learning Material Designer & Developer: Ms. Ntombifuthi Simelane:

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Receptionist and Administrator: Ms. Angel Hankings

[angel@rexmotheo.co.za](mailto:angel@rexmotheo.co.za)

Financial Administrator: Ms. Winiefred Molefe

[winiefred@rexmotheo.co.za](mailto:winiefred@rexmotheo.co.za)

Operating Officer and Facilitator: Mrs. Nabaska Arumugam:

[nabasba@rexmotheo.co.za](mailto:nabasba@rexmotheo.co.za)

Facilitator and Assessor: Ms. Sibongile Xaba:

[sibongile@rexmotheo.co.za](mailto:sibongile@rexmotheo.co.za)

For General Inquiries: [info@rexmotheo.co.za](mailto:info@rexmotheo.co.za)



Lo 1

Lo 2

Lo 3

Lo 4

Lo 5

Lo 6

05.10am Brush teeth and bath  
07.30am have breakfast



# EARLY CHILDHOOD DEVELOPMENT COURSES

## COURSE BREAKDOWN

This qualification is an entry-level Qualification for those who want to enter the field of Education, Training and Development, specifically within the sub-field of Early Childhood Development (ECD). Many of those who will seek this Qualification are already practicing within the field, but without formal recognition.

This Qualification will enable recipients of this Qualification to facilitate the all-round development of young children in a manner that is sensitive to culture and individual needs (including special needs) and enable them to provide quality early childhood development services for children in a variety of contexts, including community-based services, ECD centres, at home and in institutions.

This Qualification will provide a means for formal recognition of those who are already practicing in the field, but without qualifications, as well as for those who wish to enter the field. This qualification will also provide a basis for further professional development in the higher education and training band for many experienced practitioners in the field who have had limited or difficult access to further career development opportunities.

## PRICING & REQUIREMENTS

### REGISTRATION FEE:

R3, 820.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R750.00 Per month for 18 months

### TOTAL COSTS

R17, 320.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 11/ECD NQF Level 1/any equivalent qualification

### DURATION OF THE PROGRAMME

18 Months



## COURSE BREAKDOWN

The Higher Certificate is designed to provide access to higher education for many experienced and skilled ECD practitioners and trainers who do not have recognised qualifications. The purpose of this qualification is to:

1. Develop ECD ETD practitioners (e.g. home-based, centre- and school-based practitioners including Grade R, family and community ECD motivators, fieldworkers, facilitators, trainers and managers) to provide appropriate education, training and development services in the ECD sub-field.
2. Enable ECD ETD practitioners to use their knowledge of child growth and development from birth to nine years and relevant national policies to guide their professional practice in the ECD sub-field. This qualification provides an opportunity for:
  - Practitioners with a Level 4 certificate or equivalent in ECD to further their professional development in ECD by providing access to higher education and training qualifications and/or to specialise in aspects of ECD practice (e.g. Grade R) or specific roles (e.g. managers, trainers etc.)
  - Practitioners with a Primary Teachers Certificate (PTC), Primary Teachers Diploma (PTD), or an equivalent of 120 credits to obtain an ECD certificate, either in the preschool phase and/or specialising in reception year teaching.

## PRICING & REQUIREMENTS

### REGISTRATION FEE:

R3, 870.00 Payable Upfront once off fee

### MONTHLY INSTALMENT

R500.00 for each month for 12 months

### TOTAL COSTS

R9, 870.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/ECD NQF Level 4/any equivalent Qualification

### DURATION OF THE PROGRAMME

12 Months



## COURSE BREAKDOWN

The purpose of the qualification is to:

1. Provide access to a recognized educator qualification at Level 6 for ECD educators who have a Level 4 or Level 5 certificate in ECD, providing a bridge between non-formal and formal learning programmes.
2. To enable educators/ learners to plan and implement a learning programme which is based on their knowledge of child development from birth to nine years and which helps children in aspecific phase work towards achieving the learning outcomes of the national school curriculum(where appropriate).
3. To improve community based ECD services for young children by raising the level of ECD teaching competence and/or by providing opportunities for training in support and leadershiproles.

This qualification provides a substantial qualification for:

- Potential learners/educators who have acquired an FETC (Grade 12) or equivalent qualification at Level 4 (120 credits).
- Learners/educators who have a Level 4 qualification in ECD to further their career andprofessional development in ECD by providing access to a Level 6 qualification.
- Learners/educators who have a Higher Certificate in ECD to further their career andprofessional development in ECD by providing access to a Level 6 qualification.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R4, 480.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R730.00 for each month for 24 months

### TOTAL COSTS

R22, 000.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

ECD NQF Level 5/any equivalent qualification

### DURATION OF THE PROGRAMME

24 Months



## DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION NQF LEVEL 6: SAQA ID NO.:119964

### COURSE BREAKDOWN

We, as Motheo Training Institute Trust, have partnered with the University of South Africa (**UNISA**) to offer a NQF Level 6 Diploma in Early Childhood Care and Education SAQA ID NO.:119964 as a way of addressing and unblocking the articulation barriers and blockages that prevent our students to access qualifications in the Institutions of Higher Learning and thus ensuring that our learners gain access and entry in various qualifications in the Institutions of Higher Learning and ensure that we bring about professionalism.

### PRICING & REQUIREMENTS

#### MONTHLY INSTALMENT

R1955.00 per module (there are 10 modules per year)

#### TOTAL COSTS

R58 650.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

ECD NQF Level 5/any equivalent qualification

#### DURATION OF THE PROGRAMME

36 months

## DIPLOMA IN GRADE R TEACHING NQF LEVEL 6: SAQA ID NO.:109561

### COURSE BREAKDOWN

We, as Motheo Training Institute Trust, have partnered with the **Edutel** to offer a NQF Level 6 Diploma in Grade R, SAQA ID NO.:109561 as a way of addressing and unblocking the articulation barriers and blockages that prevent our students to access qualifications in the Institutions of Higher Learning and thus ensuring that our learners gain access and entry in various qualifications in the Institutions of Higher Learning and ensure that we bring about professionalism.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R7 180.48 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R1 958.31 per month for 11 months for each year

#### TOTAL COSTS

R28 721.93 (for each year)

#### REQUIREMENTS FOR ADMISSION

ECD NQF Level 5/any equivalent qualification

#### DURATION OF THE PROGRAMME

36 months

## BACHELOR OF EDUCATION IN FOUNDATION PHASE TEACHING NQF LEVEL 7, SAQA ID NO.:118270

### COURSE BREAKDOWN

We, as Motheo Training Institute Trust, have partnered with the **Edutel** to offer a NQF Level 7 Bachelor of Education (BEd) in Foundation Phase Teaching, SAQA ID NO.:118270 as a way of addressing and unblocking the articulation barriers and blockages that prevent our students to access qualifications in the Institutions of Higher Learning and thus ensuring that our learners gain access and entry in various qualifications in the Institutions of Higher Learning and ensure that we bring about professionalism.

#### PRICING & REQUIREMENTS

##### REGISTRATION FEE

R7 180.48 Payable Upfront as a once of fee

##### MONTHLY INSTALMENT

R1 958.31 per month for 11 months for each year

##### TOTAL COSTS

R28 721.93 (for each year)

##### REQUIREMENTS FOR ADMISSION

ECD NQF Level 6/any equivalent qualification

##### DURATION OF THE PROGRAMME

60 months



**OCCUPATIONALLY DIRECTED  
EDUCATION TRAINING AND  
DEVELOPMENT PRACTICES  
PROGRAMMES**





## COURSE BREAKDOWN

This qualification is for those who are qualified at Certificate, Diploma or Degree level within the Higher Education and Training (HET) band in an academic or occupational area, and wish to act in a variety of Education, Training and Development (ETD) related roles at a high level. This Certificate will enable a person to achieve recognition for Occupationally Directed Education, Training and Development (ODETD) competencies at a high level without needing to acquire a Degree in ETD. The Certificate includes competencies across all the ETD roles, with the opportunity to specialise at a high level in two or more of the following roles:

- Learning Design and Development.
- Learning Facilitation and Assessment.
- Strategic Management.
- Quality Assurance.
- Standards Setting and Qualification Design.
- Skills Development Facilitation.

The qualification addresses general competences across eight key ETD roles and provides an opportunity for learners to specialize in four key areas in line with possible career opportunities or areas of interest. Recipients will thus meet the general requirements of the following key roles, with the opportunity to specialize in four of the roles:

- Design and develop learning programmes and processes.
- Facilitate and evaluate learning.
- Engage in and promote assessment practices.
- Provide learning support to learners and organizations.
- Conduct skills development facilitation.
- Develop standards and qualifications.
- Manage and administer education training and development.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R4, 880.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R840.00 for each month for 18 months

### TOTAL COSTS

R20, 000.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 5 equivalent qualification

### DURATION OF THE PROGRAMME

18 Months



## COURSE BREAKDOWN

This qualification is for those who want to build on a Further Education and Training Certificate, or for those learners who have completed the National Certificate: Occupationally Directed Education, Training and Development, Level 5, to enter the field of Occupationally Directed Education, Training and Development as a potential career, and have little or no previous exposure to Education, Training and Development.

The qualification will also be valuable for those who may have been practicing within the field without formal recognition.

The Diploma will be useful for:

- Needs analysts.
- Learning facilitators and Assessors.
- Learning designers.
- Learner and learning supporters.
- Skills Development Facilitators.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R5, 000.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R750.00 for each month for 24 months

### TOTAL COSTS

R23, 000.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 5 equivalent qualification

### DURATION OF THE PROGRAMME

24 Months



## COURSE BREAKDOWN

This qualification is for those who want to build on a FETC in any field to enter the field of ODETDP 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 practising within the field, but without formal recognition. This qualification will be useful for:

- Learning facilitators.
- Assessors.
- Learner and learning supporters.
- Skills Development Facilitators.

This qualification will provide practitioners with the general ETD skills required at NQF level 5 across five key ETD roles, with the opportunity to specialise further in one of the following four roles:

- Design and develop learning interventions.
- Facilitate learning.
- Design and conduct assessments.
- Facilitate skills development.

Practitioners will generally carry out their role within the context of:

- Given Quality Assurance policies, procedures, and processes.
- A guided and supported learning environment.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R6, 600.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R950.00 for each month for 12months

### TOTAL COSTS

R18, 000.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 5 equivalent qualification

### DURATION OF THE PROGRAMME

12 Months





## **INFORMATION TECHNOLOGY**



**FURTHER EDUCATION AND TRAINING CERTIFICATE: INFORMATION TECHNOLOGY:  
SYSTEMS DEVELOPMENT: NQF LEVEL 4: SAQA ID 78965**

## COURSE BREAKDOWN

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Development.

This qualification covers basic knowledge needed for further study in the field of Systems Development at Higher education Levels.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R3 200.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R1 850.00 for each month for 18 months

### TOTAL COSTS

R36 500.00(for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 11/any NQF Level 3 equivalent qualification

### DURATION OF THE PROGRAMME

18 Months

**FURTHER EDUCATION AND TRAINING CERTIFICATE: INFORMATION  
TECHNOLOGY: TECHNICAL SUPPORT: NQF LEVEL 4: SAQA ID NO. 78964**

## COURSE BREAKDOWN

This qualification is an entry-level qualification which is designed to equip a Systems Support professional with good fundamental knowledge of the Information Technology field, coupled with interpersonal and business skills, allowing for specialisation in Systems Support careers, namely:

- Hardware and Infrastructure Support for Personal Computers
- Hardware and Infrastructure Support for Office products
- Data Communications and Networking

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R7 000.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R1 000.00 for each month for 18 months

### TOTAL COSTS

R25 000.00(for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 11/any NQF Level 3 equivalent qualification

### DURATION OF THE PROGRAMME

18 Months

# NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: END USER COMPUTING: NQF LEVEL 3: SAQA ID NO. 61591

## COURSE BREAKDOWN

This National Certificate in Information Technology: End User Computing is an entry level qualification which is designed to meet the needs of learners who require end user computing as an essential skill in any business. It is designed to accommodate both learners in formal education and learners already employed.

This qualification aims to develop informed and skilled learners who can apply the acquired skills in any industry and by the end of this programme, learners should be able contribute towards improved productivity and efficiency in any workplace.



## PRICING & REQUIREMENTS

### REGISTRATION FEE

R5 300.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R1 850.00 for each month for 12 months

### TOTAL COSTS

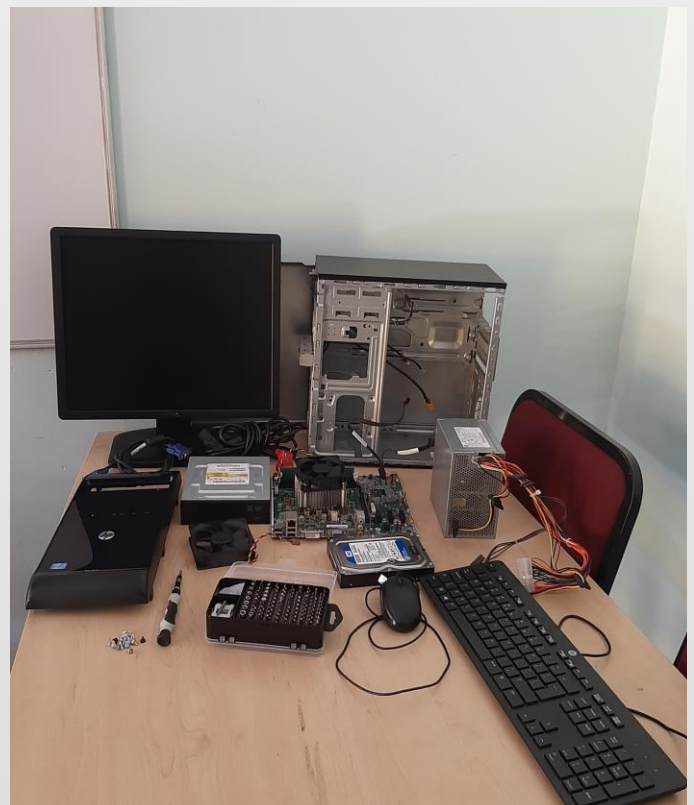
R27 500.00(for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 10/any NQF Level 2 equivalent qualification

### DURATION OF THE PROGRAMME

12 Months



## NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY (SYSTEMS DEVELOPMENT): NQF LEVEL 5: SAQA ID NO. 48872

### COURSE BREAKDOWN

The purpose of this qualification is to build a foundational entry into the field of Computer Sciences and Information Technology, specifically into the field of Systems Development covering basic knowledge needed for further study in the field of Systems Development at Higher Education Levels.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R5 500.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R2 000.00 for each month for 12 months

#### TOTAL COSTS

R29 500.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 4 equivalent qualification

#### DURATION OF THE PROGRAMME

12 Months

## NATIONAL CERTIFICATE: INFORMATION TECHNOLOGY: SYSTEMS SUPPORT: NQF LEVEL 5: SAQA ID NO. 48573

### COURSE BREAKDOWN

The purpose of this qualification is to develop learners with the requisite competencies against the skills profile for the Systems Support career path.

This qualification prepares learners to enter the workplace or as an undergraduate study in Systems and Support Areas covered, providing them with the necessary knowledge needed for further study in the fields of Information Technology and Computer Sciences.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R5 300.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R1 600.00 for each month for 12 months

#### TOTAL COSTS

R24 500.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 4 equivalent qualification

#### DURATION OF THE PROGRAMME

12 Months

A woman with long dark hair, wearing a black coat and a yellow sash, is speaking into a microphone at a wooden podium. The background features a banner with text and a photo of a smiling man in a white shirt and tie.

**BUSINESS, COMMERCE AND  
MANAGEMENT COURSES**

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otheo@gr  
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## NATIONAL CERTIFICATE: MUNICIPAL FINANCIAL MANAGEMENT: NQF LEVEL 6: SAQA ID NO. 48965

### COURSE BREAKDOWN

The purpose of the qualification is to enable qualifying learners to apply strategic level financial management competencies to ensure effective, efficient, and economical utilisation of public funds and resources at local government level. Learners will develop competencies to manage strategic planning and budgeting processes, financial management processes and internal control, auditing, and reporting processes.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R3 900.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R1 200.00 for each month for 18 months

#### TOTAL COSTS

R25 500.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 4 equivalent qualification

#### DURATION OF THE PROGRAMME

18 Months

## NATIONAL DIPLOMA: PUBLIC FINANCE MANAGEMENT AND ADMINISTRATION: NQF LEVEL 5: SAQA ID NO. 49554

### COURSE BREAKDOWN

This qualification provides a structured programme for public officials that work with senior management officials to provide support to strategic leadership and management needed to transform all spheres of government.

It is a qualification in a pathway towards an accomplished public finance management and administration specialist.

Individual learners will benefit through enhancing their personal competencies, knowledge, and skills to be able to complete tasks required in their employment contracts and by legislation.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R4 500.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R1 000.00 for each month for 24 months

#### TOTAL COSTS

R28 500.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 4 equivalent qualification

#### DURATION OF THE PROGRAMME

24 Months

# **OCCUPATIONAL QUALIFICATIONS**



**OCCUPATIONAL CERTIFICATE: ADULT LITERACY TEACHER: NQF LEVEL 5:  
SAQA ID NO. 101709**

**COURSE BREAKDOWN**

The purpose of this qualification is to prepare the learner to operate as an Adult Literacy Teacher. An ALT does the following:

- plans, organises, and implements a well-structured programme or a series of learning events.
- Facilitates a learning programme.
- Designs, produces and/or adapts learning materials and additional learning resources (LTSM).
- Implements and evaluates assessment instruments.

The ALT performs all these activities for adult learners at Level 1. The Adult Literacy Teacher may work as an assistant to the Adult Education Teacher.

**PRICING & REQUIREMENTS**

**REGISTRATION FEE**

R3 550.00 Payable Upfront as a once of fee

**MONTHLY INSTALMENT**

R755.00 for each month for 18 months

**TOTAL COSTS**

R28 500.00 (for the whole course)

**REQUIREMENTS FOR ADMISSION**

Grade 12/any NQF Level 4 equivalent qualification

**DURATION OF THE PROGRAMME**

18 Months

**OCCUPATIONAL CERTIFICATE: COMMUNITY DEVELOPMENT WORKER:  
NQF LEVEL 4: SAQA ID NO. 97708**

**COURSE BREAKDOWN**

The purpose of this qualification is to prepare the learner to operate as a Community Development Worker. A Community Development Worker collects and provides relevant information from and to communities and builds social cohesion within the community, in order to support the development and implementation of community development initiatives and processes.

**PRICING & REQUIREMENTS**

**REGISTRATION FEE**

R4 500.00 Payable Upfront as a once of fee

**MONTHLY INSTALMENT**

R1250.00 for each month for 12 months

**TOTAL COSTS**

R19 500.00 (for the whole course)

**REQUIREMENTS FOR ADMISSION**

Any NQF Level 2 equivalent qualification

**DURATION OF THE PROGRAMME**

12 Months

## OCCUPATIONAL CERTIFICATE: CONTACT CENTRE MANAGER: NQF LEVEL 5: SAQA ID NO. 99687

### COURSE BREAKDOWN

The purpose of this qualification is to prepare the learner to operate as a Contact Centre Manager.

A Contact Centre Manager manages and optimizes quality contact centre operations and practices.

A contact Centre Manager develops objectives for the call centre's day-to-day activities.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R3 900.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R650.00 for each month for 24 months

#### TOTAL COSTS

R19 500.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

Grade 12/Any NQF Level 4 equivalent qualification

#### DURATION OF THE PROGRAMME

24 Months

## OCCUPATIONAL CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT PRACTITIONER: NQF LEVEL 4: SAQA ID NO. 97542

### COURSE BREAKDOWN

The purpose of this qualification is to prepare a learner to operate as an Early Childhood Development Practitioner.

An Early Childhood Development Practitioner plans and prepares early childhood activities, facilitates, and mediates learning, observes, and assesses the progress of children, and reflects on learning in an inclusive, play based environment to support holistic development of children (from conception – school going) in different centre-based or non-centre-based settings.

### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R4 500.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R1 200.00 for each month for 12 months

#### TOTAL COSTS

R19 500.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

Grade 12/Any NQF Level 4 equivalent qualification

#### DURATION OF THE PROGRAMME

12 Months

# OCCUPATIONAL CERTIFICATE: PROJECT MANAGER: NQF LEVEL 5: SAQA ID NO. 101869

## COURSE BREAKDOWN

The purpose of this qualification is to prepare a learner to operate as a Project Manager.

A Project Manager applies knowledge of project management to achieve project objectives in a specific field of application.

Project Managers are the people who oversee a specific project or projects within a company or a government entity and any small- or large-scale development project requires high quality project management skills.

The need for a qualification that will serve as a competency framework for the development of project managers is identified by a number of key government strategic frameworks and policy documents.

Project Managers however can work in a variety of fields, from Information and Communication Technology, Human Resources, Advertising, Marketing, construction and more.

The Project Manager is responsible for delivering the project, with authority and responsibility from the Project Board to run the project on a day-to-day basis.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R4 500.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R875.00 for each month for 24 months

### TOTAL COSTS

R25 500.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/any NQF Level 4 equivalent qualification

### DURATION OF THE PROGRAMME

24 Months



**OCCUPATIONAL CERTIFICATE: SAFETY, HEALTH, AND QUALITY  
PRACTITIONER (OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER): NQF  
LEVEL 5: SAQA ID NO. 99714**

## COURSE BREAKDOWN

This qualification aims to prepare a learner to operate as an Occupational Health and Safety Practitioner. An Occupational Health and Safety Practitioner serves as a facilitator and advisor to employees and management regarding safety and health aspects in the workplace including:

- monitoring and inspecting of the workplace
- recording and investigation of incidents and accidents
- Implement and maintain Occupational Health and Safety systems in order
- Ensure a safe and healthy working environment

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R7 500.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R875.00 for each month for 24 months

### TOTAL COSTS

R28 500.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/Any NQF Level 4 equivalent qualification

### DURATION OF THE PROGRAMME

24 Months





**SHORT COURSES**

**GENERIC SKILLS DEVELOPMENT FACILITATOR COURSE: NQF LEVEL 5:  
QUALIFICATION US ID NO: 117871**

## COURSE BREAKDOWN

This unit standard will provide recognition for individuals who perform or intend to perform one-to-one training on the job. Formal recognition will enhance their employability and also provide a means to identify competent trainers or coaches.

People credited with this unit standard are able to:

- Prepare for one-to-one training on the job.
- Conduct training sessions.
- Monitor and report on learner progress.
- Review training.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R1 750.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R1 750.00 payable before final assessment

### TOTAL COSTS

R3 500.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/Any NQF Level 4 equivalent qualification

### DURATION OF THE PROGRAMME

5 Days

**GENERIC ASSESSOR COURSE: NQF LEVEL 5 QUALIFICATION US ID NO: 115753**

## COURSE BREAKDOWN

This generic assessor unit standard is for those who assess people for their achievement of learning outcomes in terms of specified criteria using pre-designed assessment instruments. The outcomes and criteria may be defined in a range of documents including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications.

Those who achieve this unit standard will be able to conduct assessments within their fields of expertise. This unit standard will contribute towards the achievement of a variety of qualifications, particularly within the fields of Education Training and Development Practices and Human Resource Development.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R2 240.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R2 240.00 payable before final assessment

### TOTAL COSTS

R4 480.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/Any NQF Level 5 equivalent qualification

### DURATION OF THE PROGRAMME

5 Days



## COURSE BREAKDOWN

This unit standard is for people who conduct internal or external moderation of outcomes-based assessments. The assessments could be in terms of outcomes defined in a number of documents, including but not limited to unit standards, exit level outcomes, assessment standards, curriculum statements and qualifications. This unit standard will contribute towards the achievement of a variety of qualifications particularly within the field of Education Training and Development Practices and Human Resource Development.

Those who have achieved this unit standard will be able to moderate assessments in terms of the relevant outcome statements and quality assurance requirements. The candidate-moderator will be able to use the prescribed Quality Assurance procedures in a fair, valid, reliable, and practicable manner that is free of all bias and discrimination, paying particular attention to the three groups targeted for redress: race, gender, and disability.

People credited with this unit standard are able to:

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system.
- Plan and prepare for moderation.
- Advise and support assessors.
- Report, record and administer moderation.
- Review moderation systems and processes.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R2 750.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R2 750.00 payable before final assessment

### TOTAL COSTS

R5 500.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Grade 12/Any NQF Level 5 equivalent qualification

### DURATION OF THE PROGRAMME

5 Days



**GENERIC MENTORING AND COACHING COURSE: PERFORM ONE-TO-ONE TRAINING ON THE JOB: NQF LEVEL 3: QUALIFICATION US ID NO: 117877**

**COURSE BREAKDOWN**

This unit standard will provide recognition for individuals who perform or intend to perform one-to-one training on the job. Formal recognition will enhance their employability and also provide a means to identify competent trainers or coaches. People credited with this unit standard are able to:

- Prepare for one-to-one training on the job.
- Conduct training sessions.
- Monitor and report on learner progress.
- Review training.

**PRICING & REQUIREMENTS**

**REGISTRATION FEE**

R1 750.00 Payable Upfront as a once of fee

**MONTHLY INSTALMENT**

R1 750.00 payable before final assessment

**TOTAL COSTS**

R3 500.00 (for the whole course)

**REQUIREMENTS FOR ADMISSION**

Grade 12/Any NQF Level 4 equivalent qualification

**DURATION OF THE PROGRAMME**

5 Days

**POLICY FORMULATION COURSE: DEVELOP EDUCATION, TRAINING AND DEVELOPMENT POLICIES AND PROCEDURES OF AN ORGANIZATION: ETD NQF LEVEL 6: QUALIFICATION US ID NO: 123391**

**COURSE BREAKDOWN**

This Unit Standard will be useful to people who are involved in the quality assurance of learning and assessment. The Unit Standard will be especially useful to skills development facilitators, training managers and human resource development practitioners. People credited with this unit standard are capable of:

- Identifying and explaining the component parts of the education training and development practice process.
- Developing an ETD framework and approach for the organisation.
- Developing policies and procedures to guide and measure ETD practices.

**PRICING & REQUIREMENTS**

**REGISTRATION FEE**

R12 500.00 Payable Upfront as a once of fee

**MONTHLY INSTALMENT**

R12 500.00 payable before final assessment

**TOTAL COSTS**

R25 000.00 (for the whole course)

**REQUIREMENTS FOR ADMISSION**

Grade 12/Any NQF Level 4 equivalent qualification

**DURATION OF THE PROGRAMME**

10 Days

The image shows a table covered with a white cloth, displaying three large stacks of folded clothing. The top stack is purple, the middle stack is light blue, and the bottom stack is green. To the right of the stacks, there are several clear plastic hangers hanging from the table edge. In the background, a clear plastic water bottle is visible on the table. The background is a dark green curtain. The text 'RPL SERVICES FOR ECD CANDIDATES:' is overlaid in the center of the image in a bold, dark blue font.

**RPL SERVICES FOR ECD  
CANDIDATES:**

**RPL TRAINING COURSE: DEVELOP, SUPPORT AND PROMOTE RPL PRACTICES:  
QUALIFICATION US ID NO: 116587, ETD NQF LEVEL 7**

## COURSE BREAKDOWN

"Recognition of Prior Learning in South Africa has, unlike similar initiatives in other countries, a very specific agenda. RPL is meant to support transformation of the education and training system of the country. This calls for an approach to the development of RPL policy and practices that explicitly addresses the visible and invisible barriers to learning and assessment. Such an approach must generate the commitment of all role players to remove these barriers and to build a visible, usable, and credible system as an effective and creative vehicle for lifelong learning. It is important that consensus be generated around the criteria and support systems within which the integrity and quality of all assessments will be protected." SAQA RPL policy (2002,p. 11).

This unit standard aims to recognize the expertise of people who have a deep understanding of outcomes-based assessment in general, and of the complexities concerning the initiation and implementation of Recognition of Prior Learning (RPL) policies and practices in particular. Such people are able to promote an awareness of RPL-related issues and provide RPL advice and support, at systems and strategic level, to a range of people/bodies, including assessors, moderators, evidence facilitators, assessment designers, teachers, trainers, managers, organisations, institutions, companies, and enterprises.

People credited with this unit standard are able to:

- Demonstrate understanding of the conceptual underpinnings and purposes of the recognition of prior learning.
- Investigate current RPL practice and opportunities in an organisation or sector.
- Develop RPL policies, procedures, and plans for an organisation.
- Provide RPL advice and support.
- Promote RPL practices.

## PRICING & REQUIREMENTS

### REGISTRATION FEE

R7 500.00 Payable Upfront as a once of fee

### MONTHLY INSTALMENT

R7 500.00 payable before final assessment

### TOTAL COSTS

R15 000.00 (for the whole course)

### REQUIREMENTS FOR ADMISSION

Diploma/Any NQF Level 6 equivalent qualification

### DURATION OF THE PROGRAMME

10 Days



### COURSE BREAKDOWN

"Recognition of Prior Learning in South Africa has, unlike similar initiatives in other countries, a very specific agenda. RPL is meant to support transformation of the education and training system of the country. This calls for an approach to the development of RPL policy and practices that explicitly addresses the visible and invisible barriers to learning and assessment. Such an approach must generate the commitment of all role players to remove these barriers and to build a visible, usable, and credible system as an effective and creative vehicle for lifelong learning. It is important that consensus be generated around the criteria and support systems within which the integrity and quality of all assessments will be protected." SAQA RPL policy (2002,p. 11).

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### PRICING & REQUIREMENTS

#### REGISTRATION FEE

R4, 935.00 Payable Upfront as a once of fee

#### MONTHLY INSTALMENT

R4, 935.00 payable before final assessment

#### TOTAL COSTS

R9, 870.00 (for the whole course)

#### REQUIREMENTS FOR ADMISSION

People who have been practising in ECD for more than 10 years without any formal qualification and people who were born before the new democratic dispensation in South Africa and the ones who were born after 1994 and with less than 10 years in ECD do not qualify.

#### DURATION OF THE PROGRAMME

10 Days

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# **BANKING DETAILS**

**ACCOUNT HOLDER: Motheo Training Institute Trust**

**BANK NAME: First National Bank (FNB)**

**ACCOUNT NUMBER: 62304528625**

**BANK CODE: 250342**

**N.B. ALWAYS REFERENCE WITH YOUR NAME AND SURNAME OR IDENTIFICATION (ID) NUMBER WHEN MAKING PAYMENTS.**

**PROOF OF PAYMENT SHOULD BE SENT VIA EMAIL TO OUR FINANCIAL ADMINISTRATOR, MS. WINIEFRED MOLEFE: [winiefred@rexmotheo.co.za](mailto:winiefred@rexmotheo.co.za)**

**ALL FEES ARE NON-REFUNDABLE!!**

