

WORKFORCE DEVELOPMENT Guide

**Empowering People
Through Education**



Corporate
Training
Unlimited

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ABOUT

Corporate Training Unlimited

Employee aspirations for a better lifestyle are fulfilled through job security and financial stability. In turn, this positively impacts on their families and their communities. In return, you will see increased productivity and loyalty. As Tata Madiba put it, "The power of education extends beyond the development of skills we need for economic success. It can contribute to nation-building and reconciliation.

"Our sole purpose is to help businesses, whether these are government agencies, large corporates, SMMEs or our technology and vendor partners. We offer a comprehensive range of training options, working closely with you to assess and identify your specific training requirements. We customise solutions to suit your needs. Discover a wide range of short courses designed to provide practical, industry relevant skills that will advance employees' careers and contribute to the growth of your organisation.

Why Partner with CTU?

CTU Training Solutions' distinction is underscored by three important factors:

1. **Proven Experience:** With a history dating back to 1987, CTU Training Solutions has a rich track record of professionals equipped with the skills necessary to excel in their respective fields.
2. **Accreditation and Contribution:** Our wide range of national qualifications and international vendor-related certifications are meticulously updated to stay aligned with global industry standards. CTU also prides itself on being a commendable Level 2 B-BBEE contributor, substantiating our commitment to broad-based black economic empowerment.
3. **Versatility of Offerings:** CTU offers a wide spectrum of full-time and part-time qualifications in IT, Design, Business and Management, Engineering, and Humanities. These range from one to three-year qualifications, technical diplomas, to short courses and skills development programmes, providing flexibility to our learners. All courses, facilitators, and materials are delivered in English, ensuring uniformity in communication and comprehension.

We take immense pride in the recognition we have garnered over the years, consistently ranking among the top five higher education and vocational training colleges in South Africa. We are committed to maintaining this standard of excellence as we continue to nurture the professionals of tomorrow.

Let's face facts

Let's face facts. We have burgeoning levels of unemployment and a shrinkage of skilled personnel, largely through emigration. It's imperative that employers upskill their workforce to maximise performance and productivity for continued growth.

From digital transformation to artificial intelligence (AI) and the 4th Industrial Revolution (4IR), business enablement means working smarter and faster.

By investing in your personnel, you will qualify for B-BBEE points and importantly, you will retain loyal personnel who appreciate that you identify their value by investing in their skills.

Or as Richard Branson puts it, "take care of your employees and they'll take care of your business. Train your employees well enough so they can leave but treat them well enough, so they don't want to".

Awards, Accreditations, Certifications & Registrations

DHET

CTU Training Solutions is registered with the Department of Higher Education and Training as a private college in terms of Section 31(6)(a) of the Continuing Education and Training Act, 2006 (Act No 16 of 2006) and Regulation 12(4)(b) of the Regulations of Registration of Private Further Education and Training Colleges, 2007. Registration: 2018/FE07/004.

CTU Training Solutions (Pty) Ltd (selected registered campuses) is provisionally registered as a private higher education institution in terms of section 54(3) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2016. (No 2014/HE07/004). (Registered campuses: Bloemfontein, Boksburg, Polokwane, Potchefstroom, Pretoria, Stellenbosch.)

CHE

The CHE is an independent statutory body established in May 1998 as provided for by Section 4 of the Higher Education Act (Act No. 101 of 1997, as amended), and it also functions as the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No 67 of 2008, as amended).

The Higher Education Act (Act No.101 of 1997) as amended, mandates the CHE to promote quality assurance in higher education, audit the quality assurance mechanisms of higher education institutions, and accredit programmes of higher education.

CTU is accredited by the CHE for the BBA in Project Management, the Diploma in Visual Communication, the Diploma in IT Network Design and Administration, the Higher Certificate in Graphic Design and the Higher Certificate in Management offered at the Bloemfontein, Boksburg, Polokwane, Potchefstroom, Pretoria, and Stellenbosch campuses.

QCTO

The QCTO is one of the three Quality Councils provided for in the National Qualifications Framework Act (NQF Act No 67 of 2008). The QCTO was established under the Skills Development Act as amended in 2008 and became operational on 1 April 2010 as published in the Government Gazette No. 33059 on 1 April 2010.

Umalusi

The Umalusi Council sets and monitors standards for general and further education and training in South Africa in accordance with the National Qualifications Framework Act No. 67 of 2008 [as amended] and the General and Further Education and Training Quality Assurance Act No 58 of 2001 (as amended).

QAP

MICT SETA

All CTU campuses have full accreditation with the MICT SETA. The MICT SETA is a training accreditation body committed to skills development in the ICT (Information and Communications Technology) sector. ACC/2006/07/186.

CETA SETA

The Construction Education and Training Authority (CETA)'s primary objective is to influence the course of training and skills development in construction by ensuring that training reflects the requirements of the sector. Accreditation number: 5P5994

Services SETA

The Services Sector Education and Training Authority (SSETA) is responsible for skills development in the services sector. Approval number: 3805.

ETDP SETA

The SETA is mandated to promote and facilitate the delivery of education, training, and development to enhance the skills profile of the Education, Training and Development (ETD) sector and to contribute to the creation of employment opportunities, especially for previously disadvantaged individuals.



Awards, Accreditations, Certifications & Registrations

Professional Bodies

SABPP

SA Board for People Practices is the Human Resources professional and statutory quality assurance body for HR learning provision.

SACE

SACE is the professional council for educators, which aims to enhance the status of the teaching profession through appropriate registration, management of professional development and inculcation of a code of ethics for all educators.

Certification

CTH

The CTH is a leading professional membership and awarding body in the United Kingdom, concerned with enhancing careers in the global tourism and hospitality industry.

PMSA

PMSA is the non-profit, voluntary professional association representing project, programme and portfolio management practitioners in South Africa and Southern Africa. CTU Training Solutions (Pty) Ltd is a Project Management South Africa Silver Level Recognised Education and Training Provider (RETP).

DEFSA

CTU Training Solutions is a professional member affiliated with the Design Education Forum of Southern Africa (DEFSA). This non-profit organisation provides a platform for academics in the design education sector to engage in research and best practice, networking through various mechanisms including a biennial conference, workshops and an interactive website featuring peer-reviewed, published research papers (Membership No: INS 210019).

Testing Centres

PEARSON

VUE has the approval of the Sylvan corporation to deliver International Computer Based Certification Testing on behalf of Sylvan clients. CTU Training Solutions is an authorised VUE Testing Centre.

CERTIPORT

Certiport is a pioneer in providing complete career-oriented certification solutions to academic institutions and IT professionals.

Kryterion

Kryterion is a full-service provider of customisable assessment and certification products and services. The company works with organisations to build and deliver everything from skills tests and simple online assessments to comprehensive high-stakes worldwide certification programs.



Awards, Accreditations, Certifications & Registrations

Partners And Service Providers

MICROSOFT

Microsoft certifications and the learning resources that are used to prepare for exams are dynamic, built around the common (and less common) challenges encountered daily. The exams are tested with working IT professionals to ensure that they are relevant, accurate and reflect the skills and capabilities of the professional world.

CISCO NETACAD

Cisco Systems is the world's leading networking hardware manufacturer, responsible for several networking technologies used today. Currently, their hardware is run in 70% of the world's networks.

COMPTIA

CompTIA is the voice of the world's Information Technology (IT) industry. As a non-profit trade association advancing the global interests of IT professionals and companies, its programs focus on four main areas: education, certification, advocacy, and philanthropy.

SAID

The South African Institute of Draughting (SAID) is an independent, professional body, established in 1953. The Institute's objective is to improve the academic and technical qualifications of draughts persons in all disciplines of technical drawing and design.

AUTODESK

Autodesk certifications are reliable validations of skills and knowledge, able to accelerate professional development, improved productivity, and enhanced credibility in the field.

ADOBE

Adobe certifications are reliable validations of skills and knowledge, able to accelerate professional development, improved productivity, and enhanced credibility in the field.

AWS

Training partners are invaluable in the Amazon Partner Network (APN). AWS works with selected training organisations around the globe, ensuring that clients access training courses in their preferred language and location. Our APN Training Partners have met the robust requirements of AWS course delivery, and are the only organisations endorsed by AWS to deliver our lecture-based training.

LLPA

The Leading Learning Partner Association (LLPA) is a global consortium of leading IT training providers. As an LLPA member in South Africa since 2014, CTU Training Solutions shares the association's vision to accelerate knowledge, empower employees, and support secure digital transformation. Together, LLPA's 33 partners deliver multi-vendor training solutions anytime, in any language, anywhere in the world.

AWARDS

CompTIA Outstanding Leader Award 2020

Microsoft Learning Partner of the Year 2020

Top 20 IT Training Companies Watch List 2020

PMR Africa Diamond Arrow Award (Polokwane Campus) 2021

CompTIA Transformation Award 2020/1 for the Southern African Region

Finalist for the Microsoft Learning Partner of the Year 2022



GOLD PARTNER



National Footprint

BOKSBURG CAMPUS
011 918 1176

CRESTA CAMPUS
012 998 2424

MENLYN CAMPUS
012 361 6688

ROODEPOORT CAMPUS
011 760 4321

VEREENIGING CAMPUS
016 423 7341

CAPE TOWN CAMPUS
021 671 0280

STELLENBOSCH CAMPUS
021 887 5372/3

GQEBERHA CAMPUS
041 363 2911

POTCHEFSTROOM CAMPUS
018 290 5340

DURBAN CAMPUS
031 303 1280

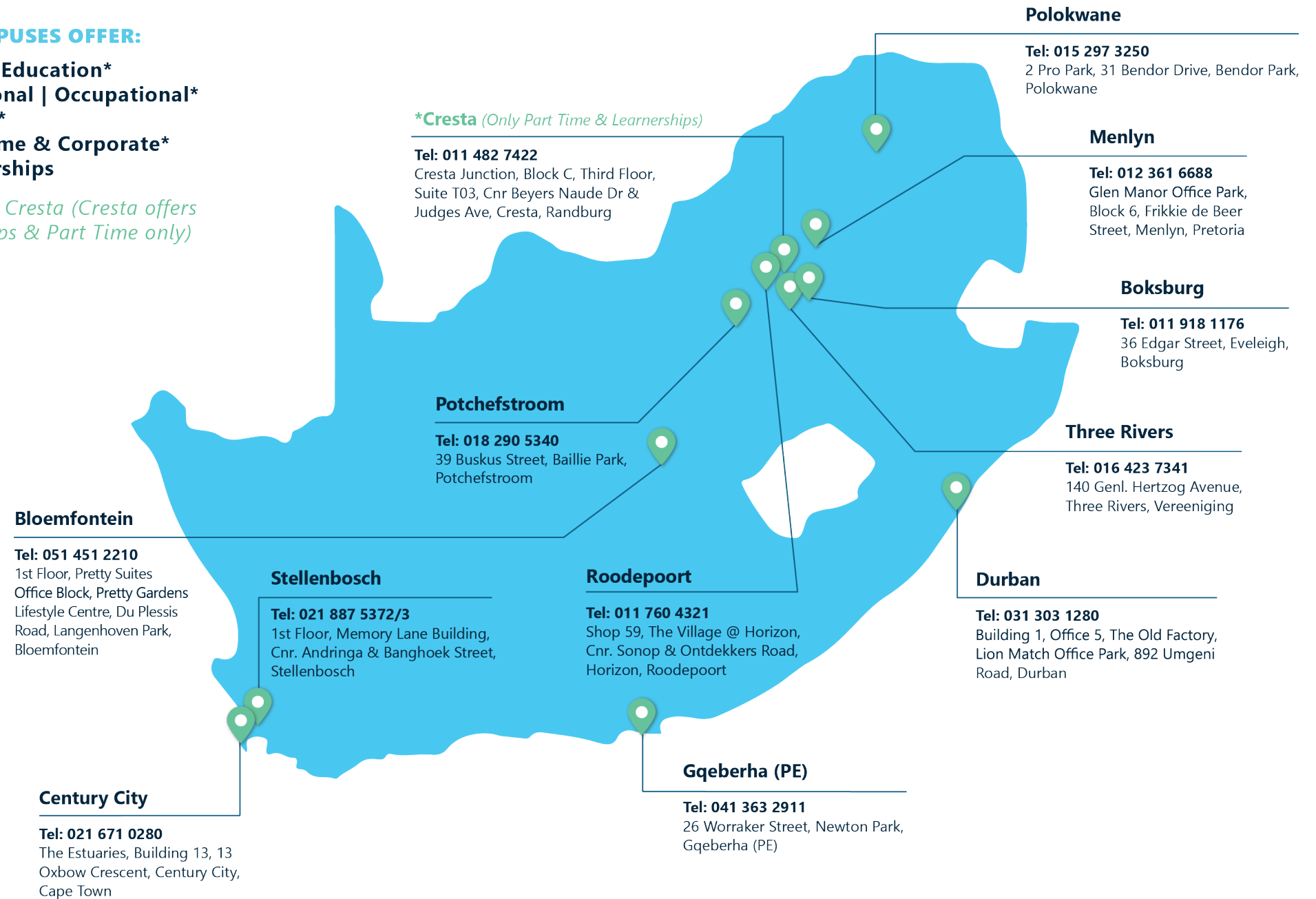
POLOKWANE CAMPUS
015 297 3250

BLOEMFONTEIN CAMPUS
051 451 2210

ALL CAMPUSES OFFER:

- ▶ Higher Education*
- ▶ Vocational | Occupational*
- ▶ NATED*
- ▶ Part-Time & Corporate*
- ▶ Learnerships

**Excluding Cresta (Cresta offers Learnerships & Part Time only)*



CTU Workforce Innovations

Full Time (Day) Qualifications

CTU offers a range of qualifications, from one, two and three-year full-time qualifications. The sessions run on weekdays from Monday to Friday. Successful participants receive national qualifications, and where relevant, international certifications.

Part Time (Evening) Qualifications

We offer one, two, and three-year qualifications through evening classes and Saturdays. Upon completion, graduates are awarded national qualifications and international certifications, where applicable. *Selected programmes offer self-paced options that conform to hybrid learning.

- Vocational qualifications take place two evenings per week and two Saturdays per month.
- Technical diplomas require three evenings a week and two Saturdays per month.

[READ MORE](#)

Virtual Instructor-Led Training

Through the Microsoft Office 365 platform, CTU uses Teams to create a virtual classroom for lectures. Teams enables lecturers to have a live training session, complete with whiteboard and recording facilities. Furthermore, the lecturer can access the participant's computer, and assist with any problem areas.

All theory classes are conducted online, nationwide, through Instructor-Led interactive teaching. A flipped classroom approach is followed, whereby students prepare for the lectures beforehand at home. This approach frees up time in the session for practice, either online or at the practical sessions.

Participants are allocated lecturers who are experts in their field. These lecturers are not necessarily based at the student's chosen campus. CTU implements a national academic standard. Consequently, all lecturers have been appointed by the same criteria and use precisely the same academic content. The academic management team at the head office monitors content to ensure that it conforms to the national academic standard and all participants receive the same standard of education.

Furthermore, participants may have different lecturers for different courses within a specific module. Several subject matter experts facilitate different aspects of learning outcomes for each learning unit and modules of a qualification.

Participants either choose to attend some practical, group and lab sessions at campus or engage online. The timeframe and the work are exactly the same, irrespective of which method is chosen. Participants are required to attend practical, group and lab classes on campus at least two days a week.



CTU Workforce Innovations

HYBRID/BLENDED LEARNING

Background:

Hybrid learning is a learner-centred knowledge and skills acquisition process. It concerns various teaching methods, integrating digital (internet and mobile), recorded and traditional face-to-face class activities. This method ensures that the participant self-directs his or her learning process by choosing the learning methods and materials available that are best suited to the learner's individual characteristics and requirements needed to reach competent outcomes.

The Generation Z participants are bandwidth-connected and have been immersed in technology for their entire lives. At CTU, the hybrid approach to course delivery combines face-to-face classroom instruction (theory and practical) with online activities (O'Reilly books and ColCampus tuition), including group and research activities.

Flipped Classroom:

CTU uses a flipped classroom approach. This method is used to merge online learning with the in-person learning environments. The participant uses their own study time to watch video lectures introducing new concepts. Class time is used to discuss these concepts, complete exercises with lecturer support, and actively participate in group work and discussions.

All CTU study guides direct the participant to ensure that all preparatory reading is done before the face-to-face class. This preliminary knowledge frees the student to engage in an authentic, fully integrated learning experience with the lecturer and other students. The underlying premise is that the student critically reviews and assesses information outside of class. This approach is more effective than one where the student passively receives information from the lecturer.

Teaching & Learning Strategies Guide

CTU LANGUAGE POLICY

English is the only language of tuition, including lectures, study material and all participant support services.

Skills Development

Skills shortages are a real threat to the growth of South African businesses. Upskilling your existing workforce is vital to the future success of a business. Well trained management and personnel are confident and productive, leading to increased efficiency and higher profits for your business.

B-BBEE Benefits:

A learnership, and associated skills development, benefits a company significantly through the B-BBEE scorecard. CTU Training Solutions has B-BBEE experts on hand to assist in ensuring that learnership interventions maximise the B-BBEE scorecard. Points are based on a generic scorecard.

Learnerships

A company can earn significant points under the employment equity for black people.

Learnerships

At CTU, the learnership best practice is identified as follows:

- All training is instructor-led.
- Training times are structured according to required notional hours per learnership.
- Participants attend training and workplace learning sessions based on an agreed schedule.

Should learnership groups have less than 20 individuals, the participants will be slotted into available programmes. Groups comprising more than 20 individuals can customise their commencement dates and schedules according to your requirements.

THE BENEFITS OF LEARNERSHIPS:

Employees who upskill their personnel through learnerships find that employees are unlikely to leave a company that sees their value and invests in their professional development. The technical expertise of the employees is enhanced because the learnerships focus on on-the-job training without negatively affecting performance and productivity, as is the case with traditional learning methods. Furthermore, employers will observe increased productivity and profitability since the employees will be motivated to add value to the company.

PARTICIPANT BENEFITS:

A learnership gives a great alternative to working individuals who are unable to study full-time due to work commitments. CTU learnerships are structured so that participants are exposed to technical expertise and cutting-edge knowledge that directly relate to their fields. Further study through learnerships affords people the opportunity to acquire nationally recognised qualifications. Additionally, a relevant qualification is vital to self-esteem, job satisfaction and an elevated level of performance.

**PREFERENTIAL
PROCUREMENT
SCORECARD**

**YOUTH
WAGE
SUBSIDY**

**TAX
BENEFITS**

**WORK BASED
LEARNING
(WBL)**

**COMPANY TAX
ALLOWANCES FOR
LEARNERSHIPS**

Registered Learnerships

School of IT & Programming

Occupational Qualification	ID	NQF	Duration	Credits	Learnership Number
Occupational Certificate: Robotic Processing Automation Developer	119242	5	1	185	32Q320187221855
Occupational Certificate: Design-Thinking-Innovation Lead	118788	4	1	160	32Q320172201604
Occupational Certificate: Quality Test Automator	118789	5	1	179	32Q320168251795
Occupational Certificate: Internet of Things Developer	119262	4	1	141	32Q320184201414
Occupational Certificate: Data Science Practitioner	118708	5	1	185	32Q320170251855
Occupational Certificate: Software Developer	118707	5	2	220	32Q320167302205
Occupational Certificate: AI Software Developer	118792	5	2	209	32Q320168251795
Occupational Certificate: Cloud Solutions Administrator	118699	4	1	147	32Q320171191494
Occupational Certificate: Cybersecurity Analyst	118986	5	1	173	32Q320181231735
Occupational Certificate: Software Engineer	119458	6	2	240	32Q320321132406
Occupational Certificate: Computer Technician	101408	5	2	282	32Q320320172825
Occupational Certificate: Software Tester	119438	5	1	70	32Q320322050705

CTU Training Solutions (PTY) Ltd (selected registered campuses) is also provisionally registered as a private higher education institution in terms of section 54(3) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2016. (No 1014/HE07/004). (Registered campuses: Bloemfontein, Boksburg, Polokwane, Potchefstroom, Pretoria, Stellenbosch) Terms & Conditions: The content of this prospectus is subject to change without notification due to market trends in the industry, legislation and/or programme version updates. Refer to website for the latest version of the prospectus. The CTU Career Campus, a division of CTU Training Solutions (PTY) Ltd, reserves the right to change the programme content without prior notice. Additional international exams may be written but are not included in the programme fee. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the months of February & July of each year. In the instance that CTU Training Solutions cannot continue with face-to-face classes due to Covid-19 regulations, all students will receive virtual lecturer-led interactive teaching (VILT) for all sessions including practicals and group activities.

Registered Learnerships

School of Business Management & Humanities

Occupational Qualification	ID	NQF	Duration	Credits	Learnership Number
Occupational Certificate: Marketing Coordinator	118706	5	1	175	32Q320161181755
Occupational Certificate: Training and Development Practitioner	101321	5	1	190	32Q320041211905
Occupational Certificate: Early Childhood Development Practitioner	97542	4	1	131	32Q320045171314
Occupational Certificate: Project Manager	101869	5	2	240	32Q320065282405
Occupational Certificate: Bookkeeper	98959	5	3	364	32Q320058230525
Occupational Certificate: Financial Advisor	105026	6	4	515	32Q320066225156
Occupational Certificate: Office Administrator	102161	5	3	445	32Q320059364455
Occupational Certificate: Safety, Health and Quality Practitioner	118766	5	2	256	32Q320063202565
Higher Occupational Certificate: Human Resource Management Administrator	121150	5	1	120	32Q320299131205
Advanced Occupational Diploma: Human Resource Management Advisor	121152	7	1	178	32Q320297151787
Advanced Occupational Diploma: Human Resource Management Officer	121151	6	1	178	32Q320298151346

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Registered Learnerships

Estate Management

Occupational Qualification	ID	NQF	Duration	Credits	Learnership Number
Occupational Certificate: Real Estate Agent	118714	4	1	150	32Q320166181504
Occupational Certificate: Facilities Manager	102147	5	2	160	32Q320153292616

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Bursaries

Five Excellent Reasons for your Company to Fund Bursaries

1

A win-win situation

By funding bursaries, your company is strengthened through the improved skillset of the employees, who in turn will be loyal and proud of the company that employs them.

2

Pivotal claims on mandatory grants

When you submit your annual WSP/ATR, your company records the bursary on its pivotal report, facilitating a mandatory grant claim at 20% of the skills levies paid.

3

Discretionary Grant

SETAs award discretionary grants to companies, to assist with bursary funding. The SETA grant assistance counts towards your BEE spend.

4

BEE score level

If you spend 2.5% of the leviable amount on bursaries, you gain four points on your skills development element as per the BEE Scorecard.

5

Tax benefits

In terms of the Income Tax Act 58 of 1962 (as amended), a bona fide bursary or scholarship granted to an employee or relatives is tax exempt from tax within certain limits and conditions.

Companies have a choice of several CTU bursary options for individuals. These range from full-time tuition (daily facilitator-led classes from Monday to Friday) or the new full qualification part time model (hybrid training, evening classes and Saturdays) with a flexible timetable for the working individual. The outcome of both options includes a national qualification and international certification. Both options require the student to complete a specific duration of workplace experience, providing vital industry skills and understanding upon completion

Faculties



IT Faculty

SCHOOL OF

**SOFTWARE
DEVELOPMENT**

SCHOOL OF

**NETWORK DESIGN &
ADMINISTRATION**

SCHOOL OF

**COMPUTER
TECHNOLOGY &
FINANCE CLOUD
COMPUTING**

SCHOOL OF

**Data Science
and AI**



Design Faculty

SCHOOL OF

**VISUAL
COMMUNICATION**

SCHOOL OF

GRAPHIC DESIGN



Business Management & Humanities Faculty

SCHOOL OF

**PROJECT
MANAGEMENT**

SCHOOL OF

HR MANAGEMENT

SCHOOL OF

**BUSINESS
MANAGEMENT**

SCHOOL OF

FINANCE

SCHOOL OF

EDUCATION



Engineering Faculty

SCHOOL OF

**CIVIL
ENGINEERING**

SCHOOL OF

**MECHANICAL
ENGINEERING**

SCHOOL OF

**ELECTRICAL
ENGINEERING**

SCHOOL OF

**DRAUGHTING
ENGINEERING**

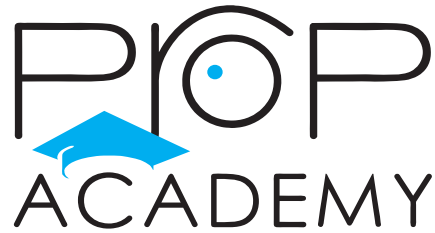


Sustainability Faculty

SCHOOL OF

**ENVIRONMENTAL
SCIENCE**

PropAcademy



Boasting over 160 years of combined experience and passion within the South African property and entrepreneurship sector, PropAcademy was founded in 2014. Its singular mission is to provide aspiring and determined entrepreneurs with innovative, accredited courses and qualifications via an online platform.

Qualifications and courses offered by PropAcademy have gained significant respect and accreditation from key regulatory bodies, such as SSETA and SAQA. On top of this, PropAcademy presents skill-enriching courses, designed and facilitated by expert industry leaders. With a team of specialists simplifying e-Learning to its most beneficial form, PropAcademy continues to create an exceptional learning experience. Recently, PropAcademy became part of CTU Training Solutions, an award-winning private tertiary education provider and has been developing skilled professionals since 1987.

LEARN MORE

ONLINE CPD COURSES FOR ESTATE AGENTS IN SOUTH AFRICA

PropAcademy provides a comprehensive range of affordable online CPD courses in the non-verifiable category, designed specifically for real estate agents in South Africa. These courses aim to help professionals meet their annual mandatory requirement of completing a certain number of verifiable and non-verifiable CPD courses.

With the convenience of PropAcademy's online platform, these courses can be accessed from any computer or mobile device, whether at home, in the office, or on the go. Further details on the crucial requirements set forth by the EAAB for Real Estate CPD courses and the various CPD categories that are available can be found on their page.

Vendor-Specific International Certifications

THE NEED FOR INTERNATIONAL CERTIFICATIONS

The digital environment, driven by internal and external demands, is changing at an unprecedented rate. IT certification, knowledge, and ability are more valuable than ever to the individual employee and IT organisations. Cloud, wireless, hybrid work, advances in data management and security all demand more specialised IT teams. Being ready for what is now and what is next requires both skill and an open attitude that values continual learning. International certifications provide a clear indication of how current a person's skills are. CTU's international certifications are regularly reviewed and restructured as aligned with state-of-the-art technology and the latest business trends in the workplace environment.

HOW INTERNATIONAL CERTIFICATIONS BENEFIT THE EMPLOYEE

A progressive mindset that values continuous growth and certification benefits an individual's career prospects and enhances the person's prospects. A certified candidate's career path is quantifiable: promotion, salary increase, a new role.

21% Certified employees get promoted.
23% Discover new positions in a related industry.
13% Find new jobs by changing industries.

NATIONAL HYBRID SCHEDULE

Unlock the future of your career with our Hybrid VILT Schedule, a CTU-exclusive training solution tailored to our understanding of our customers' unique needs. This training solution combines the flexibility of online learning with the effectiveness of lecturer-led sessions, offering a bespoke learning journey.

It's designed for professionals and students eager to advance without the constraints of physical attendance, ensuring you can access international certifications from anywhere. Experience a world of learning crafted around your schedule and potential. Explore more and transform your potential today.

NATIONAL HYBRID SCHEDULE

Recognition of Prior Learning (RPL)



What is RPL?

Recognition of Prior Learning (RPL) is a process of identifying a candidate's knowledge and skills against a qualification or a part thereof. The process involves the identification, mediation, assessment and acknowledgement of knowledge and skills obtained through informal, non-formal and / or formal learning.

Recognition of Prior Learning provides an opportunity for you to identify your employee's learning, have it assessed and formally acknowledged. At CTU, RPL can only be done against qualifications offered by CTU.



Advanced standing or credits

If you have considerable work experience but you don't meet the entry requirements of your chosen course, you may want to apply for entry into a qualification, otherwise known as "access".

Your RPL application is evaluated against the entry requirements of the qualification. If access is granted, the qualification on the lower level is not awarded.



Advanced standing or credits

You may have previously gained knowledge or experience in specific areas. When compared with the outcomes of a CTU qualification, your knowledge might cover some subjects. You may apply for recognition of these modules, whereby you will be awarded 'advanced standing' or 'credits'.

Once the assessment is completed, recognition may be given for specific modules, but not for the entire qualification. You will be required to complete the outstanding modules before the qualification is awarded.

Apply for RPL by completing your profile on CampusOnline, submitting all supporting documentation.

CTU HUMAN RESOURCE DEVELOPMENT



Continuous Professional Development (CPD) activities



ICITP Accreditation Number: PA2230048IGP

CTU is an accredited partner of the Institute of Chartered IT Professionals (ICITP). This accreditation confirms our commitment to providing high-quality skills development interventions endorsed by the ICITP. As an accredited partner, CTU is licensed to offer a range of Continuous Professional Development (CPD) activities designed to enhance professional growth and expertise in the IT field.

Activity/Course	Points Allocation
What is Critical Thinking	1.5
Critical & Logical Thinking	1.5
Information Evaluation	1.5
Reading & Writing Critically	1.5
Judgement & Decision Making	1.5
Complex Problem Solving	1.5
Cognitive Flexibility	1.5
What is Creative Expression	1.5
Creativity & Society	1.5
Being Creative	1.5

Activity/Course	Points Allocation
Being a Creative Leader	1.5
Understanding People at Work	1.5
Being in Other People's Shoes (Empathy)	1.5
Teamwork	1.5
Relationship Rules	1.5
Emotional Intelligence	1.5
What is Service Orientation	1.5
Ensure Quality Customer Service	1.5
Establish Customer Trust	1.5
Exceeding Customer Needs	1.5
Customer Negotiation Skills	1.5

*To declare CPD points, members need to submit evidence of course completion. The ICITP will verify the evidence with the CPD provider to validate and award points.

At CTU, we are dedicated to supporting your continuous professional development. Join us in our accredited CPD activities and take your IT career to new heights with the endorsement of the ICITP.

General Information

ASSESSMENT

The assessment process evaluates evidence of performance against agreed criteria to make a judgement whether the learning required for the achievement of specific outcomes is taking place. During the assessment, an assessor collects evidence of the level of knowledge and skills acquired by the student, enabling the assessor to make decisions related to the participant and the module or learning programme, reliant on the purpose of the assessment. All participants will be assessed formatively and summatively.

NATIONAL QUALIFICATION REQUIREMENTS

Qualifications are awarded to a participant in a specific course, based on the following conditions:

- All fees owed to CTU Training Solutions are paid in full, as per enrolment contract.
- The participant must be found competent in all formative and summative assessments.

Workplace Portfolios of Evidence should be completed with the required evidence in conjunction with the qualification requirements of the specific course. Portfolios of Evidence must be completed, including the evidence aligned with the course specific qualification requirements. Absenteeism is limited to 10 days, as per the absenteeism threshold.

CREDIT ACCUMULATION

Credit accumulation enables participants to register learning outcomes achieved in a programme at a certain time. The outcome then counts towards the full programme at a later stage. This can take place within sub-systems, for example subject, programme, department, faculty, institution, awarding body, educational sector, occupational sector and / or country.

CREDIT TRANSFER*

Credit transfer is a process where students can register learning outcomes achieved in one programme at a specific date and have these count towards another programme at a later stage. This transfer operates between programmes, but more importantly, between organisations or sectors.

INTERNATIONAL EXAMS

The pass mark for an international preliminary exam is 80%.

Should a student fail the preliminary exam, the student will not be permitted to write the international exam.

The preliminary exam functions to prepare and evaluate the participant in preparation for the international exam. Students will be given two attempts to write the preliminary exam. After the second failed attempt, the campus manager will contact you to discuss the student's academic progress.

The pass mark for an international exam depends on the exam provider, the nature and number of the exam, for example Microsoft, CompTIA, Cisco, Adobe, CIW, and Autodesk.

Should the participants fail any one of their international exams and wish to rewrite the international exam, they will have to do so in their own time and at their own cost.

International exams are scheduled in a specific order (per programme). Should a student fail, They will be prohibited from taking the following international exam.

A participant who has passed will not be permitted to rewrite an exam to gain a higher mark.

*CTU only offer programmes we are accredited for. We cannot verify that our programmes (national credits / international certifications) will receive recognition from any other tertiary or higher education provider.

***CTU can only offer programmes we are accredited for and cannot confirm that any of our programmes (national credits/ international certifications) will receive further recognition from any other tertiary or higher education providers**



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