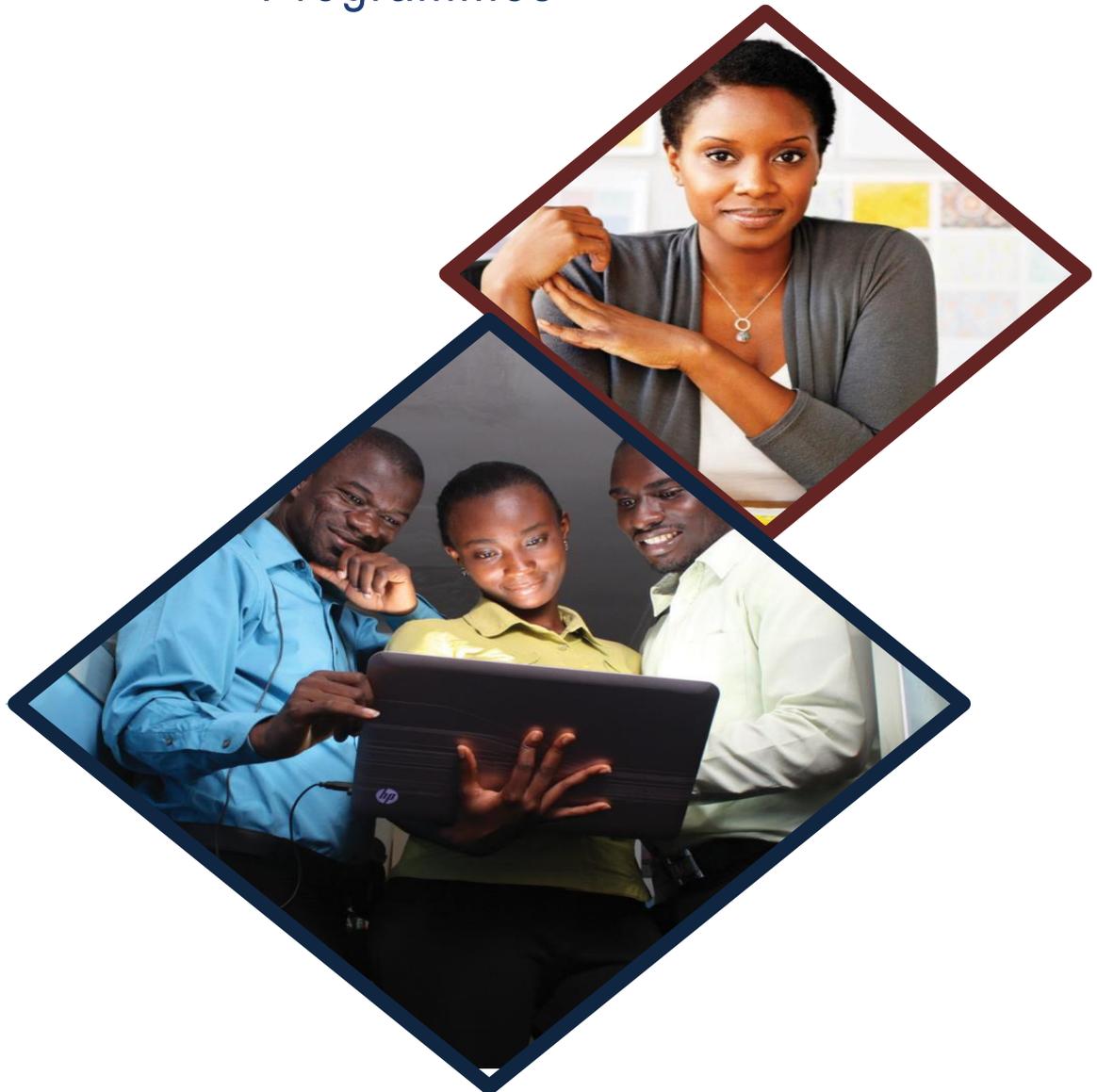




**BRIGHTIDEAS**

A BRILLIANT BEGINNING, FOR A SHINING FUTURE

# Learning Programmes



# Bright Ideas School of Business Science & Technology Programme Offering Catalogue



**BRIGHTIDEAS**  
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Bright Ideas School of Business Science and Technology is an accredited training college which was formed in 2010.

Our mission is to develop capacity within government, parastatals, corporate entities and individuals.

Our focus areas include:

- Training for municipal officials, councilors and government departments
- Management and Leadership
- Financial & Risk Management
- Mentoring and Coaching for a wide range of interventions
- Soft skills programmes for both managers and employees
- Development of ETD practitioners and personnel
- Hair & Beauty School
- Entrepreneurship
- Hospitality (Travel & Tourism)
- Mechanical & Electrical Engineering
- Air-Conditioning & Refrigeration

We have successfully conducted national training interventions for government departments and corporate South Africa and have also been mandated to conduct interventions on behalf of various SETAs.

We have consulted to corporate companies in respect of their training needs and assisted them to design interventions to develop their staff.

Bright Ideas School of Business Science and Technology is known for the quality of our:

- Learner material design
- Facilitation delivery
- Assessment and moderation
- Support to our clients/learners and delegates

As an education provider we are committed to ensuring that our learning material is relevant to our clients/learners and that skills are transferred to the delegates so that they can be more effective in their careers.

We enjoy an 80% submission rate of Portfolio of Evidence files and support delegates with intensive POE building sessions.

We have been complimented by SETA verifiers on our sound practices and professionalism.

**We invite you to work with our committed staff to achieve "A Brilliant Beginning, For A Shining Future".**

#### BEE Scorecard

BBBEE Status: Level 3 Contributor
BBBEE Recognition Level: 110%
Black Ownership: 100%

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# Diploma & National Certificate

We are accredited by the SERVICE SETA & LGSETA to offer the following qualifications and all the unit standards contained in these qualifications:

SAQA ID 48965	National Certificate: Municipal Financial Management	NQF Level 6
SAQA ID 49554	National Diploma: Public Finance Management and Administration	NQF Level 5
SAQA ID 36438	National Certificate: Local Economic Development	NQF Level 5
SAQA ID 50205	National Certificate: Municipal Integrated Development Planning	NQF Level 5
SAQA ID 59201	National Certificate: Generic Management	NQF Level 5
SAQA ID 50372	National Certificate: Municipal Finance and Administration	NQF Level 4
SAQA ID 50081	National Certificate: Leadership Development	NQF Level 4
SAQA ID 68470	National Certificate: Disaster Risk Management	NQF Level 4
SAQA ID 50309	National Certificate: Environmental Practice	NQF Level 4
SAQA ID 67509	National Certificate: Community Development	NQF Level 4
SAQA ID 58644	National Certificate: Local Government Support Services	NQF Level 3
SAQA ID 49552	National Certificate: Environmental Practice	NQF Level 1
SAQA ID 65449	National Certificate: Air-conditioning, Refrigeration & Ventilation	NQF Level 2
SAQA ID 58534/57881	National Certificate: Welding Application & Practice	NQF Level 2
SAQA ID 58535/57886	National Certificate: Welding Application & Practice	NQF Level 3
SAQA ID 80646	National Certificate: Beauty & Nail Technology	NQF Level 4
SAQA ID 65750	National Certificate: Hairdressing	NQF Level 2
SAQA ID 65749	National Certificate: Hairdressing	NQF Level 3
SAQA ID 65729	National Certificate: Hairdressing	NQF Level 4

# Local Economic Development in Municipalities

This is a “part qualification” which forms part of the FET Certificate Community Development: Local Economic Development – SAQA ID 76989.

## Purpose

To effectively assist and guide municipalities and relevant role-players to understand and utilise LED tools in the South African economy in order to contribute to the workings of the local municipality.

U/S ID	U/S Title	Level	Credits
110472	Outline the environment of local government	4	6
110475	Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development	4	6
110484	Participate in local economic development related meetings and facilitate the necessary flow of local economic development information	4	6
110501	Identify and explain the application of a range of concepts and tools for local economic development	4	8
110502	Demonstrate and apply knowledge and understanding of the roles, functions and responsibilities of the main stakeholders and role-players in local economic development	4	4
<b>Total</b>			<b>30 Credits</b>

# Understanding & Working with IDP

In addition to the full qualification (Municipal Integrated Development Planning – SAQA ID 50205) we have developed a 5 day programme which is valuable for IDP practitioners, municipal officials and councilors. It has also been adapted for National and Provincial Departments who wish to work closely with Municipal IDP Departments to ensure that their programmes are integrated into the IDP document.

## Purpose

To provide Community Development Practitioners (CDPs) with an understanding of the legal implications and principles of developmental local government and Integrated Development Planning (IDP); to determine the impact and policy implications of the concepts of IDP and sustainable human settlements for a municipal area; and to facilitate IDP events.

This programme has been aligned to the following Unit Standards.

U/S ID	U/S Title	Level	Credits
120504	Determine the impact and policy implications of the concepts of 'integrated sustainable development' and 'sustainable human settlements' for a municipal area	5	8
120501	Demonstrate an understanding of the legal implications and principles of the concepts of 'developmental Local Government' and 'integrated development planning' for governance in a municipal area	5	6
120506	Facilitate Integrated Development Planning events	5	12
<b>Total</b>			<b>26 Credits</b>

# Business School

## Generic Management



### Purpose

The focus of this qualification is to enable the learner to develop competence in a range of knowledge, skills, attitudes and values including:

**Initiating, developing, implementing and evaluating operational strategies, projects and action plans**, and where appropriate, recommending change within teams and/or the unit so as to improve the effectiveness of the unit.

**Monitoring and measuring performance and applying continuous or innovative improvement interventions** in the unit in order to attain its desired outcomes, including client satisfaction, and thereby contributing towards the achievement of the objectives and vision of the entity.

**Leading a team, by capitalising on the talents of team members and promoting synergistic interaction between individuals and teams**, to enhance individual, team and unit effectiveness in order to achieve the goals of the entity.

**Building relationships using communication processes both vertically and horizontally** within the unit, with superiors and with stakeholders across the value chain to ensure the achievement of intended outcomes.

**Applying the principles of risk, financial and knowledge management and business ethics** within internal and external regulatory frameworks in order to ensure the effectiveness and sustainability of the unit.

**Enhancing the development of teams and team members** through facilitating the acquisition of skills, coaching, providing career direction, and capitalising on diversity in the unit.

The skills, knowledge and understanding demonstrated within this qualification are essential for the creation of a talent pool of experienced and effective middle managers that represents the demographics of the South African society. This qualification will create a leadership cadre for the South African society throughout multiple industries and sectors both private and public.

### Rationale

The National Certificate: Generic Management, NQF Level 5 forms part of a learning pathway of management qualifications across various sectors and industries.

It is specifically designed to develop management competencies required by learners in any occupation, particularly those who are managers or supervisors.

The scope of generic management covers the following domains:

- Leadership
- Managing the environment
- Human Resource Management
- Managing knowledge
- Communication and Presentation Skills
- Financial management
- Fundamentals of Project Management and Operational Management
- Principles of Ethics and Culture Diversity
- Best Practices and the Business Environment

This qualification addresses each of these domains with generic competencies, so that it allows learning programmes to be contextualised for specific sectors and industries.

### International Comparability

The qualification compares favourably with many universities and colleges in the United Kingdom, Australia, India, Uganda who refer to it as an **Executive Development Programme**

## Implementing Operational Plans 44 Credits

U/S ID	U/S Title	Level	Credits
252022	Develop, implement and evaluate a project plan	5	8
252034	Monitor and evaluate team members against performance standards	5	8
252026	Apply a system approach to decision making	5	6
252021	Formulate recommendations for a change process	5	8
252020	Create and manage an environment that promotes innovation	5	6

## Leadership Management 50 Credits

U/S ID	U/S Title	Level	Credits
120300	Analyse leadership and related theories in a work context	5	8
12433	Use communication techniques effectively	5	8
252037	Build teams to achieve goals and objectives	5	6
252035	Select and coach first line managers	5	8
252029	Lead people development and talent management	5	8
252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
252043	Manage a diverse work force to add value	5	6

## Financial & Risk Management 33 Credits



U/S ID	U/S Title	Level	Credits
252025	Monitor, assess and manage risk	5	8
252042	Apply the principles of ethics to improve organisational culture	5	5
252044	Apply the principles of knowledge management	5	6
252040	Manage the finances of a unit – Finance for Non-Financial Managers	5	8
252036	Apply mathematical analysis to economic and financial information	5	6

## Human Recourse Management 39 Credits

U/S ID	U/S Title	Level	Credits
12140	Recruit and select candidates to fill defined positions	5	9
114226	Interpret and manage conflicts within the workplace	5	8
117853	Conduct negotiations to deal with Conflict situations	5	8
264408	Manage and improve communication processes in a function	5	6
252024	Evaluate current practices against best practice	5	4
252031	Apply the principals and concepts of emotional intelligence to the management of self and others	5	4

# National Treasury Minimum Competencies – Municipal Finance Management Programme (MFMP)

This programme, which is in support of the minimum competency regulations (Gazette No 29967 of June 2007) falls under the auspices of the National Treasury and is accredited by the LGSETA. The Gazette requires that all Accounting Officers, Chief Financial Officers, Senior Managers, Financial Officers at Middle Management Level, Heads of Supply Chain Management and Supply Chain Managers working in municipalities meet the stipulated minimum competency levels.

The Municipal Finance Management Programme (MFMP) comprises 28 unit standards and we are able to offer the entire programme, or the National Certificate: Municipal Finance Management - SAQA ID 48965 - Level 6 (21 programmes) or individual programmes depending on your needs. Bright Ideas has been awarded full programme approval to deliver all 28 skills programmes. We have been involved with this programme since 2010 and have trained officials and interns from many municipalities in South Africa.

U/S ID	Unit Standard Title	Duration
116339	Apply risk management in SA municipalities	4 days
116341	Conduct performance management to a SA municipal environment	4 days
116342	Apply approaches to managing municipal income and expenditure within a multi-year Framework	4 days
116343	Apply the principles of ethics in a municipal environment	4 days
116348	Conduct stakeholder consultation around municipal finance programmes	4 days
116351	Conduct audit planning and implementation in a SA municipality	4 days
116353	Participate in the design and implementation of municipal supply chain management	4 days
116361	Interpret SA legislation and policy affecting municipal financial management	4 days
116362	Manage a municipality's assets and liabilities	4 days
116363	Prepare and analyse municipal financial reports	4 days
119331	Conduct working capital management activities in accordance with sound financial management policy	4 days
119335	Conduct and apply statistical analyses required to make informed public sector finance decisions	4 days
119341	Apply cost management information systems in the preparation of management reports	4 days
119343	Apply operations research principles and tools in the management of project activities and Resources	4 days
119348	Apply selected GRAP to periodic reporting process	4 days
119353	Plan and implement public private partnerships for municipal service delivery	4 days

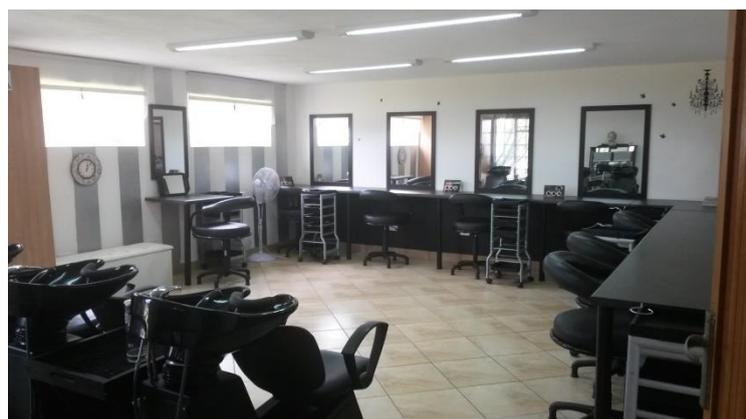
# Hair, Beauty & Nail Technology



## Purpose

At the end of the programme the learners will be competent in Beauty, Nail Technology and Hairdressing.

U/S ID	U/S Title	Level	Credits
80646	Beauty & Nail Technology	4	156
65750	Hairdressing	2	130
65749	Hairdressing	3	120
65729	Hairdressing	4	140



# School Of Technology

## Purpose

At the end of the programme the learners will be competent in the various fields of Technology.

U/S ID	U/S Title	Level	Credits
65449	Air-conditioning, Refrigeration and Ventilation	2	133
65489	Air-Conditioning, Refrigeration and Ventilation	3	132
58534	Welding Application and Practice	2	158
58535	Welding Application and Practice	3	151



## Managing Conflict within the Workplace

### Purpose

At the end of the programme the delegates will be able to analyse the source and causes of conflict and will be able to implement an array of techniques to help them resolve conflict to the benefit of their department or organisation.

U/S ID	U/S Title	Level	Credits
117853	Conducting Negotiations To Deal With Conflict Situations	5	8
114226	Conflict Resolution	5	8
<b>Total</b>		<b>16 Credits</b>	

## Writing Effective Business Correspondence & Reports

### Purpose

At the end of the programme the delegates will be able to prepare professional business communications and report.

This programme has been aligned to the following Unit Standards.

U/S ID	U/S Title	Level	Credits
12153	Use the writing process to compose texts required in the business environment	4	5
<b>Total</b>		<b>5 Credits</b>	

### Purpose

To Initiate Develop, Implement And Evaluate Operational Strategies that take the Organisational strategies into action Project, Co-ordination and management of these systems within an organisation.

U/S ID	U/S Title	Level	Credits
252022	Develop, Implement and Evaluate A Project Plan	5	8
252032	Develop, Implement and Evaluate An Operational Plan	5	8
<b>Total</b>		<b>16 Credits</b>	

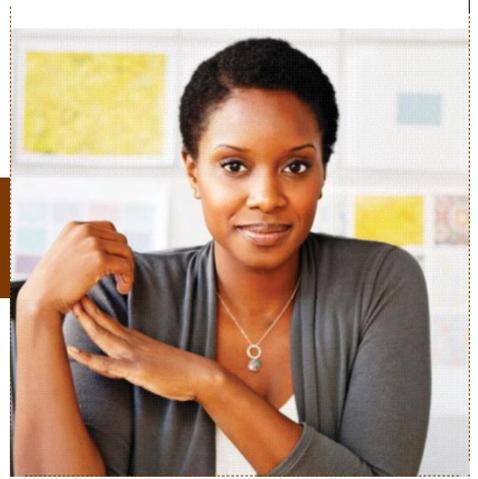
## Stress Management

### Purpose

At the end of the workshop the delegates will be able to identify the source of their stress and be able to develop strategies and techniques to deal with the stress.

## Work Related Life Skills for High Potential Candidates

We have a range of work related life skills for upwardly mobile candidates who are participating in a mentorship programme. Managers can also send their employees on individual life skills programmes to address competency gaps.



## Finance for Non-Financial Managers

### Purpose

At the end of the programme non-financial managers will have an understanding of finance and how it is managed within an organisation. This will assist them when working with their finance department in preparing budgets participating in discussions regarding finance and analysing financial statements.

### Target group

Non-financial Managers

### Duration

5 Days

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## Negotiation Skills

### Purpose

At the end of the programme the delegates will have a good understanding of negotiation styles and tactics and will be able to use them in the workplace.

### Target group

Managers and Senior Officials involved in negotiations.

### Duration

4 Days

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## Time Management

### Purpose

At the end of the workshop the delegates will be able to identify their time wasters and apply techniques to manage their time more effectively.

### Target group

Managers and employees who need to manage their time more effectively.

### Duration

1 Day

## Effective Interviewing

### Purpose

Managers and officials involved in selecting and interviewing potential employees to conduct selection interviews effectively.

### Target group

Manager, Officials and HR practitioners.

### Duration

1 Days

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## Filing and Telephone Skills

### Purpose

To enable officials or employees to fulfil the admin component part of their function more effectively and efficiently, thereby assisting their organisations to be more effective.

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## Business Etiquette Skills

### Purpose

To enable officials to conduct themselves appropriately and effectively in business and official settings and social gathering.

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## Hospitality Management

### Purpose

To enable learners to manage and work in hospitality sectors such as Casinos, Cruise Ships, Lodges, Hotels and Conference facilities.

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## Entrepreneurship

### Purpose

To enable learners to own, manage their own business from start up.



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For more information or to set an appointment with our student councilors, kindly contact us on:

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