

Bright Ideas Prospectus 2024

"A Brilliant Beginning. For A Shining Future"



BRIGHTIDEASTRAINING.CO.ZA/



info@brightideastraining.co.za



WHY US ?

BRIGHTIDEAS

Quick and easy.

- Accredited single-unit short courses, skills courses, full qualifications and diplomas.
- Excellent learning experience.
- Friendly and expert staff who are passionate about what they do and will assist in a friendly and professional manner.
 - Learner assistance via email,
 WhatsApp, phone call and online

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ABOUT US

Bright Ideas is an accredited training service provider with Services Seta and LG Seta, which was founded in 2010. We build capacity inside government, parastatals, corporations, and individuals. We have successfully performed national training interventions for government agencies and corporate South Africa, and we have also been asked to conduct interventions on behalf of various SETAS.





BBBEE STATUS: LEVEL 1 CONTRIBUTOR BBBEE RECOGNITION LEVEL: 135% BLACK OWNERSHIP:100%

ACCREDITION NUMBERS: SERVICE SETA 12866 LG SETA LGRS- 977-121220

INDEX

- DIPLOMA AND NATIONAL CERTIFICATE
- QUALIFICATIONS AND ACCREDITED SKILLS PROGRAMMES
- BUSINESS SCHOOL & RELATED PROGRAMMES
- MUNICIPAL FINANCE MANAGEMENT
- SHORT COURSES
- SKILLS PROGRAMME

SAQA ID 50309 SAQA ID 67509 SAQA ID 67465 SAQA ID 49552 SAQA ID 49648

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Diploma & National Certificate

SAQA ID 59201 SAQA ID 57712 SAQA ID 50372 SAQA ID 50081 SAQA ID 68470

NATIONAL CERTIFICATE GENERIC MANAGEMENT NQF LEVEL 5: 162 CREDITS

NATIONAL CERTIFICATE: GENERIC MANAGEMENT NOF LEVEL 4: 150 CREDITS

NATIONAL CERTIFICATE: MUNICIPAL FIANCE AND ADMINISTRATION
NQF LEVEL 4: 157 CREDITS

NATIONAL CERTIFICATE LEADERSHIP DEVELOPMENT NQF LEVEL 4: 160 CREDITS

NATIONAL CERTIFICATE DISASTER MANAGEMENT NQF LEVEL 4: 136 CREDITS

NATIONAL CERTIFICATE ENVIRONMENT PRACTICE
NQF LEVEL 4: 140 CREDITS

NATIONAL CERTIFICATE COMMUNITY DEVELOPMENT NQF LEVEL 4: 125 CREDITS

NATIONAL CERTIFICATE BUSINESS ADMINISTRATION NQF LEVEL 3: 120 CREDITS

NATIONAL CERTIFICATE ENVIRONMENTAL PRACTICE
NOF LEVEL 1: 122 CREDITS

NATIONAL CERTIFICATE NEW VENTURE CREATION
NOF LEVEL 2: 138 CREDITS

SAQA ID 50309 SAQA ID 67509 SAQA ID 58644 SAQA ID 49552

Diploma & National Certificate

SAQA ID 59201 SAQA ID 50372 SAQA ID 50081 SAQA ID 65449

NATIONAL CERTIFICATE: MUNICIPAL FINANCIAL MANAGEMENT NQF LEVEL 6:166 CREDITS

NATIONAL DIPLOMA: PUBLIC FINANCE MANAGEMENT AND
ADMINISTRATION
NOF LEVEL 5: 260 CREDITS

NATIONAL CERTIFICATE: LOCAL ECONOMIC DEVELOPMENT NOF LEVEL 5: 142 CREDITS

NATIONAL CERTIFICATE: MUNICIPAL INTEGRATED DEVELOPMENT
PLANNING
NOF LEVEL 5:160 CREDITS

NATIONAL CERTIFICATE: GENERIC MANAGEMENT NQF LEVEL 5: 162 CREDITS

FURTHER EDUCATION AND TRAINING CERTIFICATE: MUNICIPAL FINANCE
AND ADMINISTRATION
NOF LEVEL 4: 157 CREDITS

FURTHER EDUCATION AND TRAINING CERTIFICATE: LEADERSHIP
DEVELOPMENT NQF LEVEL 4: 160 CREDITS

FURTHER EDUCATION AND TRAINING CERTIFICATE: ENVIRONMENTAL PRACTICE

NOF LEVEL 4:140 CREDITS

NATIONAL CERTIFICATE: LOCAL GOVERNMENT SUPPORT SERVICES NQF LEVEL 3: 127 CREDITS

GENERAL EDUCATION AND TRAINING CERTIFICATE: ENVIRONMENTAL

PRACTICE NOF LEVEL 1: 122 CREDITS

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.

SAQA ID 110472 Outline the environment of local government LEVEL 4 : CREDITS 6

SAQA ID 110475 Demonstrate and apply a knowledge and understanding of the basic economic concepts central to local economic development LEVEL 4: CREDITS 6

SAQA ID 110484 Participate in local economic development related meetings and facilitate the necessary flow of local economic development Information LEVEL 4 : CREDITS 6

SAQA ID 110501 Identify and explain the application of a range of concepts and tools for local economic development LEVEL 4 : CREDITS 8

SAQA ID 110502 Demonstrate and apply knowledge and understanding of the roles, functions and responsibilities of the main stakeholders and role- players in local economic development LEVEL 4: CREDITS 4

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

TOTAL CREDITS: 30



In addition to the entire qualification (Municipal Integrated Development Planning-SAQA ID 50205), we have created a 5-day curriculum that is useful for IDP practitioners, municipal officials, and councilors. It has also been designed for National and **Provincial** Departments that want to collaborate closely with Municipal IDP **Departments to** guarantee that these programmes are included in the IDP document.

Understanding & Working with IDP

SAQA ID 120504
Determine the impact
and policy implications
of the concepts of
Integrated sustainable
development' and
'sustainable human
settlements for a
municipal area LEVEL 5:
CREDITS 8

SAQA ID 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
LEVEL 5: CREDITS 6

SAQA ID 120506
Facilitate Integrated
Development Planning
events LEVEL 5:
CREDITS 12

<u>Purpose</u>

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.





TOTAL CREDITS: 26



Generic Management

Purpose

This qualification aims to improve competencies in knowledge, skills, attitudes, and values, such as initiating, designing, implementing, and evaluating operational strategies, initiatives, and action plans, as well as suggesting change.

- Leading a team by leveraging team members' strengths and encouraging synergistic interaction between individuals and teams to improve individual, team, and unit effectiveness and achieve the entity's goals.
- Effective communication inside the unit, with superiors, and stakeholders across the value chain is essential for achieving desired goals.
- Applying risk, financial, and knowledge management principles, as well as corporate ethics, within internal and external regulatory frameworks to ensure unit effectiveness and sustainability.
- Supporting team and individual development through skill acquisition, mentoring, career guidance, and leveraging diversity within the unit.



The skills, knowledge, and understanding demonstrated in this certificate are critical for developing a talent pool of experienced and competent middle managers who reflect the demographics of South African society. This qualification will build a

leadership cadre for the South African society across numerous industries and sectors, both public and private.



The National Certificate: Generic Management, NQF Level 5 is part of a learning pathway for management qualifications in numerous industries.

This program focuses on developing management skills for learners in various occupations, especially those in management or supervisory roles.

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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
- ☐ Principals of Ethics and Culture Diversity
 - ☐ Best Practices and the Business **Environment**

This accreditation provides generic competencies for each topic, enabling learning programs to be tailored to specific businesses and sectors.

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International Comparability The qualification is comparable to **Executive Development Programmes** offered by universities and colleges in the UK, Australia, India, and Uganda.

GENERIC MANAGEMENT AND RELATED



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IMPLEMENTING OPERATIONAL PLANS 44 CREDITS

ID	TITLE	LEVEL	CREDITS
252022	Develop, implement and evaluate a project plan	5	8
	Manitariand avaluate team		6
252034	Monitor and evaluate team members against performance standards	5	8
	Apply a system approach to		
252026	decision making	5	6
252021	Formulate recommendationsfor a change process	5	8
	Create and manage an		
252020	environment that promotes innovation	5	6
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LEADERSHIP MANAGEMENT 50 CREDITS

ID	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
RIGHTIDEA	S CAN SHOULD BE A SECOND		
252035	Select and coach first line managers	5	8
	AMARKER		
252029	Lead people development and talent management	5	8
	THE PARTY OF THE P	31111	
252027	Devise and apply strategies to establish and maintain workplace relationships	5	6
Patricular	Manage a diverse work force to add		
252043	value	5	6
	11	I	IIR



FINANCIAL & RISK MANAGEMENT 33 CREDITS

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ID	TITLE	LEVEL	CREDITS
252025	Monitor, assess and manage	5	8
252042	Apply the principles of ethics to improve organisational culture	5	5
252044 BRIGHTIDEA	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 analysisto economic and financial information	5	6





HUMAN RECOURSE MANAGEMENT 39 CREDITS

ID	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 Conflictsituations	5	8
RIGHTIDEA			
264408	Manage and improve communication processesin a function	5	6
252024	Evaluate current practices against best practice	5	4
	TATAL SALES	311/1/	
252031	Apply the principals and concepts of emotional intelligence to the management of self and others	5	4
BARRIE AS	and the second		



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.



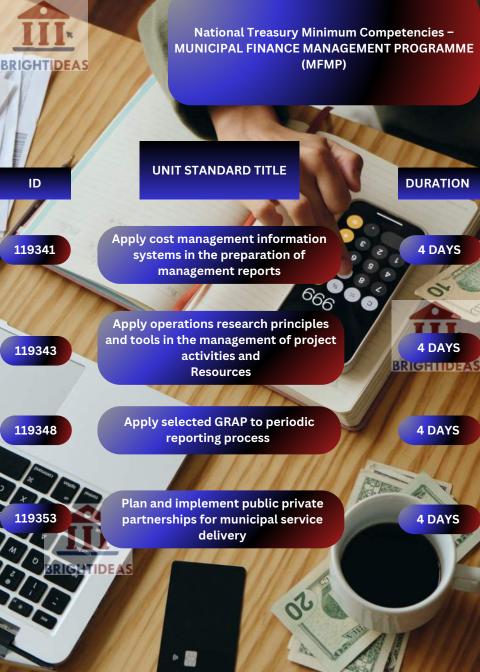
around municipal finance programmes

116351

Conduct audit planning and implementation in a SA municipality

4 DAYS





SHORT COURSES



BRIGHTIDE

Over 252 Accredited
Individual Unit
Standards. We have
courses for your training
and development needs.



STRATEGIC MANAGEMENT 242822 - 10 CREDITS NQF 4

LEADERSHIP MANAGEMENT FOR TEAM LEADERS,SUPERVISORS AND FIRST LINE MANAGERS 242824 -12 CREDITS NQF 4

BASIC DISASTER MANAGEMENT CONCEPTS 251960 - 5 CREDITS NQF 3

SOLVE PROBLEMS, MAKE DECISIONS AND IMPLEMENT SOLUTIONS 212817 - 8 CREDITS NQF 4

BUSINESS WRITING &
PRESENTATION 119465 - 5
CREDITS NQF 3



APPLY THE ORGANISATION'S CODE OF CONDUCT IN A WORK ENVIRONMENT 242815 - CREDITS 5 NQF 4

CONDUCTING MEETINGS 242816 - CREDITS 5 NQF 4

IDENTIFY RESPONSIBILITIES OF A TEAM LEADER 242821 - CREDITS 6 NQF 4

MANAGE EXPENDITURE AGAINST A BUDGET 242810 - CREDITS 6 NQF 4

CUSTOMER SERVICE 242829 - CREDITS 5 NQF 4

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MOTIVATE AND BUILD A TEAM 242819 - CREDITS 10 NOF 4

TIME MANAGEMENT 242811 - CREDIT 5 NQF 4

ACCOMMODATE AUDIENCE AND CONTEXT NEEDS IN ORAL/SIGNED COMMUNICATION 119472 - CREDITS 5 NQF 3

INTERPRET AND USE INFORMATION FROM TEXTS 19457 - CREDITS 5 NQF 3

USE LANGUAGE AND COMMUNICATION IN OCCUPATIONAL LEARNING PROGRAMMES 19467 - CREDITS 5 NQF 3

BUSINESS WRITING & PRESENTATION 119465 - CREDITS 5 NQF 3



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APPLY KNOWLEDGE OF STATISTICS AND PROBABILITY 9015 - CREDITS 6 NOF 4

ENGAGE IN SUSTAINED
ORAL/SIGNED
COMMUNICATION AND
EVALUATE SPOKEN/SIGNED
TEXTS 19462 - CREDITS 5 NQF
4

READ/VIEW, ANALYSE, AND RESPOND TO A VARIETY OF TEXTS 19469 - CREDITS 5 NQF 4

REPRESENT ANALYSE AND CALCULATE SHAPE AND MOTION IN 2 AND 3DIMENSIONAL SPACE IN DIFFERENT CONTEXTS 9016 -CREDITS 4 NQF 4

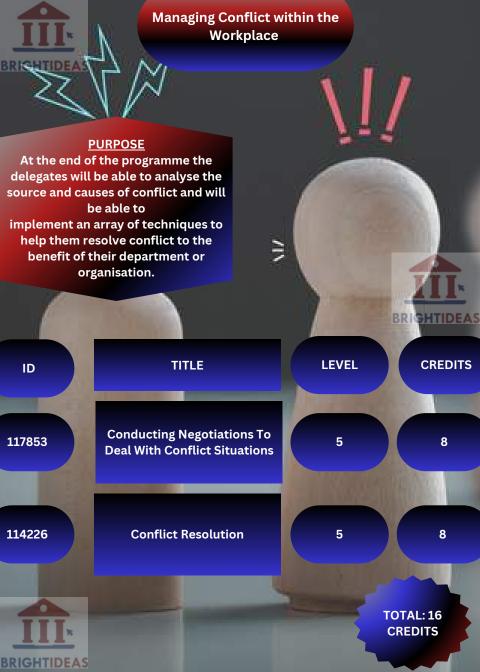
BUSINESS MATHEMATICS TO INVESTIGATE AND MONITOR THE FINANCIAL ASPECTS OF PERSONAL, BUSINESS, NATIONAL, AND INTERNATIONAL ISSUES 7468 - CREDITS 6 NOF 4

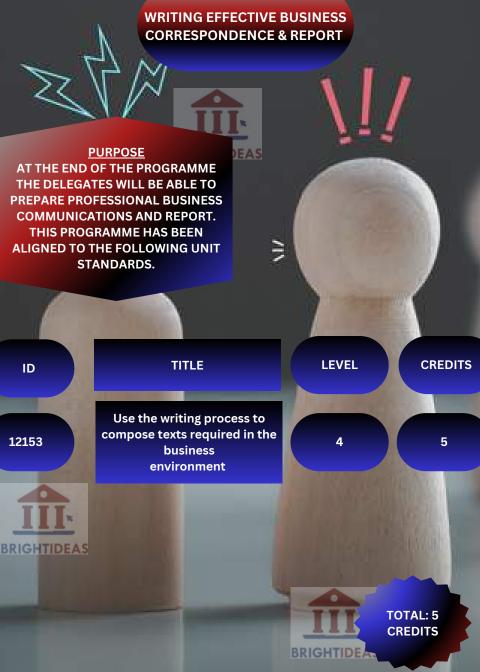
USE THE WRITING PROCESS TO COMPOSE TEXTS REQUIRED IN THE BUSINESS ENVIRONMENT 2153 -CREDITS 5 NQF 4

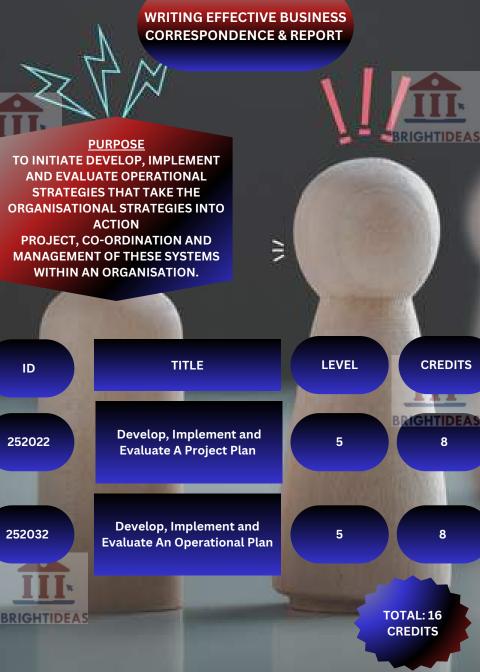
WRITE/PRESENT/SIGN FOR A WIDE RANGE OF CONTEXTS 19459 - CREDITS 5 NOF 4

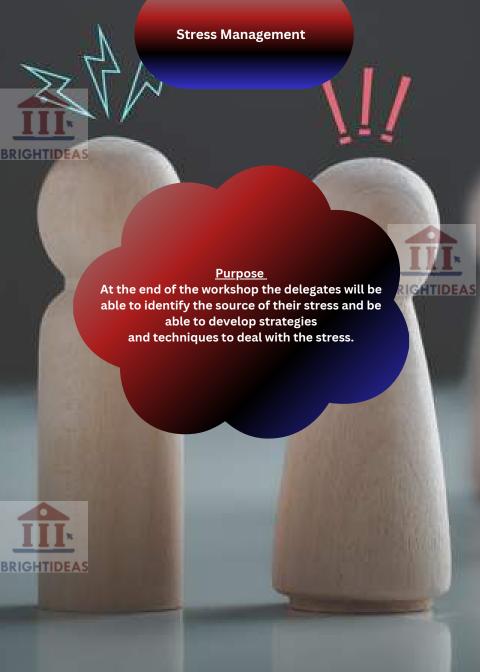


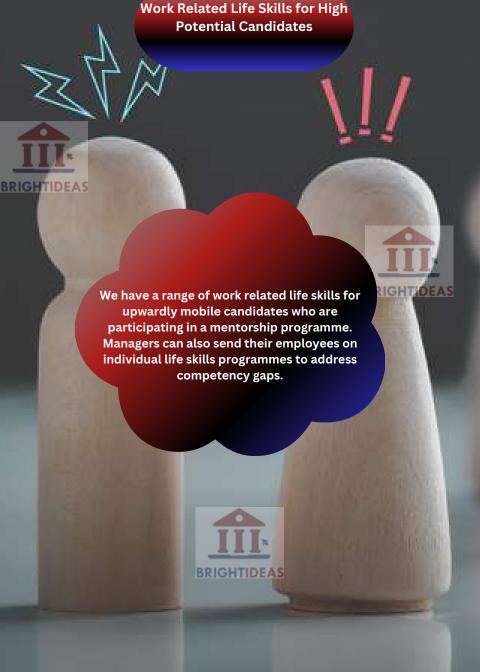
















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<u>Purpose</u>

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.

<u>Target group</u> Non-financial Managers

> Duration 5 Days









Purpose

At the end of the programme the delegates will have a good understanding or negotiation styles and tactics and will be able to

use them in the workplace.

Target group

Managers and Senior Officials involved in negations.

Duration

4 Days



Time Management





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.

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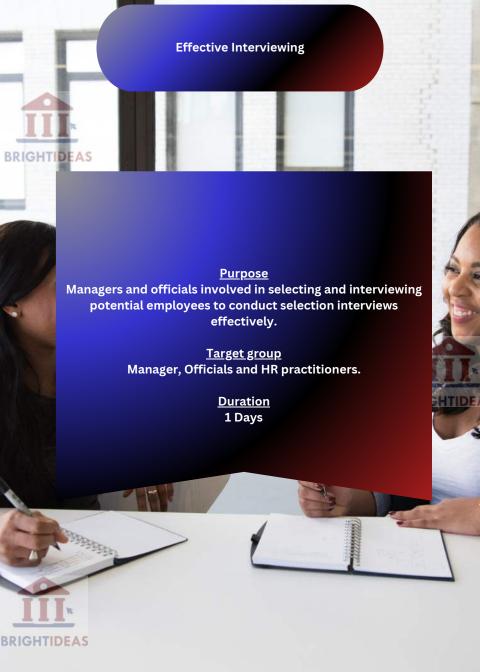
Target group

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

Duration

1 Day





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.

BRIGHTIDEA

Business Etiquette Skills

Purpose

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







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

