



Bright Ideas Prospectus 2024

"A Brilliant Beginning. For A Shining
Future"



[BRIGHTIDEASTRAINING.CO.ZA/](https://www.brightideastraining.co.za/)



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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



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%

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



BRIGHTIDEAS

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- **DIPLOMA AND NATIONAL CERTIFICATE**
- **QUALIFICATIONS AND ACCREDITED SKILLS PROGRAMMES**
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- **MUNICIPAL FINANCE MANAGEMENT**
- **SHORT COURSES**
- **SKILLS PROGRAMME**

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

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
NQF LEVEL 4: 150 CREDITS

**NATIONAL CERTIFICATE: MUNICIPAL FINANCE 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
NQF LEVEL 1: 122 CREDITS

NATIONAL CERTIFICATE NEW VENTURE CREATION
NQF 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
NQF LEVEL 5: 260 CREDITS**

**NATIONAL CERTIFICATE: LOCAL ECONOMIC DEVELOPMENT
NQF LEVEL 5: 142 CREDITS**

**NATIONAL CERTIFICATE: MUNICIPAL INTEGRATED DEVELOPMENT
PLANNING
NQF LEVEL 5 : 160 CREDITS**

**NATIONAL CERTIFICATE: GENERIC MANAGEMENT
NQF LEVEL 5 : 162 CREDITS**

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

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

**FURTHER EDUCATION AND TRAINING CERTIFICATE: ENVIRONMENTAL
PRACTICE
NQF LEVEL 4 : 140 CREDITS**

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

**GENERAL EDUCATION AND TRAINING CERTIFICATE: ENVIRONMENTAL
PRACTICE NQF 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.



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**

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



Understanding & Working with IDP

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.

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

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.

**TOTAL
CREDITS : 26**



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.

Rationale

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.

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

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**



IMPLEMENTING OPERATIONAL PLANS 44 CREDITS

ID	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

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
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

ID	TITLE	LEVEL	CREDITS
252025	Monitor, assess and manage	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 RECOUSE 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
264408	Manage and improve communication processesin 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.

National Treasury Minimum Competencies – MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP)

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

National Treasury Minimum Competencies – MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP)

ID	UNIT STANDARD TITLE	DURATION
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

National Treasury Minimum Competencies – MUNICIPAL FINANCE MANAGEMENT PROGRAMME (MFMP)

ID	UNIT STANDARD TITLE	DURATION
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

SHORT COURSES



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**

**MOTIVATE AND BUILD A TEAM
242819 - CREDITS 10 NQF 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**



**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 NQF 4**



**INDUCT A MEMBER INTO A TEAM
242812 - CREDITS 4 NQF 3**

**DEMONSTRATE KNOWLEDGE AND
UNDERSTANDING OF HIV/AIDS IN A
WORKPLACE, AND ITS EFFECTS ON
A BUSINESS SUB-SECTOR, OWN
ORGANISATION, AND A SPECIFIC
WORKPLACE 13915 - CREDITS 4 NQF
4**

**DESCRIBE THE RELATIONSHIP OF
JUNIOR MANAGEMENT TO OTHER
ROLES 242818 - CREDITS 5 NQF 4**

**EXPLAIN THE CONTRIBUTION MADE
BY OWN AREA OF RESPONSIBILITY
TO THE OVERALL ORGANISATIONAL
STRATEGY 242813 CREDITS 5 NQF 4**



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.

ID	TITLE	LEVEL	CREDITS
117853	Conducting Negotiations To Deal With Conflict Situations	5	8
114226	Conflict Resolution	5	8

**TOTAL: 16
CREDITS**

WRITING EFFECTIVE BUSINESS CORRESPONDENCE & REPORT

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.

ID

TITLE

LEVEL

CREDITS

12153

Use the writing process to
compose texts required in the
business
environment

4

5



**TOTAL: 5
CREDITS**

WRITING EFFECTIVE BUSINESS CORRESPONDENCE & REPORT

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.

ID

TITLE

LEVEL

CREDITS

252022

Develop, Implement and
Evaluate A Project Plan

5

8

252032

Develop, Implement and
Evaluate An Operational Plan

5

8

**TOTAL: 16
CREDITS**

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



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



Time Management



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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



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Effective Interviewing



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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.



Business Etiquette Skills

Purpose

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



Hospitality Management

Purpose

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

Entrepreneurship

Purpose

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





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



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