

ICM has full Institutional accreditation with the ETDP SETA (Accreditation Number ETDP10162)
Our training portfolio offers both accredited and unit standard aligned training programmes.
It includes innovative interventions and tools that will enhance and harness participants' skills and competencies. The portfolio contains certificated programmes as well as short skills development workshops. These include:

Name	SAQA ID
Facilitation NQF Level 4 and 5	117871
Assessor	115753
Moderator	115759
Skills Development Facilitator	15218

Full Qualifications and Certificates (ETDP SETA) (Accreditation Number ETDP10162)	
Name	SAQA ID
National Certificate: Occupational Development Education	50331
Training and Development (ODETD) National Diploma: Occupational Development Education	50333
Training and Development (ODETD) National Certificate: Early Childhood Education (ECD)	58761

LOCAL GOVERNMENT (LG SETA) (ETQA approval Number LGRS-ETDP-100730)	
Name	SAQA ID
National Certificate: Ward Committee Governance	57823
National Certificate: Municipal Integrated Development Planning	50205
National Certificate: Local Economic Development	36436
Certificate: Municipal Financial Management	48965

The following courses and certificates are offered through strategic partnerships and/or license agreements with training and development partners fully accredited by the SETAs

FIBRE PROCESSING AND MANUFACTURING (FP&M SETA) (ETQA approval Number FPM-01-MDGob-130409)	
Name	SAQA ID
National Certificate: Furniture Making: Wood	49091

SERVICES (SSETA)

The Institute for Career Management is accredited with the Services SETA to offer training towards the following:

Name	SAQA ID
National Diploma: Nail and Beauty Technology NQF Level 4	80646
National Certificate: Hair NQF Level 3	72010

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CULTURE, ARTS, TOURISM AND HOSPITALITY (CATHSETA) The Institute for Career Management offers CATHSETA accredited courses through a partnership with the Exercise and Wellness Academy. EWA has full institutional accreditation with CATHSETA which is fully accredited. EWA's accreditation number is 613/P/000030/2004. Through this partnership ICM offers training towards the following:

Name	SAQA ID
National Certificate: Sport Administration NQF Level 4.	67697
National Certificate: Sport, Recreation and Fitness	67693
Sport and Recreation Leadership Skills Programme.	21500

INSTITUTE OF CHARTERED BOOKKEEPERS (ICB) (PROVIDER NUMBER 300808) ICM is accredited by the Institute for Certified Bookkeepers (ICB Provider Number 300808) to offer the following FASSET accredited business courses:

Name	SAQA ID
FET Certificate: Bookkeeping	NLRD no: 58376 NQF 4
National Certificate: Bookkeeping	NLRD no: 58375 NQF 3
Certificate: Office Administration	NLRD no: 23618 NQF 5
Diploma: Office Administration	NLRD no: 35958 NQF 6

NB: ALL ICB ACCREDITED COURSES ARE ALSO BE OFFERED ONLINE WHICH ALLOWS YOU TO STUDY AT YOUR OWN PACE AND TIME.



WORKPLACE READINESS PROGRAMME

Our Work Readiness Training programme is designed to assist small and large business in providing new entrants to their workforce with the necessary skills to succeed at work. While schools, FET's and universities provide learners with tertiary education and technical skills, the fact is they do not actually prepare them to enter and excel at the workplace.

The programme is based on the highly successful Thusanani Work Readiness Programme that has been presented by Stanley Hutchison in conjunction with the University of Johannesburg for the past six years. We have used this unique programme to help hundreds of young South Africans succeed in the world of work.

PERSONAL DEVELOPMENT COACHING

Personal Development planning is key to success and yet this area is largely ignored in the implementation of the National Skills Development Strategy which focuses mainly on technical skills. The coaching division focuses mainly on

- * Life Coaching
- * Career Coaching
- * Self-Awareness
- * Personal Development Planning



Learning Module	Description of Outcomes
Setting Career Goals	
Effective Business Communication and Office Practice	Introduction to appropriate written and verbal business communication and general office procedures. This includes basic telephone skills.
Business Ethics	Ethical behaviour, professional values and accountability in the workplace including corporate governance.
Time Management	Managing your time in a professional, efficient way.
Presentation Skills	Effective preparation and delivery of business presentations.
Conflict and Diversity	Dealing effectively with conflict and diversity at work, including negotiation skills.
Dress, Grooming Social Etiquette	How to dress professionally and conduct yourself in business and social situations.
MS Office Literacy Assessment	A basic assessment of the MS Office suite is conducted, and basic to intermediate training offered based on the individual needs with self-paced learning materials.

CONTACT DETAILS

Institution Name: ICM-Institute for Career Management (Pty) Ltd.
 Business Type: Education, Training and Development
 Company Registration No: 2007/ 019802/07
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