Academy for Continuous Professional Development

"Training is non-negotiable as knowledge is power"

HPCSA
Health Professions Council of South Africa
Registration Nr: EHP002

Accreditation

ETDP·SETA
Registration Nr: ETDP10553

- ❖ Epidemiology & Communicable Diseases
- ❖ Food Safety and Quality
- ❖ Occupational Health & Hygiene
- ❖ Computer Training
- ❖ Environmental Management
- ❖ Public & Environmental Health
- ❖ Professional & Personal Development Management

- ❖ Computer Skills
- ❖ Soft Skills
- ❖ Meat Examiners
- ❖ Health & Safety – Workplace Compliance
- ❖ ODETDP
- ❖ Vocational Training

Our Vision

A one stop, world class training institution for further education and development that provides quality training to all South Africans within their respective scope of profession within a national and international context.

About us

The Academy for Continuous Professional Development is a South African training institution in skills development through vocational training, high impact short learning programmes and workshops that is driven in collaboration with highly qualified and experienced experts facilitating learning. We strive to facilitate further education and training that will lead to a level where a life-long relationship is established to address industry's needs. The ACPD collaborates internationally with a variety of formal educational institutions as well as service delivering institutions, ensuring a user-friendly, accessible, one-stop academic and skills development service for learners and employers alike. With its International Footprint, the ACPD has the ability and capacity to assist in any endeavour, big or small.

The ACPD training platform ensures the development, accreditation and presentation of:

- Vocational Training
- Short Learning Programmes, whether credits are awarded or not;
- Skills programmes that is occupationally based and when completed will constitute towards a possible accredited qualification;
- Credit bearing short courses and non-credit bearing short courses;
- Community based training workshops
- Conferences & seminars; and
- Multimedia-learning (E-learning)

Our Services

Consultancy in:
- Integrated System for Quality and Food Safety;
- Development of a third party internal audit tool;
- Suppliers compliance program;
- Third Party Audits;
- Yum! Brands Suppliers Package;
- Compliance Audits;
- Hygiene Management Systems;
- Hygiene Assessment Audits;
- Planning, construction and processing implementation at abattoirs;
- Occupation Health & Safety minimum compliance;
- Aptitude Tests and assistance with pre-employment assessments;
- Development of skill profiles of individuals ranging from small children to adults through various available instruments (See page 7 for available instruments)
- Conference (Events) planning and administration;
- Development of teaching and learning material;

- Facilitation of/or the development of a quality management system for training service providers. (Complying with e.g. Seta requirements to register as service provider)
- Database and CEU management system for CPD for professionals. (CPD Manager)

Contact Information

Physical Address:	Postal Address:	Contact Details:
C/O Plantain Ave & Oaklands Road	PO Box 59439	Tel: 012-549 2554
The Orchards	Karenpark	Fax: 086 587 4685
Akasia	0118	E-mail: acpd@telkomsa.net
GPS: S25^{0}38.855 & E028^{0}05.951		

Nr	Programme	Level	CEU's G=General E= Ethics
Epidemiology & Communicable Diseases			
1	Expanding Horizons in HIV/AIDS Peer Education	3	E2G28
2	HIV/AIDS Management System (SANS 16001: 2007)	2	G12
3	Medical Important Vector and their Control eLearning	2	G18
4	Reporting on Foodborne Disease Outbreak Investigations eLearning	2	G6
5	Surveillance, Prevention & Control of Communicable Diseases eLearning	2	G18
Food Safety Management			
6	Food Safety Management: Managing your PRP/PAS 220 Requirements	2	G18
7	HACCP Implementation	2	G18
8	HACCP Refresher Course for EHP's	2	G6
9	Internal Auditing: Food Quality /Safety Management Systems	2	G12
10	Internal Food (Milk) Safety Auditors Course (In collaboration with DSA)	2	G12
11	Introduction into laboratory practices in the dairy industry (In collaboration with DSA)	2	G6
12	Safe Milk Production and Processing (In collaboration with Dairy Standards Agency (DSA)	2	G12
13	Principles of ISO 22000	2	G6
14	Meat Inspection Refresher Course for Environmental Health Practitioners (Poultry, Game & Red Meat)	3	G30
15	Meat Safety in Butcheries	2	G6
16	WHO 5 Keys to safer food	2	G12
Environmental Management			
17	Chemical Safety	2	G6
18	Environmental Noise Control	3	E2G28
19	Hazardous Waste Management	2	G24
20	Integrated Waste Management	3	G30
21	Air Quality Management	3	E2G28
Public Environmental Health			
22	Building Control and Environmental Health	2	G6
23	Inspection, Measurement & Testing Strategies	2	G6
24	Port Health Services	2	G12
25	Children's Environmental Health: Implementation NEW	3	G30
26	Children's Environmental Health: Children Disorders, Diseases & Injuries NEW eLearning	2	G12

27	Children's Environmental Health: Global Climate Change, Noise, Radiation & Cancer NEW eLearning	2	G6
28	Children's Environmental Health: Why Children? NEW eLearning	2	G6
29	Children's Environmental Health: Smoking, Air pollution & Waste NEW	2	G6
30	Children's Environmental Health: Heavy Metals, Chemicals and Occupational Risks NEW eLearning	2	G11
31	Children's Environmental Health: Sanitation, Food Safety, Nutrition and Toxins NEW eLearning	2	G6
32	Children's Environmental Health: Reproductive Health & the Environment NEW eLearning	2	G6
33	The National Health Insurance, Integrated School Health Programme and the Ward Based PHC Teams and Environmental Community Health NEW eLearning	2	G12
Occupational Health & Hygiene			
34	Audiometry	3	E2G28
35	Principles of Occupational Hygiene	3	G30
Ethics, Human Rights, and Professional Practice			
36	Ethics, and ethical behaviour for Environmental Health Practitioners in the municipal setting NEW	3	E30
37	Professional Ethics: Environmental Health	2	E10
38	The Ultimate Intelligence as building block for EHP's	2	G6
39	Project Management		
40	Absenteeism and sick leave abuse	2	G5
41	Advance Supervisory Skills	2	G6
42	Basic Labour Relations	2	G6
43	Chairing Disciplinary Hearings	2	G6
44	Contracts and Conditions of Employment	2	G6
45	Conflict Management and assertiveness	2	G6
46	Creative Negotiation Skills	2	G6
47	Dismissal and other forms of termination of Employment	2	G6
48	Engagement through Performance Management	2	G6
49	Employment Equity	2	G6
50	How to draft HR Policies and Procedures	2	G6
51	High Impact Skills Development	2	G6
52	Integrating Training Needs Analysis, Assessment and Evaluation	2	G6
53	Managing Stress and Improving Productivity	2	E2G4
54	Managing Conflict and Union Relations in the Workplace	2	G6
55	Supervisory Skills	2	G6
56	Time Management	2	G6
57	Talent Management	2	G6
Computer Training			
58	Basic Computer Skills		
59	Core essentials for Business Professionals – Excel 2007 & 2010	Please contact the ACPD offices for full details	
60	Core essentials for Business Professionals – Outlook 2007 & 2010		
61	Core essentials for Business Professionals – PowerPoint 2007 &2010		
62	Core essentials for Business Professionals – Word 2007 & 2010		
63	Core essentials for Business Professionals – Project 2007 & 2010		
Soft Skills			
64	Career Development		
65	Core Essentials for Business Professionals	Please contact the ACPD for the	
66	Human Resources		

67	Sales and Marketing	list of 90 Soft skills available under the topics listed on the left
68	Supervisors and Managers	
69	Train the Trainer	
70	Workplace Essentials	

Meat Examiners Courses

71	Game Meat Examination (GME)	Please contact the ACPD Office for more detail
72	Red Meat Examination (RME)	
73	Poultry Meat Examination (PME)	
74	Poultry Meat Inspection (PMI) – PME is prerequisite	
75	Rabbit Meat Examiners (Will be available soon	

Courses within the Game/Red Meat Industry

	Skills programme: Break beef sides and debone primal beef cuts (Unit Standards: 243032; 243029; 120416)	This courses are specifically applicable in Butcheries and other processing operations
	Preparation of Boerewors Compliance (Aligned with Unit Standard 243028 and include applicable legislation)	
	Meat display, presentation and customer information (Aligned with Unit Standard 114907)	
	Basic Hygiene: Food Safety (Aligned with Unit Standards: 120410; 120404; 123370)	

Legal Compliance – Health & Safety

	First Aid Level 1 (Accredited with Dept of Labour	These training are for any workplace. Application with examples will be accordingly. Please note that 3 of the Health & Safety Courses are Seta Accredited
	Basic Fire Fighting	
	Apply Health & Safety to a work area	
	Hazard Identification & Risk Assessment (HIRA) (Unit Standard – 120330)	
	HIV & Sexuality Awareness	
	Incident and investigation (Aligned with Unit Standard – 259617)	
	SHE Rep (Supervisor Level) (Unit Standard – 259622)	
	Occupational Health & Safety Legislation (Unit Standard – 120344)	
	Workplace Health & Safety Representative Training	
	Health & Safety Legal Liability Training for Managers & Supervisors	

QUALIFICATION: OD-ETDP

National Certificate: Occupationally Directed Education Training and Development Practices (SAQA ID: 50334) NQF Level 5

Mod 1	Communication skills (Facilitator) - US 115789 & 115790
Mod 2	Design & Develop Learning Programmes – US 123396; 123394; 123400; 10305, 123401
Mod 3	Facilitate & and evaluate learning (Assessor) - US 117871 & 123397
Mod 4	Engage in and promote assessment practices – US 114924 & 115753
Mod 5	Provide learning support to learners and organisations – US 117865 & 117874
Mod 6	Skills Development Facilitator (SDF) - US 15222 & 15221

PLEASE NOTE: **The following qualifications can also be provided as part qualifications or skills programmes or only individual unit standards as required.**

SAQA ID No	Qualification/Unit Standard Title	Level	Credits
MEAT PROCESSING			
57880	National Certificate: Meat Processing	3	120
59386	National Certificate: Fresh Meat Processing	3	120
SPECIFIC UNIT STANDARDS			
120404	Maintain personal hygiene, health & presentation in a food handling environment	1	4

120410	Clean and sanitise food manufacturing equipment and surfaces manually	1	4
123370	Demonstrate knowledge of hygiene awareness in a food production facility	2	4
116166	Apply basic food safety practices	1	1
ROAD TRANSPORT			
48439	FETC: Road Transport Supervision	4	138
50285	Nat Cert: Professional Driving	3	122
57831	Nat Cert: Freight Handling	3	128
59365	Nat Cert: Freight Forwarding & Customs Compliance	3	130
62289	Nat Cert: Road Traffic Law Enforcement	4	145
GENERIC MANAGEMENT			
57712	FETC: Management	4	150
23654	Nat Cert: Management	3	120
BUSINESS ADMINISTRATION			
61595	National Certificate: Business Administration Services	4	140
67465	National Certificate: Business Administration Services	3	120
23833	National Certificate: Business Administration Services	2	130
INFORMATION TECHNOLOGY (2007 & 2010)			
78964	National Certificate: Information Technology Technical Support (A Plus)	4	163
78964	National Certificate: Information Technology Technical Support (N Plus)	4	163
78964	Further Education and Training Certificate: Information Technology: Technical Support BOTH A PLUS and NPLUS	4	326
61591	National Certificate: Information Technology: End User Computing	3	130
PROJECT MANAGEMENT			
50080	Further Education and Training Certificate: Project Management	4	136
PLUMBING			
58782	Further Education and Training Certificate: Plumbing	4	160
NEW VENTURE CREATION			
49648	National Certificate: New Venture Creation (SMME)	2	138
66249	Further Education and Training Certificate: New Venture Creation	4	149
WHOLESALE AND RETAIL			
49397	National Certificate: Wholesale and Retail Operations	4	120
SECURITY & POLICING			
58577	National Certificate: General Security Practices	3	124
58696	National Certificate: Close Protection	5	131
59989	National Certificate: Resolving of crime	5	120
50122	National Certificate: Policing	5	130
CONTACT CENTRE OPERATIONS			
71489	National Certificate: Contact Centre Operations	4	135
71490	National Certificate: Contact Centre	2	128
DEVELOPMENT PRACTICES			
50331	National Certificate: ODETP	6	145
WATER AND WASTE WATER			
60169	National Certificate: Water and Wastewater Reticulation Services	2	124
58951	National Certificate: Water and Wastewater Treatment Process Control	2	136
60190	National Certificate: Water and Wastewater Process Control	3	138
48910	Further Education and Training Certificate: Water Purification Processes	4	160
61669	Further Education and Training Certificate: Community Water, Health and Sanitation Facilitation	4	148
60189	Further Education and Training Certificate: Wastewater and Water Reticulation Services	4	135
61709	Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision	4	166
ENERGY			
63789	National Certificate: Electrical Engineering	2	140
63790	National Certificate: Electrical Engineering	3	133
49753	General Education and Training Certificate: General Technical Practice	1	130
72052	Further Education and Training Certificate: Electrical Engineering	4	130
MUNICIPAL MANAGEMENT			

50372	FETC: Municipal Finance and Administration	4	157
50081	FETC: Leadership Development	4	160
57823	National Certificate: Ward Committee Governance	2	120
67467	National Certificate: Municipal Governance	5	140
ECONOMIC DEVELOPMENT			
36436	National Certificate: Local Economic Development	4	163
36438	National Certificate: Local Economic Development	5	142
58308	National Certificate: Informal Small Business Practice	3	123
LEADERSHIP			
50081	FETC: Leadership Development	4	160
36438	National Certificate: Local Economic Development	5	142
MANAGEMENT			
67464	FETC: Marketing Management	4	139
49129	FETC: Management and Administration	4	140
EARLY CHILDHOOD DEVELOPMENT & YOUTH DEVELOPMENT			
58761	FETC: Early Childhood Development	4	140
60209	FETC: Child and Youth Care Work	4	165
HEALTH & SAFETY			
57803	FETC: Fire and Rescue Operations	4	148
57937	National Certificate: Hygiene and Cleaning	1	120
64829	National Certificate: Lifting Machine Operations	3	122
LABOUR RECRUITEMENT SERVICES			
58063	FETC: Labour Recruitment Services	4	152
COMMUNITY DEVELOPMENT			
50122	National Certificate: Policing	5	130
COMMUNITY HEALTH WORK			
64769	National Certificate: Community Health Work	3	140
64749	National Certificate: Community Health Work	2	140
64697	National Certificate: Community Health Work	4	156
EVENT SUPPORT			
67461	FETC: Event Support	4	120
TOURISM GUIDING			
17174	National Certificate: Tourism Guiding	2	134
ENVIRONMENTAL PRACTICE			
49552	General Education and Training Certificate: Environmental Practice	2	128
49752	National Certificate: Environmental Practice	3	122
49605	National Certificate: Environmental Practice	2	128
50309	Further Education and Training Certificate: Environmental Practice	4	140
MINING			
60349	National Certificate: Mining Technical Support	2	125
BUSINESS SUPPORT			
67465	National Certificate: Business Administration Services	3	120

Kobus Neethling
Company Wellness and Brain Profile Instrument

In the past measuring the creative environment was a long and cumbersome process and one that was often neglected. We learnt from very successful companies that monitoring the environment is critical in maintaining a business culture that anticipates problems before it happens and rectifies mistakes immediately in order to sustain passion and energy in the organisation.

For a number of years Dr Kobus Neethling studied the most successful Fortune 500 companies in the world to identify methods and approaches to create a positive work ethic. Ten critical factors, essential for achieving success in any creative environment, were identified. He used these factors to develop a model that focuses on the negative and positive aspects of the creative environment. The results are immediate and they act as the barometer indicating where the company is at the moment regarding these factors.

The Organisational Wellness Instrument (OWI) provides one with up-to-date and easy to read measures of the current situation or "state of play" in an organisation – or any part of it. It is easy to use, easy to administer, quick to complete and very responsive in reporting results. Unlike conventional organisational climate surveys, which are expensive, time-consuming and rarely current, the OWI produces comprehensive reports within minutes of one's employees completing the questionnaire online.

The research results regarding the effect of these factors are unambiguous; if any of the factors start moving below the critical point; they begin to affect parts of the organisation, or in severe cases, the entire organisation. We can measure the degree to which each of these factors can contribute or take away – from the "WELLNESS" of your organisation. The Organisational Wellness Instrument ® identifies the critical success factors which have a significant impact on the workplace environment and that supports as well as sustains happiness, creativity and productivity. These are:

- Trust
- Learning
- Gratification
- Language
- Ownership
- Energy
- Change
- Interaction
- Creativity and Innovation
- Communication

Each of the ten factors is plotted as 'above the line' (positive) or 'below the line' (negative). Above the line factors contribute to the 'wellness' and creative environment. Below the line factors can destroy the organization if left unchecked!

Available Kobus Neethling Instruments:

Business
Job Instrument
Leadership style Instrument
Creativity style Instrument
Education & Parenting
Young child Instrument
Parenting style Instrument
Teacher/Trainer Instrument
Junior student Instrument
Senior student Instrument
Relationship style Instrument
Learning style Instrument
Personal
Adult Instrument
Personal negativity Instrument
Sport & Lifestyle
Soccer Instrument
Rugby Instrument
Netball Instrument
Golf Instrument
Cricket Instrument
Rugby Referee Instrument
Eating Habits Instrument

All of the Neethling Instruments are available at the ACPD. Nellie Swanepoel is the Registered Practitioner and Consultant. Her contact at 012-5492554 or e-mail: nellie.acpd@telkomsa.net

In-House and Off-Site training

IN-HOUSE TRAINING
Courses to be presented in-house (on-site training) **exclude** costs for refreshments, lunches for participants as well as travel and accommodation for the facilitator.

Where on-site training is required, all travel cost for the ACPD's facilitator/s, including flights and accommodation, will be payable by the client and is not included in the training fee.

Conditions
ACPD to arrange travel and accommodation:

The ACPD will provide company with invoice on the cost of facilitator. These costs may be reflected on a separate invoice or the cost can be included in the package price per learner.

As an alternative, the company requesting training in-house can arrange travel and accommodation themselves as long as the ACPD requirements for such an arrangement as stated below are met:

ACPD requirements:
Flight bookings: SAA or SA Express
Car: With at least Air Conditioning
Accommodation: 3 Star with breakfast and supper

EXTERNAL TRAINING VENUES
When courses are not presented in-house or at the ACPD training facility, the company will be responsible for the total arrangements for the training. The minimum requirements will be as follows:

Facility requirements:
Secured area with at least floor space to allow for group work, white board, flip chart and data projector/projection.
Catering including refreshments and lunch accommodating all food preferences

Should ACPD do the bookings for above, an invoice will be submitted additional to the training invoice

Should there be less than 15 participants as minimum requirement, and additional 40% will be charged to the quoted price.

Terms and Conditions

- With each quotation, an agreement for acceptance will be attached to the quotation. Once approved and processed, the client has to notify this office in writing of any cancellations or postponements no less than 10 working days prior to the confirmed starting date of the course/programme. A cancellation fee of 50% of the quoted amount (including VAT) will be levied for postponements or cancellations received less than 10 working days prior to the confirmed course/ workshop's starting date. It is the responsibility of the client to ensure that the ACPD has received notification of any cancellations/ postponements. The full fee (100%) shall be payable in the event of a cancellation within five working days of the starting date of the course.
- The full course fee must be paid at least 12 working days prior to starting date of the course/workshop.
- The Academy for Continuous Professional Development will give a **discount of 3% on all quoted prices (not applicable to specials)** if the full amount is paid two weeks before the start of the relevant course/ workshop. (Proof of payment needs to be presented clearly showing a successful payment at least 2 weeks prior to the starting date of a course/ workshop.)
- Only fully completed & signed forms will be accepted.
- The Academy for Continuous Professional Development reserves the right to refuse admission where evidence of the required deposit, full payment or an order cannot be shown.
- Substitute delegates are welcome.
- Certificates will only be issued once learners have been found competent (where applicable) and full payment has been received.
- Delegates are responsible for their own travel and accommodation arrangements. Courses presented by the ACPD include refreshments and a light lunch. All other expenses are for the account of the delegates.
- The Academy for Continuous Professional Development's liability in the event of the cancellation or rescheduling of a course/ workshop will be limited to a refund of the event fees should the delegate not be able to attend the rescheduled course/workshop.
- In the case of cancellation or postponement of a course/ workshop the Academy for Continuous Professional Development will not be liable for any incidental costs such as accommodation or travel costs that were incurred by a client in relation to the intended course/ workshop.
- The Academy for Continuous Professional Development reserves the right to change the facilitator for a course/workshop.
- Delegates will be provided with supportive documentation, such as learner manuals, that covers the course contents. The format is determined by the course/workshop and applicable outcomes.
- **Banking details: Academy for Continuous Professional Development**
  First National Bank, Business Cheque, Wonderpark, Code: 250066 Account: 62245882198
  (**Please use invoice number as reference**)

FOR ENQUIRES, PLEASE CONTACT:

Enquiry	Person	Position	E-mail	Extention
General	Jackie Mnisi	Adminintrative Officer	jackie.acpd@telkomsa.net	012-5492554
Training	Godfrey Maphosa	Training Manager	godfrey.acpd@telkomsa.net	X207
Quotations/Operations	Wicus Bruwer	Manager: Operation & Financial	wicus.acpd@telkomsa.net	X210
Invoices/Payments	Joan Mey	Financial Officer	joan.acpd@telkomsa.net	X208
Company	Nellie Swanepoel	Manager: HR & Quality Promotion	nellie.acpd@telkomsa.net	X203
Specific training needs and technical detail	Gerhard Swanepoel	MD & Manager: Innovation and New Projects	gerhard.acpd@telkomsa.net gerhard.acpd@gmail.com	X202

IMPORTANT

OPTIONS AVAILABLE

- The ACPD training platform is available for anyone who would like to present courses/knowledge transfer. Profit sharing models are available.
- The ACPD is also searching for individuals who might be interested in operating an ACPD training hub (with all programmes/services as stated above in their region.

Please contact the ACPD for further details.