



bergvliet high  
continuing  
education



# TERM 2 2025

May - June

**Lifelong Learning Courses for:**

Adults | Educators | Corporates | Learners

**[www.bhs.org.za](http://www.bhs.org.za) [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) 021 713 7999**

# QUICK CLICK TABLE OF CONTENTS

## ADULT ENRICHMENT

What is the Continuing Education Programme all about? .....	3
What does CEP offer? .....	3
We tailor-make our workshops to suit your needs .....	3
MIXED MEDIA LANDSCAPE OR SEASCAPES.....	6
PAINTING WITH WATERCOLOURS .....	6
LEARN TO SEW .....	7
MINI “DRIP” CAKE .....	7
ARTISAN BREAD WORKSHOP .....	8
VERSATILE VEGGIES COOKING COURSE – WINTER EDITION .....	8
QUICK, EASY & TASTY WEEKDAY FAMILY MEALS .....	8
WINTER MOROCCAN COOKING.....	9
PRACTICAL BOOKKEEPING/ACCOUNTING .....	10
UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!.....	10
HOW TO FLIP PROPERTIES FOR PROFIT .....	11
CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS.....	11
SUCCESSFUL CAREER TRANSITIONS.....	11
HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS .....	12
MS EXCEL DASHBOARD & PIVOT TABLES.....	12
MS WORD FOR PROFESSIONALS! .....	12
HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS .....	13
FACEBOOK FOR BUSINESS WORKSHOP .....	14
HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS .....	15
NEGOTIATION SKILLS .....	16
MANAGING DIVERSITY IN THE WORKPLACE.....	16
COMPUTERS FOR BEGINNERS.....	17
COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP.....	17
MS WORD FOR PROFESSIONALS! .....	17
MS EXCEL – GETTING STARTED WITH SPREADSHEETS .....	17
MS EXCEL – INTERMEDIATE .....	18
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS .....	18
EXCEL DASHBOARD & PIVOT TABLES.....	18
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES! .....	19
MICROSOFT FORMS .....	19
CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES.....	19
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	20
CODING WITH PYTHON ONGOING .....	20

## QUICK CLICK TABLE OF CONTENTS

INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA .....	21
HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA .....	21
EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET.....	21
FIRST AID: LEVEL 1.....	22
RETIREMENT: LIVING A FULFILLED LIFE .....	22
XHOSA FOR BEGINNERS.....	23
PREPARING FOR A GAP YEAR FOR MATRICS & GRADE 11’S.....	23
DJEMBE DRUMMING .....	23
PLUMBING BASICS .....	23
DIY TILING .....	24
CORPORATE TRAINING	
HOW TO FLIP PROPERTIES FOR PROFIT .....	24
PRACTICAL BOOKKEEPING/ACCOUNTING .....	25
UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!.....	25
CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS. <b>Error! Bookmark not defined.</b>	
MS WORD FOR PROFESSIONALS! .....	25
EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES.....	25
HOW TO MARKET YOUR BUSINESS ONLINE COURSES .....	25
PERSONAL DEVELOPMENT & SOFT SKILLS COURSES.....	25
EDUCATOR ENRICHMENT	
HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS .....	26
SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED .....	26
CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES.....	27
MS WORD FOR PROFESSIONALS! .....	27
MICROSOFT FORMS .....	27
COMPUTER COURSES & HOW TO MARKET YOUR SCHOOL ONLINE .....	27
CODING WITH PYTHON COURSES FOR CAT TEACHERS .....	27
EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET.....	29
HOW TO HELP YOUR GRADE 11’S AND 12’S TO PREPARE FOR A GAP YEAR .....	29
MARKETING YOUR SCHOOL ON FACEBOOK .....	29
FIRST AID: LEVEL 1.....	29
MANAGING DIVERSITY IN THE WORKPLACE.....	29
NEGOTIATION SKILLS .....	29
LEARNER ENRICHMENT	
FIRST AID: LEVEL 1.....	30
CODING WITH PYTHON & PHOTOGRAPHY COURSES.....	30
PREPARING FOR A GAP YEAR – A COURSE FOR GRADE 11’S AND 12’S.....	30
REGISTRATION FORM .....	31

## GENERAL INFORMATION

### What is the Continuing Education Programme all about?

The Continuing Education Programme was launched in 1989. It is a lifelong learning programme which runs every term at Bergvliet High School and its aim is to enable everyone to continue their education in a meaningful and practical way.

The Continuing Education Programme is accessible to everyone, and our focus is not on making money, but rather on making a difference in people's lives. We aim to provide a service to people, to teach, educate and provide fun and interesting activities that can even lead to people starting their own small businesses, or just inspire you to explore a new hobby or interest.

One of our objectives is to empower the unemployed by enabling them to learn the skills which could improve their chances of finding employment.

### What does CEP offer?

More than 100 different short courses are offered per term, to the public, during the week at night, and on Saturdays.

The course categories include:

- Adult Enrichment – for over 18's
- Educator Development – for schools and educators
- Learner Support Programmes - for high school students
- Corporate Training & Development – for our business and corporate clients

### We tailor-make our workshops to suit your needs

Depending on your staff training or development needs, we will create courses which are customised to your specific needs. We are able to offer training workshops at your place of work for small or large groups. This is ideal for staff training sessions.

#### ACCREDITED COURSES

Many of our educator courses are SACE accredited. PD points can be earned

#### LEARNER ENRICHMENT PROGRAMMES

Winter School Programmes  
Revision Schools for  
Gr. 10, 11 & 12

#### ADULT ENRICHMENT

Personal Development, Arts & Crafts, Computer Courses and many more

#### CORPORATE TRAINING & DEVELOPMENT

Speak to us about your specific needs

#### EDUCATOR DEVELOPMENT

Classroom Management, IWB, New trends in Education, Computers & Learner-related courses

#### COMPLETION CERTIFICATES

All participants receive Certificates of Completion

Continuing Education Office – Telephone: 021 – 713 7999

E-Mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) Website: [www.bhs.org.za](http://www.bhs.org.za)

## GENERAL INFORMATION: TERMS & CONDITIONS

This prospectus is divided into 4 sections:

- |     | <b>ADULT<br/>ENRICHMENT</b>   | <b>EDUCATOR<br/>DEVELOPMENT</b> | <b>CORPORATE TRAINING<br/>&amp; DEVELOPMENT</b> | <b>LEARNER SUPPORT<br/>PROGRAMMES</b> |
|-----|---|---------------------------------|---|---------------------------------------|
| 1.  |   |                                 |   |                                       |
| 2.  | Admission will be on a first-come, first-served basis. <b>Adult enrichment</b> courses are only available to over 16's unless by special arrangement.   |                                 |   |                                       |
| 3.  | All courses are in-person courses which will take place at <b>Bergvliet High School</b> unless otherwise stated.  |                                 |   |                                       |
| 4.  | Term 2 courses begin on <b>5 May 2025</b> . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on <b>2 June 2025</b> .   |                                 |   |                                       |
| 5.  | Additional Programmes and Registration forms are available from the foyer of the school, local libraries, or on our website: <a href="http://www.bhs.org.za">www.bhs.org.za</a> under "Continuing Ed".  |                                 |   |                                       |
| 6.  | Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible will be made by mutual arrangement.   |                                 |   |                                       |
| 7.  | Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages and affected courses will be rescheduled.  |                                 |   |                                       |
| 8.  | All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses.   |                                 |   |                                       |
| 9.  | Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded.   |                                 |   |                                       |
| 10. | <b>NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING.</b>  |                                 |   |                                       |
| 11. | Please note the dates and starting times carefully. Parking is available on the school grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds. |                                 |   |                                       |
| 12. | Gift vouchers are available for all courses.  |                                 |   |                                       |
| 13. | <b>For your convenience, we are available to present most of the courses advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option.</b>   |                                 |   |                                       |

### GENERAL INFORMATION - REGISTRATION

- Registration at the Finance office of the school is on an **ONGOING BASIS during the school term**, Mondays – Fridays from 08:30 – 15:30 (excluding Public Holidays).
- DIRECT DEPOSITS** – All Electronic Banking details can be found on the Registration Forms at the back of the Prospectus. **Electronic Payments should** be made payable to **BERGVLIET HIGH SCHOOL**. **EFT, Debit or Credit Card payments are acceptable.**
- NO PHONE BOOKINGS WILL BE ACCEPTED**
- For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

# REGISTRATION FORM



Surname:		First Name:	
Address:			
E-Mail:			
Telephone (H)	(W)	(Cell)	

**Where did you hear about us? Please tick the relevant box:**

- ☐ I'm a parent or past pupil/parent of the school  
☐ I'm on the mailing list and receive the CEP newsletter  
☐ Through social media  
☐ Word of mouth  
☐ Other: Please specify

**Please indicate which SECOND TERM 2025 courses you would like to register for:**

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
<b>Total enclosed:</b>		<b>R</b>		
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: \_\_\_\_\_

## THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

**EFT, Debit or Credit card payments are acceptable.** EFT payments/Direct Deposits should be made payable to **BERGVLIET HIGH SCHOOL.**

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School

Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**N.B. Please e-mail this registration form along with proof of payment to :** [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

Alternatively, you may **register in person** at the school on **weekdays from 08:30 – 15:30, during the school term.**

**Registration Queries:** Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.



## ART COURSES

### MIXED MEDIA LANDSCAPE OR SEASCAPES

**Saroj Shukla**  
Art Teacher

B.A. Fine Art; Graphic Design and Photography Dip; ACE; PGCE

No prior skill is required to do this workshop. Mixed Media art refers to a visual art form that combines a variety of media in a single artwork. In this workshop, you will use stencils, texture paste and acrylic paint in combination with other media on a canvas board. This is an exciting art form where you can let your creativity run wild! Course requirements will be provided in kit form at the workshop. The cost of the kit is R200 per person, and you will need to pay Saroj in cash for the kit at the workshop. Mid-morning tea and snacks will be provided.

**Date:** Sat, 17 May

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)



### PAINTING WITH WATERCOLOURS

**Saroj Shukla**  
Art Teacher

B.A. Fine Art; Graphic Design and Photography Dip; ACE; PGCE

Whether you are a lover of landscapes, or seascapes, this course will teach you the techniques you need to complete a masterful watercolour painting. You will learn four different watercolour painting techniques: wet on wet; wet on dry; masking technique and salt technique. The purpose of this session is to enable you to express your creativity while having fun. You will be guided step by step in this experience and will take home a watercolour landscape or seascape painting. Everyone is welcome to join – no prior knowledge of painting is necessary. All the materials will be provided in kit form, which you will purchase from Saroj for R200 cash on the day. The kit consists of a watercolour paint set, palette, 2 brushes and paper. Other items you will need will be available to everyone, such as jars to hold water, salt, masking fluid, masking tape and additional paper. Please let us know if you already have these kit materials at home and would prefer to bring your own along. Mid-morning tea and snacks will be provided.

**Date:** Sat, 10 May

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R490 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)



## SEWING, & BAKING

### LEARN TO SEW

**Colleen Mick**

Sewing Teacher

The course is ideal for beginners who have basic sewing machine knowledge or have attended a previous sewing class but want to progress to the next level.

**In session 1 you will:**

- Recap on basic sewing operations, e.g. threading and stitching straight lines,
- Be introduced to general sewing techniques, e.g. zips, buttonholes, binding, elasticsation, sewing with stretch fabric etc.
- Explore tools and equipment used to perform these techniques,
- Prepare and apply these techniques on fabric (provided by the instructor).
- In the second session, you can choose to make various projects such as a cosmetic pouch, a half-apron, kiddie's t-shirt, kiddie's shorts, baby beanie
- Select projects for session 2. Fabric and trims required for the second session will be advised.

**In session 2 you will:**

- Assess fabric selections and measure, mark and sew project as decided in session 1

**Course Requirements:**

- Fabric for session 2 (to be advised in the first session)
- Bring your own sewing machine (or hire one of ours at R90 for both sessions)

Mid-morning tea/coffee and snacks will be provided.

**Date:** Saturday, 10 May, &  
Saturday, 17 May  
R 680 (pay on registration)

**Time:** 09:00 – 13:30      **Duration:** 2 sessions

**Cost:** Please add R90 to your course fee on registration if you need to hire one of our sewing machines.

### MINI “DRIP” CAKE

**Grace Stevens**

Entrepreneur, Baker, Chef, Teacher

Decadent Drip cakes are very popular at the moment! They make the perfect birthday cake or teatime treat, and this mini version is ideal for a smaller group or as a birthday gift.

**In this hands-on workshop you will:**

- Learn how to bake a moist, tender, chocolatey chocolate cake that taste amazing and keep well.
- Learn how to make decadent chocolate ganache and chocolate drip, and how to fill and stack mini cakes.

**This workshop includes:**

- Professional tuition by Grace Stevens; All materials, Access to all professional tools, colours, and everything you need to complete your project

**Please bring along a container in which to take your mini cake home.**

**Date:** Sat, 10 May

**Time:** 09:00 – 13:00

**Duration:** 4 hours

**Cost:** R590



## BAKING & COOKING COURSES

### ARTISAN BREAD WORKSHOP

**Grace Stevens**

Entrepreneur, Baker, Chef, Teacher

In this fun, hands-on workshop will learn how to make the following breads:

- Focaccia,
- Hamburger Rolls, and
- A Braided Loaf.

The class includes:

- Professional tuition by Grace Stevens; All materials and ingredients; Access to all professional tools, and everything you need to complete your project. No previous experience is needed.

Please bring along a container in which to take your bread home.

**Date:** Sat, 17 May

**Time:** 09:00 – 13:00

**Duration:** 4 hours

**Cost:** R590

### VERSATILE VEGGIES COOKING COURSE – WINTER EDITION

**Kelly Ramsay**

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Vegetable dishes can be exciting! Learn how to make these flavourful dishes perfect for vegetarians or anyone who loves veggies. We had the summer veggie course last term, and this is the winter veggie version:

- Griddled polenta with pesto, whipped feta and hot tomato relish;
- Moroccan veggie wellington;
- Coconut dhal;
- Vegan dan dan noodles;
- Tex-mex enchilada bake;
- Butternut and lentil bobotie.

The course fee includes the cost of all ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink.

Please note: This course will NOT take place on campus, but will take place at Kelly's home which is 3 minutes from the school. The address will be given to you once you have registered.

**Date:** Thurs, 15 May

**Time:** 18:00 – 21:30

**Duration:** 3.5 hours

**Cost:** R590

### QUICK, EASY & TASTY WEEKDAY FAMILY MEALS

**Kelly Ramsay**

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

We all have our family favourites, but they can become a little boring after a while. Learn how to make some new recipes that your family will enjoy. You will learn how to make the following:

- Chicken fajita tray bake;
- Asian chicken and rice;
- Crustless veggie filled quiche;
- Asian spring roll bowls (mince);
- Food processed pasta sauces (tomato, herb and spinach, and cream cheese and parmesan)
- Herby Greek chicken meatballs.

The course fee includes the cost of all ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink. Please note: This course will NOT take place on campus, but will take place at Kelly's home which is 3 minutes from the school. The address will be given to you once you have registered.

**Date:** Thurs, 8 May

**Time:** 18:00 – 21:30

**Duration:** 3.5 hours

**Cost:** R590

## COOKING COURSES

### WINTER MOROCCAN COOKING

**Kelly Ramsay**

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Moroccan food is big on flavour, aroma and spice and the perfect food for winter! Join this exciting workshop where you will make the following dishes:

- Aromatic dhal soup served with dukkha flatbread;
- Kebab (mince) mashwi with megadarra and yoghurt dressing;
- Veggie tagine with dates and honey;
- Bastilla;
- Moroccan chicken tray bake with couscous;
- Honey nut pastries with spiced yoghurt.

The course fee includes the cost of all ingredients. Please bring an apron along, as well as small containers for leftovers, and whatever you would like to drink. Please note: This course will NOT take place on campus, but will take place at Kelly's home which is 3 minutes from the school. The address will be given to you once you have registered.

**Date:** Thurs, 22 May

**Time:** 18:00 – 21:30

**Duration:** 3.5 hours

**Cost:** R590



## ***BUSINESS FINANCE & TAX***

### **PRACTICAL BOOKKEEPING/ACCOUNTING**

**Clive Stevens**

Accounting Teacher

This popular “hands-on” course will cover:

- Accounting Terms
- Subsidiary Journals (8 journals)
- Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance
- Financial Statements; Income Statement & Balance Sheet

This course is ideal for:

- Those in business who would like to understand the accounting side of the business in order to make informed decisions,
- Those who have/are thinking of starting their own business, or
- Those who want to upskill themselves in order to find a job.

Certificates of attendance will be issued on completion of the course.

**Date:** Mondays, 5 – 26 May      **Time:** 18:30 – 20:30      **Duration:** 4 sessions      **Cost:** R620

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### **UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!**

**Laura Sciuto**

Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. You will look at the following:

- **Introduction to Taxation in South Africa**

Overview of the South African tax system; Understanding the role of the South African Revenue Service (SARS); The importance of understanding personal tax and provisional tax; Basic terminology: taxable income, deductions, credits, etc.

- **Personal Tax in South Africa**

Definition of personal tax and who it applies to; Taxable income: what it includes and excludes; Tax rates and brackets for individuals; Deductible expenses and allowances; Calculation of tax liability using tax tables or tax calculators; Filing deadlines and penalties for non-compliance.

- **Legitimate Tax Deductions**

Definition of tax deductions and their importance; Overview of deductible expenses for individuals in South Africa; Common deductions: medical expenses, retirement contributions, donations, etc.; Requirements for claiming deductions: documentation, limits, exclusions; Strategies for maximizing legitimate deductions while staying compliant.

- **Understanding Provisional Tax**

Explanation of provisional tax and its purpose; Who needs to pay provisional tax and when; Calculation of provisional tax payments; Filing deadlines and penalties for non-compliance; Differences between provisional tax and PAYE (Pay As You Earn).

- **Sole Proprietorship and Taxation**

Definition and characteristics of sole proprietorship; Distinction between personal and business income; Calculation of taxable income for sole proprietors; Allowable deductions for Sole Proprietors; Tax deductions and credits available to Sole Proprietors; Vat and the Sole Proprietor.

concepts discussed; Analysis of scenarios to determine tax liabilities and deductions; Q&A session for participants to clarify doubts and seek further explanation.

**Date:** Thursday, 29 May      **Time:** 18:30 – 20:30      **Duration:** 1 Session      **Cost:** R250

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## BUSINESS, CUSTOMER SERVICE & CAREERS

### HOW TO FLIP PROPERTIES FOR PROFIT

**Jenny Heron**

Author/ Property Investor & Renovator/ Property Stylist/ Artist

Property Flipping is buying a property below market value, renovating it on a tight budget, and re-selling it in the shortest time to reach a successful and profitable outcome. There are so many things to think of when improving a property; potential buyers, their age group, what style appeals and sells in the area (together with the general prices that properties are selling for in that area) – these should all be identified before you begin.

This is where Jenny's expertise comes to the fore. Jenny Heron is a Property Stylist, author, artist, paint technique specialist, property investor & renovator. Her passion lies in improving & highlighting every property's potential. In this course, Jenny will show you how to improve a home by making a few significant changes and adjustments to maximise the good points and minimise the bad – thereby making it more appealing and more "sellable".

So, if you're into buying property as an investor, building up a rental portfolio, or you want to make your own home look wonderful on a budget, then you will be inspired by this course.

Her book **Flip for Success** will be available for purchase on the night at a special price to course participants of R200 (normal price is R250).

**Date:** Tuesday, 20 May

**Time:** 18:30 – 20:30

**Sessions:** 1

**Cost:** R190

### CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS

**Jennifer Ritchie**

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent service levels are the lifeblood of any company and are not achieved without a team of motivated, professional, customer service-orientated staff, the right leadership and a culture of service excellence. The course material is geared to company teams needing a practical, participative crash course in reinventing service levels. Material covers customer needs, the circle of service, case studies for problem solving, techniques for dealing with difficult customers, communication and professionalism basics, a customer care checklist and techniques to build best practice service levels. Before presenting this course, Jennifer will spend time at no cost, observing the workplace (if you are sending a group of people) or conducting an individualised needs analysis.

**Date:** Thurs, 8 & 15 May

**Time:** 18:30 – 20:30

**Sessions:** 2

**Cost:** R550

### SUCCESSFUL CAREER TRANSITIONS

**Jennifer Ritchie**

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

We graduate, we change career paths, we apply for promotions, and we get retrenched. As with life stages, careers are constantly in transition and the only way to excel is to understand how to prepare for this professionally and in an integrated way. Jennifer specialises in assisting clients to understand the technical and behavioural elements of finding work and building on career success with practical techniques and tips for every level of job finding. You will get a free CV assessment and assistance in improving it as well as a copy of her book on Retrenchment: [A Coaching Guide for Reinventing Yourself](#).

**Date:** Tuesday, 27 May

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R280

## CAREERS & IT FOR BUSINESS

### HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS

**Stephen Price**      B.Sc. H.D.E. B.Ed.

Ex-Principal & Business Owner: Get ShortlistED

Are you tired of applying for positions and not getting shortlisted even though you know that you are equipped for the position? This comprehensive course; which is facilitated by an ex-principal and director of a recruitment platform called *Get ShortlistED*, is designed to empower educators in South Africa with the essential skills to write impactful CVs and covering letters that increase their chances of being shortlisted for both WCED and SGB positions. Course details can be found in the Educator Section on page 26 of this prospectus.

**Date:** Tuesday, 13 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### MS EXCEL DASHBOARD & PIVOT TABLES

**Cedric Goliath**

Network Administrator and IT Trainer

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. At this course you will learn how to create Dashboards using the existing tools in Excel. It will change the way your work with data!

**Date:** Mon, 2 June      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

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### MS WORD FOR PROFESSIONALS!

**Ross Cohen**

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers

Take your productivity to the next level with expert-level MS Word skills. In today's fast-paced professional world, mastering Microsoft Word isn't just about typing documents—it's about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder.

#### What You'll Learn:

- **Advanced Formatting & Styles:** Create professional-looking documents with ease.
- **Working with Long Documents:** Tables of Contents; Using References, Hyperlinks & Bookmarks.
- **Tables:** Learn to organise, visualise, and analyse data in an accessible way.
- **Collaboration Tools:** Share, track, and review documents seamlessly across teams.

#### Who Is This For?

- **Professionals** looking to boost productivity and impress colleagues with polished, error-free documents.
- **Managers and Team Leaders** seeking effective document-sharing and collaboration tools.
- **Administrative Staff** wanting to master the ins-and-outs of MS Word for reporting, presentations, and more.

**Date:** Mon & Wed, 5 & 7 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

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# MARKETING YOUR BUSINESS ONLINE

## HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

**Lucille Divine** B. Sc.

Award Winning Digital Marketing Coach & Mentor

Are you making the most of social media for your business? If you haven't added social media marketing to your business strategy, or if you've set up accounts but aren't using them effectively, this hands-on workshop is just for you. Designed for small businesses, entrepreneurs, consultants and coaches who struggle to market their business across social media. This course will help you understand the power of social media and how to position your brand online with confidence.

### What You'll Learn in the Live Workshop :

#### Session 1: Understanding the Social Media Landscape (2 Hours)

- **Who is using social media?** Real-time stats and insights on audience behaviour
- **Social media success stories:** Case studies of top-performing local campaigns
- **The pros and cons of social media marketing:** What works and what to avoid
- **Social media in South Africa:** Market trends, big data, and key statistics

#### Session 2: Choosing the Right Platforms & Creating a Social Strategy (2 Hours)

- Introduction to the top social media channels: Facebook, Instagram, WhatsApp, LinkedIn, Twitter, Pinterest, and YouTube
- How to create a 'Social Wheel' strategy that connects your platforms for maximum impact
- How to determine the best platform(s) for your business and where to focus your efforts
- Live strategy planning: Work through worksheets to map out your personalised social media approach

### Who is This Course For?

This workshop is **perfect for you** if you:

- ✓ Want to use social media to grow your business and attract customers
- ✓ Have never used social media for business or feel unsure about where to start
- ✓ Have social media accounts but aren't seeing results
- ✓ Want to learn which platform is best for your business and how to maximise it
- ✓ Prefer a hands-on, workshop-style learning experience where you take action as you learn

### What You'll Get:

- A solid understanding of the social media landscape and where your business fits in
- A social media strategy for your business goals
- A clear direction on which social media platforms to focus on
- Templates to help you map out, plan, and structure your social media marketing strategy effectively

### Bonus Resources & Access:

- Access to the full Google Drive slide deck for future reference
- Exclusive tools, templates, and resources to support your strategy

### Next Recommended Training:

- ✓ **'Facebook Business Kickstart Workshop'** to help you set up and optimise your Facebook page.
- ✓ **'How To Create Content Using Smart AI For Your Business'** to help you create customer centric content to market your business

**Date:** Monday 5 May &  
Wednesday, 7 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R580



# MARKETING YOUR BUSINESS ONLINE

## FACEBOOK FOR BUSINESS WORKSHOP

**Lucille Divine** B. Sc.

Award Winning Digital Marketing Coach & Mentor

**Struggling to make Facebook work for your business?** This hands-on course is designed for **entrepreneurs, small business owners, consultants, and coaches** who want to build and optimise their Facebook presence the **right way**. Whether you've never set up a page or have one but don't know how to use it effectively, this course will give you the tools, strategies, and confidence to grow your brand online.

### What You'll Learn in the Live Workshop (2 Hours)

- **How to Set Up a High-Impact Facebook Business Page** (or fix your existing one)
- **The Must-Have Elements** of a professional and credible Facebook Page
- **Facebook SEO Tips** to help your business get discovered
- **How to Optimise Your About Section, Tabs & Call-to-Actions** for conversions
- **How to Customise Your Facebook Cover Image & Profile Image** (With Pre-Designed Templates in a Secure Google Drive Folder)
- **How to Write & Schedule Your First Posts** for engagement

**Bonus:** You'll receive pre-designed Facebook cover templates to use for your business Facebook page! (make sure you have a Google Drive to access)

### Who is This Course For?

This course is **perfect for you** if you:

- ✓ Want to use Facebook to grow your business and attract customers
- ✓ Have never set up a Facebook Business Page and don't know where to start
- ✓ Have a page but struggle to get engagement, reach, or followers
- ✓ Want to learn best practices & optimisation tricks that actually work

### What You'll Get:

- A fully optimised, professional-looking Facebook Business Page
- A simple posting & engagement strategy to start growing today
- Exclusive access to downloadable templates
- A clear action plan to continue marketing successfully

Don't miss this opportunity to level up your Facebook marketing and build a brand that stands out!

### What You'll Need:

- **Access to your Google Drive (if you don't have a Gmail account, make sure that you've opened up one before the workshop)**
- Username and passwords for your Gmail, and personal Facebook account. (Important to make sure you have all of this on hand so you don't get left behind in the workshop)
- Images or logos saved to your Google Drive to use to design your templates.

To ensure a smooth and productive workshop, it's essential that you know how to use a computer, navigate Google Drive, and access your Facebook account. Please arrive prepared with your Facebook login details (username & password) as we have limited time to cover everything. If you cannot access your account, it will slow down the session for others who are ready to participate.

All training is done in a workshop style—meaning as I do, you do! This ensures hands-on learning that sticks.

### Next recommended training:

✓ **'How to Create Content Using Smart AI'** – A practical guide on leveraging AI to structure, plan, and design content that resonates with your audience.

**Date:** Monday 12 May

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R330

# MARKETING YOUR BUSINESS ONLINE

## HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS

**Lucille Divine**

Award Winning Digital Marketing Coach & Mentor

Imagine the satisfaction of sharing content your audience craves—strategically crafted and consistently delivered using Smart AI. This workshop is designed to give you the confidence to create high-quality content efficiently using smart AI tools. You'll learn how to integrate AI into your workflow to streamline content creation, enhance creativity, and improve engagement. AI is not here to replace human ingenuity but to amplify your strategic thinking and efficiency. With the right approach, AI can revolutionise your content strategy, helping you work smarter, not harder. By the end of this session, you'll be equipped with the skills to produce compelling, search-optimised content that attracts and retains your ideal audience—ultimately boosting your online presence.

### Who Should Attend?

**Small business owners, entrepreneurs, and marketing professionals** looking to enhance their understanding of social media marketing and AI content creation.

Anyone who wants to **simplify content creation** while making it more effective and impactful.

### Course Objectives:

By the end of this workshop, participants will:

- ✓ Gain the knowledge and skills to **create compelling content** for your social media channels using smart AI tools.
- ✓ Learn how to use AI-powered tools such as **ChatGPT, SEO research tools, Google Trends, Google Search, Video AI tools, Canva Pro, and more.**
- ✓ Develop a content marketing plan tailored to your audience and business goals.
- ✓ Learn quick content hacks for efficient creation and distribution across multiple digital platforms.

What You'll Learn:

### Session 1: Content Strategy & Creation (2 hours)

- Types of content that work best for business growth
- Essential online resources & AI tools to simplify content creation
- Basic content principles for creating SEO-optimised content
- Live demonstration of AI-powered tools in action

### Session 2: Content Planning & Performance Optimisation (2 hours)

- Content continuity & planning: How to create a video or graphic for social media and scheduling content efficiently
- Meta Business Suite - Phasing & repurposing content for best engagement.
- Essential Engagement Attributes: social etiquette for B2B market.
- Understanding analytics, metrics, and reports to optimise engagement and reach
- Live workshop exercise: Hands-on practice using AI-driven content tools

### Bonus Resources & Access:

- ✓ Full slide deck housed in Google Drive for future reference
- ✓ Direct access to AI tools and content hubs for ongoing use

### Prerequisites:

**Basic computer literacy required** (comfortable with internet navigation and using digital tools).

**Date:** Monday, 19 May &  
Wednesday, 21 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R580

# PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

## NEGOTIATION SKILLS

**Loretta Erasmus** M. Phil  
Management Coaching / Business Coach

For most of us, negotiation is an everyday occurrence. For some this skill comes easily, others struggle with it! We negotiate when asking the boss for a raise, discussing the terms of a contract, bargaining with a seller at a market for the best price, encouraging our children to eat their vegetables, working out a conflict with your loved ones, asking the boss to leave early, etc. This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small.

**Date:** Monday, 19 May  
Monday, 26 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** 360

## MANAGING DIVERSITY IN THE WORKPLACE

**Loretta Erasmus** M. Phil  
Management Coaching / Business Coach

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometimes be a challenge, but one that can easily be overcome. This session will look at:

- The importance and benefits of Diversity Management;
- Prejudices and Discrimination;
- Encouraging a Culture of Equality, and lastly;
- Tips on how to manage the challenges of Workplace Diversity.

**Date:** Monday, 12 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R180



## COMPUTER COURSES

### COMPUTERS FOR BEGINNERS

**Cedric Goliath**

Network Administrator and IT Trainer

Do you want to know how to?

- Operate a computer with confidence,
- Use MS Word to create/type documents,
- Where to store things on the computer and be able to find them again afterwards?
- How to use all the functions of the keyboard and mouse?
- Use a flash drive, memory card and other input devices so that you will know how to for example download photos from your camera.

Those who are “self-taught” and have “gaps” in their knowledge, will also benefit from this course. You won’t look back! Tea/coffee and mid-morning snacks will be provided.

**Date:** Saturday, 10 May & Saturday, 17 May      **Time:** 09:00 – 13:00      **Duration:** 8 hours      **Cost:** R850

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### COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP

**Cedric Goliath**

Network Administrator and IT Trainer

Is your desktop a mess? Do you struggle to find documents which you have stored on your computer? Do you want to save yourself time and trouble by organising the files and folders on your computer? In this session, you will look at:

- How to manage files on your computer,
- Directory structure and hidden files,
- Important files and folders,
- Naming and file system tips,

Course participants should have a basic level of computer literacy to benefit from this course.

**Date:** Monday, 26 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

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### MS WORD FOR PROFESSIONALS!

**Ross Cohen**

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers

Take your productivity to the next level with expert-level MS Word skills. In today’s fast-paced professional world, mastering Microsoft Word isn’t just about typing documents—it’s about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder. Course details can be found on page 12 of this prospectus.

**Date:** Mon & Wed, 5 & 7 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

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### MS EXCEL – GETTING STARTED WITH SPREADSHEETS

**Cedric Goliath**

Network Administrator and IT Trainer

A basic knowledge of Excel is essential in most jobs. You can use Excel to analyse numbers, keep track of data and graphically represent your information. This course will introduce you to Microsoft Excel. You will learn the basics of data entry and formatting, as well as basic functions and formulae. Computer literacy is a pre-requisite for attending this course.

**Date:** Tues & Thurs, 6 & 8 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

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## ADULT ENRICHMENT: COMPUTER COURSES

### MS EXCEL – INTERMEDIATE

**Cedric Goliath**

Network Administrator and IT Trainer

In this ongoing course you will learn how to work with the following in Excel:

- Conditional formatting
- Sorting and filtering
- Cell comments
- Freezing columns and rows
- Working with multiple worksheets/Workbooks
- Protecting a Workbook
- Relative and absolute cell reference
- Data Validation Charts

**Date:** Tuesday, 13 May & Thursday, 15 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

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### MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

**Cedric Goliath**

Network Administrator and IT Trainer

If you need to be able to work with Advanced features of Excel, then you will benefit from this course which will cover the following:

- Creating Advanced Formulae: Using name Ranges; Using V-lookup; Using H-Lookup; Using V-Lookup and H-lookup together; Using Concatenate
- Filtering Data in a list including Advanced filtering and Custom sorting;
- What-if Analysis: Goal seeking; Scenario Manager;
- Adding Subtotals to a list;
- Using Pivot Tables including Pivot chart and Slicers;
- Recording and using Macros

**Date:** Tuesday, 20 May & Thursday, 22 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

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### EXCEL DASHBOARD & PIVOT TABLES

**Cedric Goliath**

Network Administrator and IT Trainer

An Excel dashboard is a visual dynamic interface showing a summary of consolidated data on a single screen. It simplifies complex data to provide you with the information you need at a glance. In this course, you will learn how to create Dashboards using the existing tools in Excel. It will change the way your work with data!

**Date:** Monday, 2 June      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

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## COMPUTER & EDITING COURSES

### ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

**Craig Murray**

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft OneDrive is one of the best kept secrets in the tech world when it comes to cloud storage. Learn how to make use of OneDrive on not only your computer but also your phone, tablet and even your Xbox! Learn about some of the hidden features like using online versions of Word, Excel and PowerPoint, right in the browser without needing any software installed! Bring along some files on a flash drive or have some files on your device so that you can upload them to the cloud and see just how easy it is to get your files into the cloud. Participants should ideally have access to a Hotmail, Outlook.com, Xbox Live or any other Microsoft account so that you can sign into OneDrive and get going – if you do not have an account, one can be set up for you on the evening. You will need to arrive at least 15 minutes early to get this sorted out.

**Date:** Thursday, 29 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

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### MICROSOFT FORMS

**Craig Murray**

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to people and/or customers that range from simple and straightforward to highly in depth and detailed. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education issued Office 365 account or a personal Hotmail/Live/Outlook.com account in order to use Forms.

**Date:** Tuesday, 6 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

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### CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES

**Cedric Goliath**

Network Administrator and IT Trainer

This course is designed to equip school administrators and educators with the skills to create an effective school timetable using ASC timetables. A well-structured timetable is essential for the smooth operation of a school, ensuring that students, teachers, and administrators are aware of their schedules, reducing conflicts, and optimising resource allocation.

Upon completing this course, participants will be able to:

- Design a schedule that meets the needs of students, teachers, and administrators
- Allocate specific time slots for each subject, ensuring adequate attention to all subjects
- Effectively utilise school classrooms and resources
- Enhance communication among students, parents, and administrators
- Make data-driven decisions to optimise the school's operations
- Customise the timetable for special events and exam schedules
- Go paperless and reduce human error in the timetabling process

By the end of this course, participants will be able to create a comprehensive school timetable that supports the school's objectives and enhances the overall educational experience.

**Date:** Tuesday, 27 May  
Thursday, 29 May      **Time:** 18:30 – 20:30      **Duration:** 2 session      **Cost:** R580

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# CODING WITH PYTHON

## CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

**Octavia Chidiyiwa** M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Coding Academy

This course aims to prepare anyone who would like to be creative, collaborative, a design thinker, and acquire computational thinking skills of the future. No programming background is required. Learning Computer Science, and programming encourages creativity, problem-solving, ethics and collaboration. You will have fun learning Python as a programming language and challenging yourself to think like computer programmers. Python is used across diverse fields from web and game development to machine learning, AI, scientific computing, and academic research. It is easy to learn as a first language and a valuable skill set to have in any programmer's stack because of its diverse usage making it the versatile language to learn. At the end of this course, one should be able to write a basic program using Python.

**Date:** Monday, 19 May  
Wednesday, 21 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R580

## CODING WITH PYTHON ONGOING

**Octavia Chidiyiwa** M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Coding Academy

If you are looking to add a new programming language to your stack, then this Python crash course is for you! Python language is expressive and productive, so you can create solutions quickly and others can understand it easily. One of the fundamental ideas behind Python is to facilitate an easily readable code. The syntax of Python is simple, clean and easy to understand. Unlike many other programming languages, its code is relatively easy to read as it resembles a part of everyday English that we speak. Python is a great addition to your skillset no matter where your career ends up taking you. With Python you can build simple scripts to complex applications. You can do it quickly, safely and with fewer lines of code than you might think possible. Python is fun, expressive, its readable style, quick editing, run development cycle meaning you can sit down writing code, rather than fighting compilers and complex syntax. Python will grow with you as your experiments become prototypes, your prototypes become products. Python makes the experience of writing software easier and enjoyable. At the end of this course, you should have a good foundation and background for further learning if you want to become an expert. A course requirement is that you have attended our Python for Beginners course (above).

**Date:** Monday, 26 May  
Wednesday, 28 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R580



**CODING  
WITH  
PYTHON**



## PHOTOGRAPHY & EDITING COURSES

### INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

**Craig Murray**

Photography Lecturer

Do you have a digital camera but feel confused by all the options on offer? A Christmas or birthday present that you haven't made good use of yet because the camera seems intimidating? Come along to this course where the basics and foundation of good photography will be presented. Technical terms such as aperture, shutter speed and ISO will be covered, but so will subjects such as good light, framing and composition, as well as getting to grips with your sometimes-confusing camera controls. Camera accessories will also be discussed, for those who want to and are ready to take the next small step forward on this incredible journey.

Please bring your cameras along to the course, with the camera battery fully charged – you will be taking pictures on the day. You can also bring your camera manual along if you've read something you don't understand and would like some clarity. The course fee includes mid-morning tea and snacks.

**Date:** Saturday, 10 May      **Time:** 09:00 – 13:00      **Duration:** 4 hours      **Cost:** R580

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### HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

**Julian Goldswain**

B. Tech (Photography), Professional Photographer & Lecturer

Don't miss out on recording memorable moments because you've forgotten to bring your camera along! For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobiles. Unlock your creativity and discover the world around you from a new point of view. You will also do an Instawalk at a secret location (wear comfortable shoes and weather appropriate clothing).

You will need the following apps on your mobile device: Lightroom Mobile, Snapseed & Instagram. Make sure that your mobile device is fully charged and bring your charger along just in case.

**Date:** Thursday, 22 May &  
Thursday, 29 May      **Time:** 18:30 – 20:30      **Duration:** 4 hours      **Cost:** R580

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### EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET

**Ross Cohen**

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers

If you're looking for a photo or image editor that is more powerful than Microsoft Paint, but not as complex as Photoshop, then Paint.Net is what you're looking for! Paint.Net is a free, easy-to-use photo and image editor, with support for layers. Its user interface, while innovative, is simple and very user-friendly, with unlimited undo, special effects and a wide variety of useful and powerful tools that will enable you to spend many enjoyable hours creating amazing images!

**Date:** Wednesday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

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## MISCELLANEOUS COURSES

### FIRST AID: LEVEL 1

**First Aid Trainer** Medical Education Centre

Get your accredited Level 1 First Aid certificate which is valid for 3 years.

**Course content includes:**

**General Information**

Infection Prevention; Emergency Call; Psychological Support; Importance of Oxygen; Emergency Scene Management; Legal Aspects

**Vital Signs**

Fainting, Unconsciousness; Recovery Position; Respiratory Conditions; Choking; Drowning; Circulatory Conditions; C.P.R. (new Algorithm)

**Acute Illness**

Heart Attack; Stroke; Bronchial Asthma; Epilepsy

**Wounds & Bleeding**

Bandaging Techniques; Shock Syndrome; Amputation Injuries

**Fractures**

Broken Bones; Stabilizing and Splinting Techniques

**Thermal Incidents**

Burns, Scalds and Electrical Injuries

**Poisoning/Corrosion**

Inhalation; Swallowing and Injection

**Foreign Object Management**

On Completion of the Training the successful delegate will receive a Certificate, a very detailed handbook and a First Aid Starter Kit .Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

**Date:** Saturday, 10 May  
Saturday, 17 May      **Time:** 09:00 – 16:00      **Duration:** 14 hours      **Cost:** R990

### RETIREMENT: LIVING A FULFILLED LIFE

**Paul Britton**

B.Sc. (Forestry) M. Landscape Arch; Retirement mentor

Retirement isn't just about having a financial plan. It's about a life that is rewarding in other ways: with exciting goals, loving relationships and abundant health. This comprehensive workshop will prepare you for this new phase of life by looking at the following:

- Finding out what skills and experience you have to enable you to find a compelling activity to replace the needs formerly met by work and perhaps make some extra cash.
- Personal growth and how important it is to maintain mental health.
- The importance of fun and recreation and involvement in community activities.
- How to maintain sound relationships and avoid the "Grey Divorce".
- Keeping fit and healthy especially mentally (an important aspect for reducing medical bills).
- Sorting out your life's papers (your will, living will and decluttering).
- Where and when should you move house (if ever).
- How to budget to afford all the above and perhaps the need to downscale your lifestyle. This includes discussions on how to save and make use of senior discounts and benefits.

Mid-morning tea/coffee and snacks will be provided.

**Date:** Sat, 17 May      **Time:** 09:00 – 12:30      **Duration:** 3.5 hours      **Cost:** R310 per person or R590 per couple

## MISCELLANEOUS

### XHOSA FOR BEGINNERS

**Themba Ezra Narun**      isiXhosa Basics  
Xhosa Teacher

This popular isiXhosa Basics course is designed to familiarise you with the language, cultural context and give you the confidence you need to go out and *thetha* with friends, strangers and colleagues! Our classes with Themba are great fun and very interactive! We start right at the beginning with what Xhosa sounds and looks like and how to greet. There are also exciting out-of-class resources available to help you practice and get comfortable with what we are learning in class. This course fills up quickly, so register early to ensure a place!

**Date:** Monday, 12 May,  
Thursday, 15 May &  
Mondays, 19, 26 May &  
2 June      **Time:** 18:30 – 20:00      **Duration:** 5 sessions      **Cost:** R620

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### PREPARING FOR A GAP YEAR – A COURSE FOR MATRICS & GRADE 11'S

**Jennifer Ritchie**  
Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Before you know it, school will be over for the year and your future awaits. Without a Plan A and a Plan B nothing will be achieved. Taking a successful Gap Year requires research, planning, applications, documentation and some funding. Spend two invaluable hours with a Career Expert and Coach who will provide you with incredible options geared to your interests, contact details and advice, assist with professional CV compilation and provide you with all you need to be successfully earning money and exploring new horizons. Parents might like to register as well so that you can take this journey together! The course fee includes one learner and one parent. Any additional parents attend at R100 per person.

**Date:** Tuesday, 13 May      **Time:** 18:30 – 20:30      **Duration:** 1 sessions      **Cost:** R320

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### DJEMBE DRUMMING

**David Keuning**  
AfroBeat Drumming

Learn how to play the djembe/bongo drum in this fun-filled course! You will learn how to: hold the drum; how to tighten and care for it; how to read drum notation and the positions on the drum for the various "notes", as well as some simple to more challenging rhythms/techniques. All equipment will be provided for use during the course.

**Date:** Tuesdays, 6 – 27 May      **Time:** 18:30 – 20:30      **Duration:** 4 sessions      **Cost:** R420

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### PLUMBING BASICS

**John-Morgan de Klerk**      Building & Civil Engineering Dip, Plumbing N3, Facilitation NQF5  
Maintenance Foreman/ Teacher

Apart from wasting water, we all know how irritating a dripping tap can be! Find out how to take care of all the basic DIY plumbing tasks in your home: the tools and materials required, isolating the mains, fixing a dripping tap, what to look for when you find a leak, how to connect your washing machine and dishwasher, sorting out blocked drains, know your geyser, water and energy saving tips, selecting taps and toilets, baths and showers, and so much more! This course could save you a fortune in call-out fees!

**Date:** Thursday, 22 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R180

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## MISCELLANEOUS

### DIY TILING

**John-Morgan de Klerk** Building & Civil Engineering Dip, Plumbing N3, Facilitation NQF5  
Maintenance Foreman/ Teacher

Are you up for the challenge? In this part-theory, part-hands-on course, you will learn how to do tiling in your home. This course will cover the following:

- Safety aspects
- How to work out quantities
- Preparing the area for tiling
- Different types of tiles and materials
- Tools used
- Methods that need to be used for different types of tiling
- Practical tiling session

Please bring the following equipment along to the session:

- A tiling trowel
- A tape measure
- A mallet (rubber hammer)
- A chalk line

You will need to wear suitable clothing for the practical section. The course fee includes tea/coffee/juice and snacks at tea time.

**Date:** Saturday, 10 May      **Time:** 09:00 – 13:00      **Duration:** 4 hours      **Cost:** R450

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### HOW TO FLIP PROPERTIES FOR PROFIT

**Jenny Heron**

Author/ Property Investor & Renovator/ Property Stylist/ Artist

Property Flipping is buying a property below market value, renovating it on a tight budget, and re-selling it in the shortest time to reach a successful and profitable outcome. There are so many things to think of when improving a property; potential buyers, their age group, what style appeals and sells in the area (together with the general prices that properties are selling for in that area) – these should all be identified before you begin.

This is where Jenny's expertise comes to the fore. Jenny Heron is a Property Stylist, author, artist, paint technique specialist, property investor & renovator. Her passion lies in improving & highlighting every property's potential. In this course, Jenny will show you how to improve a home by making a few significant changes and adjustments to maximise the good points and minimise the bad – thereby making it more appealing and more "sellable".

So, if you're into buying property as an investor, building up a rental portfolio, or you want to make your own home look wonderful on a budget, then you will be inspired by this course.

Her book **Flip for Success** will be available for purchase on the night at a special price to course participants of R200 (normal price is R250).

**Date:** Tuesday, 20 May      **Time:** 18:30 – 20:30      **Sessions:** 1      **Cost:** R190

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## CORPORATE TRAINING

### PRACTICAL BOOKKEEPING/ACCOUNTING

This course is ideal for: Those in business who would like to understand the accounting side of the business to make informed decisions; Those who have/are thinking of starting their own business, or, those who want to upskill themselves in order to find a job. Certificates of attendance will be issued on completion of the course. These course details can be found on page 10 of this prospectus.

**Date:** Mondays, 5 – 26 May      **Time:** 18:30 – 20:30      **Duration:** 4 sessions      **Cost:** R620

### UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

#### Laura Sciuto

Tax Practitioner & Tax Services Consultant, Business Owner

Whether you pay personal tax, or run your own business and are a provisional tax payer, you need to get it right! This 2-hour session on personal tax, provisional tax, and legitimate tax deductions in South Africa will hopefully clarify things for you. Course details can be found on page 10.

**Date:** Thursday, 29 May      **Time:** 18:30 – 20:30      **Duration:** 1 Session      **Cost:** R250

### CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS

#### Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Excellent service levels are the lifeblood of any company and are not achieved without a team of motivated, professional, customer service-orientated staff, the right leadership and a culture of service excellence. The course material is geared to company teams needing a practical, participative crash course in reinventing service levels. Material covers customer needs, the circle of service, case studies for problem solving, techniques for dealing with difficult customers, communication and professionalism basics, a customer care checklist and techniques to build best practice service levels. Before presenting this course, Jennifer will spend time at no cost, observing the workplace (if you are sending a group of people) or conducting an individualised needs analysis.

**Date:** Thurs, 8 & 15 May      **Time:** 18:30 – 20:30      **Sessions:** 2      **Cost:** R550

### MS WORD FOR PROFESSIONALS!

#### Ross Cohen

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers

Take your productivity to the next level with expert-level MS Word skills. In today's fast-paced professional world, mastering Microsoft Word isn't just about typing documents—it's about efficiency, precision, and presentation. This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder. Course details can be found on page 12.

**Date:** Mon & Wed, 5 & 7 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

### EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES

All our **COMPUTER COURSES** can be found on pages 17 - 19 of this prospectus.

### HOW TO MARKET YOUR BUSINESS ONLINE COURSES

Have a look at pages 13, 14 & 15 for course details.

### PERSONAL DEVELOPMENT & SOFT SKILLS COURSES

We have a whole host of **Personal Development** and **Soft Skills for the Workplace** courses on page 16 of this prospectus. We also offer these courses at your place of work.



# EDUCATORS: PERSONAL & PROFESSIONAL DEVELOPMENT

## HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS

**Stephen Price** B.Sc. H.D.E. B.Ed.

Principal & Business Owner: Get ShortlistedED

Are you tired of applying for positions and not getting shortlisted even though you know that you are equipped for the position? This comprehensive course, facilitated by an ex-principal and director of a recruitment company ShortlistED, is designed to empower educators in South Africa with the essential skills to write impactful CVs and covering letters that increase their chances of being shortlisted for both WCED and SGB positions. Participants will learn strategies tailored to effectively navigate the WCED e-recruitment system and align their application materials with job descriptions on this platform as well as platforms used by schools to advertise SGB posts.

You will look at the following:

- **Understanding the WCED e-recruitment system:**

Navigating the WCED e-recruitment platform; Exploring key features and functionalities; Tips for optimizing your profile on the platform

- **Crafting a standout CV:**

Structuring your CV for maximum impact; Highlighting relevant qualifications, experience, and achievements; Tailoring your CV to specific teaching positions and requirements; Incorporating keywords and buzzwords from job descriptions

- **Writing a compelling covering letter:**

Understanding the purpose and importance of a covering letter; Structuring your covering letter effectively; Showcasing your passion for education and commitment to student success; Addressing key selection criteria outlined in job descriptions

- **Aligning your application with job descriptions:**

Decoding job descriptions to understand employer expectations; Identifying transferable skills and experiences; Customizing CVs and covering letters to match job requirements; Demonstrating alignment between your skills and the needs of the educational institution.

This course combines theoretical knowledge with practical exercises and real-world examples to empower educators with the tools they need to navigate the competitive job market in South Africa's education sector. Participants will leave with actionable insights and a personalized roadmap for crafting compelling application materials that stand out to prospective employers and ensure that you get shortlisted.

Date: Tuesday, 13 May

Time: 18:00 – 20:30

Duration: 1 session

Cost: R350

## SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED

**Stephen Price** B.Sc. H.D.E. B.Ed.

Principal

Various regulations outline the processes that need to be followed when conducting a Disciplinary Hearing for a learner accused of serious misconduct. Serious misconduct may lead to a recommendation from the SGB to the WCED for expulsion of the learner. Too often though the recommendation for expulsion is turned down by the WCED for schools not following the correct procedures.

This comprehensive course will look at what is considered to be serious misconduct and what to do before, during and after a hearing. It will include templates of letters needed in the process including what happens if a recommendation for expulsion is made.

The roles of everyone involved in the disciplinary process will be discussed, and there will be time for questions. Mid-morning tea/coffee and snacks will be provided.

Date: Sat, 10 May

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R440

## EDUCATOR ENRICHMENT - MISCELLANEOUS

### CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES

**Cedric Goliath**

Network Administrator and IT Trainer

This course is designed to equip school administrators and educators with the skills to create an effective school timetable using ASC timetables. A well-structured timetable is essential for the smooth operation of a school, ensuring that students, teachers, and administrators are aware of their schedules, reducing conflicts, and optimising resource allocation.

Upon completing this course, participants will be able to:

- Design a schedule that meets the needs of students, teachers, and administrators
- Allocate specific time slots for each subject, ensuring adequate attention to all subjects
- Effectively utilise school classrooms and resources
- Enhance communication among students, parents, and administrators
- Make data-driven decisions to optimise the school's operations
- Customize the timetable for special events and exam schedules
- Go paperless and reduce human error in the timetabling process

By the end of this course, participants will be able to create a comprehensive school timetable that supports the school's objectives and enhances the overall educational experience.

**Date:** Tuesday, 27 May & Thursday, 29 May      **Time:** 18:30 – 20:30      **Duration:** 2 session      **Cost:** R580

### MS WORD FOR PROFESSIONALS!

**Ross Cohen**

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers

This course is designed to equip you with the advanced tools, techniques, and features you need to work smarter, not harder. Your class notes and exam papers will be the envy of your colleagues! Course details can be found on **page 12** of this prospectus.

**Date:** Mon & Wed, 5 & 7 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R580

### MICROSOFT FORMS

**Craig Murray**

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a hidden gem, part of some Office 365 subscriptions but also available to anyone with a Hotmail/Live/Outlook.com account. Build detailed surveys that you can send out to parents or staff members that range from simple to highly in-depth. Best of all, Forms can now create quizzes for teachers that self-mark, making this ideal for multiple-choice type tests. When the form or quiz is done, you can export an Excel file with all the details that will let you manipulate the data in any way you please. Note that you will need a work or education-issued Office 365 account or a personal Hotmail/Live/Outlook.com account to use Forms.

**Date:** Tuesday, 6 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

### COMPUTER COURSES & HOW TO MARKET YOUR SCHOOL ONLINE

All our **COMPUTER COURSES**, can be found on **pages 17 - 20** of this prospectus.

### CODING WITH PYTHON COURSES FOR CAT TEACHERS

Course summaries can be found on **page 20**.

# MARKETING YOUR SCHOOL ON SOCIAL MEDIA

## FACEBOOK FOR SCHOOLS WORKSHOP

**Lucille Divine** B. Sc.

Award Winning Digital Marketing Coach & Mentor

**Struggling to make Facebook work for your school?** This hands-on course is designed for **anyone involved with marketing a school** who want to build and optimise their Facebook presence the **right way**. Whether you've never set up a page or have one but don't know how to use it effectively, this course will give you the tools, strategies, and confidence to grow your brand online.

### What You'll Learn in the Live Workshop (2 Hours)

- **How to Set Up a High-Impact Facebook Page for your school** (or fix your existing one)
- **The Must-Have Elements** of a professional and credible Facebook Page
- **Facebook SEO Tips** to help your business get discovered
- **How to Optimise Your About Section, Tabs & Call-to-Actions** for conversions
- **How to Customise Your Facebook Cover Image & Profile Image** (With Pre-Designed Templates in a Secure Google Drive Folder)
- **How to Write & Schedule Your First Posts** for engagement

**Bonus:** You'll receive pre-designed Facebook cover templates to use for your business Facebook page! (make sure you have a Google Drive to access)

### Who is This Course For?

This course is **perfect for you** if you:

- ✓ Want to use Facebook to grow your school community
- ✓ Have never set up a Facebook Business Page and don't know where to start
- ✓ Have a page but struggle to get engagement, reach, or followers
- ✓ Want to learn best practices & optimisation tricks that actually work

### What You'll Get:

- A fully optimised, professional-looking Facebook School/Business Page
- A simple posting & engagement strategy to start growing today
- Exclusive access to downloadable templates
- A clear action plan to continue marketing successfully

Don't miss this opportunity to level up your Facebook marketing and build a brand that stands out!

### What You'll Need:

- **Access to your Google Drive (if you don't have a Gmail account, make sure that you've opened up one before the workshop)**
- Username and passwords for your Gmail, and personal Facebook account. (Important to make sure you have all of this on hand so you don't get left behind in the workshop)
- Images or logos saved to your Google Drive to use to design your templates.

To ensure a smooth and productive workshop, it's essential that you know how to use a computer, navigate Google Drive, and access your Facebook account. Please arrive prepared with your Facebook login details (username & password) as we have limited time to cover everything. If you cannot access your account, it will slow down the session for others who are ready to participate.

All training is done in a workshop style—meaning as I do, you do! This ensures hands-on learning that sticks.

### Next recommended training:

✓ **'How to Create Content Using Smart AI'** – A practical guide on leveraging AI to structure, plan, and design content that resonates with your audience.

**Date:** Monday 12 May

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R330

## MISCELLANEOUS COURSES

### EDITING YOUR PHOTOS AND IMAGES USING PAINT.NET

**Ross Cohen**      B.A. (Hons) H.D.E.   Dip. Comprehensive Computer Programming  
Advanced Web Development, Delphi Programming for Teachers

Paint.Net is a free, easy-to-use photo and image editor, with support for layers. Its user interface, while innovative, is simple and very user-friendly, with unlimited undo, special effects and a wide variety of useful and powerful tools that will enable you to spend many enjoyable hours creating amazing images! It is perfect for teachers who need to use images in exam papers, worksheets or presentations.

**Date:** Wednesday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R330

### HOW TO HELP YOUR GRADE 11'S AND 12'S TO PREPARE FOR A GAP YEAR

**Jennifer Ritchie**  
Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Taking a successful Gap Year requires research, planning, applications, documentation and some funding. Spend two invaluable hours with a Career Expert and Coach who will provide you with incredible options geared to your interests, contact details and advice, assist with professional CV compilation and provide you with all you need to be successfully earning money and exploring new horizons. This course is perfect for Grade Heads of Grade 11 & 12 learners who need advice about this option.

**Date:** Tuesday, 13 May      **Time:** 18:30 – 20:30      **Duration:** 1 sessions      **Cost:** R320

### FIRST AID: LEVEL 1

**First Aid Trainer**      Medical Education Centre

If you work in a school in any capacity or are a sports coach, then having a current First Aid certificate is essential. Join this course and get your accredited Level 1 First Aid certificate which is valid for 3 years. Course details can be found on page 22. Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

**Date:** Sat, 10 & 17 May      **Time:** 09:00 – 16:00      **Duration:** 14 hours      **Cost:** R990

### MANAGING DIVERSITY IN THE WORKPLACE

**Loretta Erasmus**      M. Phil  
Management Coaching / Business Coach

Our rainbow nation is an amazing melting pot of religions, cultures, gender, ability, languages and races. Managing this diversity in the workplace environment can sometimes be a challenge, but one that can easily be overcome. This session will look at: The importance and benefits of Diversity Management; Prejudices and Discrimination; Encouraging a Culture of Equality, and lastly; Tips on how to manage the challenges of Workplace Diversity.

**Date:** Monday, 12 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R180

### NEGOTIATION SKILLS

**Loretta Erasmus**      M. Phil  
Management Coaching / Business Coach

This workshop will assist you to find the right tools to use when you negotiate for a win-win solution, whether the matter is large or small. It is a useful skill for educators given that their work environment requires dealing with so many different people – learners, parents, colleagues....

**Date:** Mondays, 19 & 26 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** 360

## LEARNER ENRICHMENT - MISCELLANEOUS COURSES

### FIRST AID: LEVEL 1

**First Aid Trainer** Medical Education Centre

If you want to be part of the First Aid Team at school or want to study medicine after school, then this course is ideal for you! Course details can be found on page 22. Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

**Date:** Saturday, 10 May  
Saturday, 17 May **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R990

### CODING WITH PYTHON FOR ABSOLUTE BEGINNERS

**Octavia Chidiya** M.Sc. Computer Science

IT Project Administrator, Computer Trainer, Level Up Geek Up Academy

If you'd like to become a Software Developer someday and would like to see if this career is something you would enjoy, then this introductory course will help you to make an informed decision. Have a look at the course details on page 20 of this prospectus.

**Date:** Monday, 19 May  
Wednesday, 21 May **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

### INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

**Craig Murray**

Photography Lecturer

Photography is a skill that will carry you through life and will provide you with many hours of pleasure. Find out how to use your camera effectively in this hands-on course. Details can be found on page 21.

**Date:** Sat, 10 & 17 May **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

### HOW TO TAKE & EDIT AMAZING PHOTOS WITH YOUR SMARTPHONE CAMERA

**Julian Goldswain**

B. Tech (Photography), Professional Photographer & Lecturer

For this photography course you won't need an expensive camera, or a complicated lens – all you'll need is a smartphone or an iPhone! Learn the tips and tricks involved with taking good photos on your mobile device and then editing the photos on Lightroom Mobiles. You will need the following apps on your mobile device: Lightroom Mobile, Snapseed & Instagram. Make sure that your mobile device is fully charged and bring your charger along just in case. Course details can be found on page 21.

**Date:** Thurs, 22 May &  
Thurs, 29 May **Time:** 18:30 – 20:30 **Duration:** 4 hours **Cost:** R580

### PREPARING FOR A GAP YEAR – A COURSE FOR MATRICS & GRADE 11'S

**Jennifer Ritchie**

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Before you know it, school will be over for the year and your future awaits. Without a Plan A and a Plan B nothing will be achieved. Taking a successful Gap Year requires research, planning, applications, documentation and some funding. Spend two invaluable hours with a Career Expert and Coach who will provide you with incredible options geared to your interests, contact details and advice, assist with professional CV compilation and provide you with all you need to be successfully earning money and exploring new horizons. Parents might like to register as well so that you can take this journey together! The course fee includes one learner and one parent. Any additional parents attend at R100 per person.

**Date:** Tuesday, 13 May **Time:** 18:30 – 20:30 **Duration:** 1 sessions **Cost:** R320

# REGISTRATION FORM



Surname:		First Name:	
Address:			
E-Mail:			
Telephone (H)	(W)	(Cell)	

**Where did you hear about us? Please tick the relevant box:**

- ☐ I'm a parent or past pupil/parent of the school  
☐ I'm on the mailing list and receive the CEP newsletter  
☐ Through social media  
☐ Word of mouth  
☐ Other: Please specify

**Please indicate which SECOND TERM 2025 courses you would like to register for:**

Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Course Title: (see Prospectus)	Course Fee			
Total enclosed:		R		
Please indicate whether you would like to be placed on our <b>free</b> electronic mailing list. <b>Only select this option if you have NOT been receiving the prospectus via e-mail.</b>		<table><tr><td>Yes</td><td>No</td></tr></table>	Yes	No
Yes	No			

I have read and accept the *Registration and General Information* in this C.E.P. Prospectus:

Signed: \_\_\_\_\_

## THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

**EFT, Debit or Credit card payments are acceptable.** EFT payments/Direct Deposits should be made payable to **BERGVLIET HIGH SCHOOL**.

**DIRECT BANKING DETAILS:** ABSA Bank, Account Name: Bergvliet High School

Current Account No: 4078183123 Branch Code: 632005 Reference: CEP + YOUR FULL NAME.

**N.B. Please e-mail this registration form along with proof of payment to :** [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za)

Alternatively, you may **register in person** at the school on **weekdays from 08:30 – 15:30, during the school term.**

**Registration Queries:** Contact the CEP Office: 021 713 7999 or Katharine Miles: 082 409 2195.