



bergvliet high
continuing
education



TERM 3

2025

August - September

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

www.bhs.org.za kmiles@bhs.org.za 021 713 7999

QUICK CLICK TABLE OF CONTENTS

.....	1
What is the Continuing Education Programme all about?	3
What does CEP offer?	3
We tailor-make our workshops to suit your needs	3
BIRD ON THE BEACH ACRYLIC PAINTING	6
FROM BLANK TO BEAUTIFUL: TOTE BAG PAINTING WORKSHOP	6
CUSTOM HANDSTAMPED JEWELLERY	7
SEWING ONGOING.....	7
BAKED CHEESECAKE	8
ECLAIRS & CREAM PUFFS WITH CHOUX PASTRY	8
CURRIES FROM AROUND THE WORLD	8
MEXICAN COOKING.....	9
SPANISH TAPAS (SMALL BITES)	9
PRACTICAL BOOKKEEPING/ACCOUNTING	10
UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!.....	10
CUSTOMER SERVICE ESSENTIALS.....	11
TELEPHONE TECHNIQUES & PROFESSIONAL COMMUNICATION BASICS	11
PERFORMANCE & MANAGEMENT BASICS.....	11
GETTING THE JOB YOU WANT! – CVS, SHORTLISTING & INTERVIEW TIPS	11
LIFE BALANCE & SATISFACTION	12
CREATING & USING RESILLIENCE	12
MIND THE MOMENT (MINDFULNESS)	12
PERCEPTIONS: CONFRONTING DISCRIMINATION & STEREOOPTYPING.....	13
HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS	14
CREATING A FACEBOOK PAGE FOR YOUR BUSINESS.....	15
HOW TO CREATE SOCIAL MEDIA CONTENT USING SMART AI TOOLS	16
COMPUTERS FOR BEGINNERS.....	17
MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES.....	17
MS EXCEL – GETTING STARTED WITH SPREADSHEETS	17
MS EXCEL – INTERMEDIATE	18
MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS	18
EXCEL DASHBOARD & PIVOT TABLES.....	18
COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP.....	19
ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!	19
CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES.....	19
CANVA FOR BEGINNERS: CREATION & DESIGN	20

QUICK CLICK TABLE OF CONTENTS

CANVA ONGOING.....	20
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	21
CODING WITH PYTHON ONGOING	21
DIGITAL PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA.....	21
HOW TO ADD VALUE TO A PROPERTY	22
PLUMBING BASICS	22
HOME FIXES & FINISHES FOR WOMEN.....	22
GERMAN FOR BEGINNERS	23
ASSISTING YOUR GRADE 11 OR 12 CHILD TO PREPARE FOR A GAP YEAR	23
FIRST AID: LEVEL 1.....	23
PRACTICAL BOOKKEEPING/ACCOUNTING	24
UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!.....	24
CUSTOMER SERVICE – THE LIFEBLOOD OF ANY SUCCESSFUL BUSINESS.....	24
TELEPHONE TECHNIQUES & PROFESSIONAL COMMUNICATION BASICS.....	24
PERFORMANCE & MANAGEMENT BASICS.....	25
MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES.....	25
EXCEL, VARIOUS MICROSOFT & BUSINESS COMPUTING COURSES.....	25
HOW TO MARKET YOUR BUSINESS ONLINE COURSES	25
PERSONAL DEVELOPMENT & SOFT SKILLS COURSES.....	25
CANVA FOR EDUCATORS: CREATION & DESIGN	26
CREATING A SCHOOL TIMETABLE USING ASC TIMETABLES.....	26
HOW TO GET SHORTLISTED – CRAFTING COMPELLING CVs & COVER LETTERS FOR EDUCATORS	27
SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED	27
LIFE BALANCE & SATISFACTION	28
CREATING & USING RESILLIENCE	28
MIND THE MOMENT (MINDFULNESS).....	28
MS WORD FOR PROFESSIONALS!	29
COMPUTER COURSES & HOW TO MARKET YOUR SCHOOL ONLINE	29
CODING WITH PYTHON COURSES FOR CAT TEACHERS	29
SETTING UP A FACEBOOK PAGE FOR YOUR SCHOOL.....	29
ADDITIONAL MARKETING COURSES	30
HOW TO HELP YOUR GRADE 11’S AND 12’S TO PREPARE FOR A GAP YEAR	30
FIRST AID: LEVEL 1.....	30
FIRST AID: LEVEL 1.....	31
CODING WITH PYTHON FOR ABSOLUTE BEGINNERS.....	31
INTRODUCTION TO PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA	31
PREPARING FOR A GAP YEAR – A COURSE FOR MATRICS & GRADE 11’S.....	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

GENERAL INFORMATION: TERMS & CONDITIONS

Continuing Education Office – Telephone: 021 – 713 7999
E-Mail: kmiles@bhs.org.za Website: www.bhs.org.za

This prospectus is divided into 4 sections:

- | | ADULT
ENRICHMENT | EDUCATOR
DEVELOPMENT | CORPORATE TRAINING
& DEVELOPMENT | LEARNER SUPPORT
PROGRAMMES |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------|---------------------------------------|
| 1. | | | | |
| 2. | Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. | All courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. | Term 3 courses begin on 11 August 2025 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 8 September 2025 . | | | |
| 5. | Additional Programmes and Registration forms are available from the foyer of the school, local libraries, or on our website: www.bhs.org.za 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. | NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING. | | | |
| 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. | 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. | | | |

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

REGISTRATION FORM



bergvliet high
continuing
education

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 THIRD 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 free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<div>Yes</div> <div>No</div>

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

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.

ADULT ENRICHMENT – ART COURSES

BIRD ON THE BEACH ACRYLIC PAINTING

Saroj Shukla
Art Teacher

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

Immerse yourself in the serene beauty of the coastal landscape as you learn to paint a graceful bird perched on a tranquil beach scene. This workshop is designed for all skill levels, from beginners to seasoned artists, offering a relaxing and inspiring environment to explore acrylic painting techniques. Whether you're looking to unwind, discover a new hobby, or enhance your artistic skills, this workshop offers a perfect blend of creativity and relaxation. No prior painting experience is necessary—just bring your enthusiasm and a willingness to explore!

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, 16 August

Time: 09:00 – 14:00

Duration: 5 hours

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



FROM BLANK TO BEAUTIFUL: TOTE BAG PAINTING WORKSHOP

Saroj Shukla
Art Teacher

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

Paint a customised Tote Bag and carry your Art everywhere. It is an opportunity to transform a simple tote bag into a personalised masterpiece. Your artistic journey begins here!

All the materials will be provided in kit form, which you will purchase from Saroj for R200 cash on the day. Mid-morning tea and snacks will be provided.

Date: Sat, 23 August

Time: 09:00 – 14:00

Duration: 5 hours

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



JEWELLERY MAKING & SEWING COURSES

CUSTOM HANDSTAMPED JEWELLERY

Masnoema Judson MJ Jewellery
Jewellery Designer & Jewellery Workshop Facilitator

Make personalised custom jewellery for yourself or a loved one in this hands-on workshop! You will use aluminium blanks and stainless steel jewellery components to make two pieces of your choice. Choose from a wrap ring, necklace, cuff bracelet or keychain and learn the art of handstamping them with your own wording. Course kits are included in the cost of the course, and toolkits will be supplied for use in the workshop. The images below speak for themselves!

Date: Mon, 18 August
Cost: R350 (pay on registration)

Time: 18:30 – 20:30

Duration: 1 session



SEWING ONGOING

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, 16 August, &
Saturday, 23 August
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.



BAKING & COOKING COURSES

BAKED CHEESECAKE

Grace Stevens

Entrepreneur, Award-Winning Baker, Cake Decorator, Award-Winning Author, TV Chef, Teacher

Who can say no to a delicious baked cheesecake?

In this hands-on workshop, you will:

- Make a New York-style Baked Cheesecake;
- Make Candied Lemons for Garnishing;
- Make a Caramel Topping.

This workshop includes:

Professional tuition by Grace Stevens; All materials, Access to all professional tools, and everything you need to complete your project. Please bring along a container in which to take your cheesecake home.

Date: Sat, 23 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

ECLAIRS & CREAM PUFFS WITH CHOUX PASTRY

Grace Stevens

Entrepreneur, Award-Winning Baker, Cake Decorator, Award-Winning Author, TV Chef, Teacher

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

- Eclairs filled with Pastry Cream;
- Cream Puffs with Craqueline;
- Paris Brest.

This workshop 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 pastries home.

Date: Sat, 16 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R590

CURRIES FROM AROUND THE WORLD

Kelly Ramsay

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Add some spice to your life with these tasty curries. In this course, you will make the following curries:

- Bhajai with coriander and mint chutney;
- Thai beef Massaman Curry;
- North Indian Dhal;
- Cape Malay Chicken Curry;
- Paneer Makhani;
- Japanese Katsu Curry;
- Served with rice, naan and sambals.

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, 14 August **Time:** 18:00 – 21:30 **Duration:** 3.5 hours **Cost:** R590

COOKING COURSES

MEXICAN COOKING

Kelly Ramsay

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Mexican cooking is vibrant, flavourful, and deeply rooted in tradition, blending indigenous Mesoamerican ingredients like corn, beans, and chilli peppers with Spanish influences such as meats, dairy, and spices. In this hands-on course, you will have fun learning how to make the following dishes:

- Black Bean Taco Soup;
- Fish Tacos with Pineapple Slaw and Siracha Mayo;
- Vegetable Enchiladas;
- Chilli Con Carne Nachos;
- Carnitas Rice Bowls;
- White Chilli Chicken
- Served with all the Salsas.

The course fee includes the cost of all course materials and 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, 21 August

Time: 18:00 – 21:30

Duration: 3.5 hours

Cost: R590

SPANISH TAPAS (SMALL BITES)

Kelly Ramsay

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

Spanish tapas are small, flavourful dishes that showcase the vibrant and varied culinary traditions of Spain. Typically served as appetisers or snacks, tapas offer a mix of textures and flavours, ranging from savoury to sweet, with an emphasis on fresh, high-quality ingredients. Join this exciting workshop where you will make the following dishes:

- Pan Con Tomate;
- Spicy Chicken Livers;
- Albondigas (Meatballs in Tomato Sauce);
- Patatas Bravas (Crispy Potatoes with a Bravas Sauce);
- Spanish Tortilla with Aioli;
- Calamari, Chickpea and Chorizo;
- Moorish Spiced Chicken Skewers;
- Fried Eggplant with Honey;
- Churros and Chocolate Sauce.

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, 28 August

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, 11 Aug – 1 Sep **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 taxpayer, 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 maximising 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: Tuesday, 12 August **Time:** 18:30 – 20:30 **Duration:** 1 Session **Cost:** R250

CUSTOMER SERVICE, WORKPLACE SKILLS & CAREERS

CUSTOMER SERVICE ESSENTIALS

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-oriented 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: Mon & Wed, 11 & 13 August **Time:** 18:30 – 20:30 **Sessions:** 2 **Cost:** R520

TELEPHONE TECHNIQUES & PROFESSIONAL COMMUNICATION BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Accustomed to “cell speak” we have lost the art of professional verbal and written communication and have little idea of how to speak to clients or engage in formal conversations. This crash course in register, professional etiquette, elements of voice and format basics will take your communication and impact levels up a notch and will elicit far better responses from those you communicate with. Jennifer Ritchie is a seasoned trainer, career coach and published author, who is passionate about helping clients to thrive, prosper and achieve personal growth and fulfilment.

Date: Wednesday, 27 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R250

PERFORMANCE & MANAGEMENT BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Without effective management, even the best individuals will falter and underperform because they are not being empowered and developed. This workshop is for new managers who want to acquire basic techniques to manage and grow their teams effectively. It encompasses essential management techniques and an introduction to how to mentor and coach teams for success.

Date: Wednesday, 20 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R250

GETTING THE JOB YOU WANT! – CV’S, SHORTLISTING & INTERVIEW TIPS

Jennifer Ritchie B.A. H.D.E. TDD TMD

Recruitment Specialist/Career Coach, Author, Retrenchment Reinvention Specialist

Finding suitable employment is challenging at every level, furthermore, it requires a technical understanding of recruitment practice and job market realities, which are not easily acquired. Jennifer is an experienced career coach who specialises in assisting job seekers to understand and apply all the steps in finding the right job at the right time. The course content covers job market realities, a foolproof step-by-step process to follow and techniques to succeed. Specifics include job search strategies, CV drafting, cover letter basics, interview preparation and principles and techniques to ensure you are the successful candidate. This is an invaluable course for anyone to whom career success and progression are non-negotiable. The course fee includes a handy book on the subject that was written by Jennifer.

Date: Tuesday, 26 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R240

PERSONAL DEVELOPMENT & SOFT SKILLS

LIFE BALANCE & SATISFACTION

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Many individuals navigate their daily lives on autopilot, experiencing vague dissatisfaction in certain areas yet refraining from making meaningful changes. However, by intentionally pausing to reflect, evaluating how time and energy are being spent, and consciously determining a path forward, it is possible to make more deliberate choices. Such reflective action may lead to increased satisfaction and a greater sense of purpose in everyday life.

Date: Tuesday, 12 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

CREATING & USING RESILIENCE

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Resilience is not merely an inherent trait but a dynamic process that can be cultivated through intentional practices and life experiences. Individuals build resilience by developing coping strategies, fostering supportive relationships, and maintaining a sense of purpose during adversity. Once established, resilience becomes a valuable internal resource, enabling individuals to adapt effectively to challenging circumstances, recover from setbacks, and pursue long-term goals with persistence and emotional stability. Thus, resilience functions both as a protective mechanism and as a proactive tool for navigating complex life environments.

Date: Tuesday, 19 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

MIND THE MOMENT (MINDFULNESS)

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

If we measured the time we spend analysing the past or worrying about the future, it would make up most of our day. That leaves precious little time for enjoying the reality of the present. Unfortunately, today's world of rushing around plays to that natural tendency. Mindfulness promotes awareness and allows active, focused living. This is a practical look at how we can use our minds and brains to live a more focused and less stressed life. The course content includes:

- Explaining the concept of Mindfulness
- The Brain's tendency to avoid the present
- The power of mindful focus
- Mindfulness techniques

Date: Tuesday, 26 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

PERSONAL DEVELOPMENT & SOFT SKILLS

PERCEPTIONS: CONFRONTING DISCRIMINATION & STEREOTYPING

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

To change ourselves, we first have to change our perceptions.” Stephen R Covey

In the first part of this presentation, we focus on understanding how perceptions are formed in the brain. Why do we see things differently from other people? Where do our ideas come from? How are our opinions formed?

Only once you understand the working of the brain and how it, together with your senses, forms your perception, can we start looking at the possibility of changing the way we see things. You see life based on your belief system, and this influences perception. Can we change it around, and can we say that a change in our belief system will change the way we see life? We spend some time looking at this and also at the impact it will have on your life and on all your relationships.

One area that perception drives is stereotyping and discrimination. What do both of these terms mean, and how do they impact our lives and the lives of others? Can it be a good or a bad thing? Can we change it? Of course you can, because they are based on your perceptions and your belief system.

Once you understand how your brain works around perception and discrimination, you have the choice and knowledge to change the way you look at the world. This creates endless opportunities for creating worlds that look different from the one you are used to. A new way to look at life will most definitely change who you are, your relationships with other people and your happiness.

Date: Tuesday, 2 September **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

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 to 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: Tuesday, 26 August, &
Thursday 28 August

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

MARKETING YOUR BUSINESS ONLINE

CREATING AN EFFECTIVE FACEBOOK PAGE FOR YOUR BUSINESS

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: Saturday, 16 August

Time: 09:00 – 11:00

Duration: 2 hours

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: Tuesday, 2 September &
Thursday, 4 September

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

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, 16 August & Saturday, 23 August **Time:** 09:00 – 13:00 **Duration:** 8 hours **Cost:** R850

MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES

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, Table of Diagrams, Cover Page, Page Borders, Headers & Footers.
- **Tables:** Learn to organise, visualise, and analyse data in an accessible way.
- Using Tabs and Paragraph Formatting.

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: Monday, 25 August & Wednesday, 27 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Monday, 11 August, & Wednesday, 13 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Mon, 18 August & Wed, 20 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Mon, 25 August & Wed, 27 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

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: Mon, 1 Sep **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R330

COMPUTER COURSES

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: Wed, 3 Sep

Time: 18:30 – 20:30

Duration: 1 session

Cost: R330

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: Tuesday, 12 Aug

Time: 18:30 – 20:30

Duration: 1 session

Cost: R330

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: Tues 19 Aug, &
Thurs, 21 Aug

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

DESIGNING WITH CANVA

CANVA FOR BEGINNERS: CREATION & DESIGN

Liesl Solomon Advertising Dip, IMM
Digital Marketer, Trainer, Business Owner: The BHive

Unlock the power of Canva – the world's favourite drag-and-drop design tool! It is perfect for Aspiring Entrepreneurs, Social Media Managers, Freelancers, Teachers, Coaches & Creatives and anyone looking to upskill or monetise their designs.

Course content includes:

- Navigating Canva's interface like a pro,
- Understanding Free vs. Pro features,
- Exploring templates: social media, business cards, posters, etc.
- Uploading, folders and using the content planner,
- Designing branded social media posts and choosing the right size (Instagram, Facebook etc.),
- Branding 101: Colours, fonts, logo placement,
- Which digital products you can create (journals, planners, templates and more),
- Using Canva Pro features to enhance your designs,
- Exporting and packaging your products professionally,
- Selling on platforms like Etsy, Gumroad, WhatsApp and Shopify.

Date: Tues 12 August & Thursday 14 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

CANVA ONGOING

Liesl Solomon Advertising Dip, IMM
Digital Marketer, Trainer, Business Owner: The BHive

Explore some more advanced features of Canva so that you can master your visuals and create a standout brand presence!

What you'll learn:

- Advanced Canva features such as: Magic tools: Resizing, Editing, Magic Write & Translate,
- Background remover and custom shadows,
- Using layers, alignment, grids and positioning,
- Working with advanced animations and transitions,
- Creating a cohesive brand kit (colours, fonts, logos, icons),
- Creating reusable templates for stories, carousels or reels,
- Designing in sets: tip series, promotional bundles, content pillars;
- Designing Canva presentations (webinars, trainings, reports),
- Using the Canva Content Planner to map and schedule posts,
- Automating your content,
- Creating portfolios and client-ready projects,
- Finally, you will discuss where to go next: freelancing, passive income & Social Media Management and where to find Canva Communities and creator opportunities.

Date: Tues 19 August & Thursday 24 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

CODING WITH PYTHON & PHOTOGRAPHY

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 for 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 a versatile language to learn. At the end of this course, one should be able to write a basic program using Python.

Date: Tues, 26 August & Thursday, 28 August **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: Tuesday, 2 Sep & Thursdays, 4 Sep **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

DIGITAL 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 want something explained. The course fee includes mid-morning tea and snacks.

Date: Saturday, 23 Aug **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R580

MISCELLANEOUS

HOW TO ADD VALUE TO A PROPERTY

Jenny Heron

Author/ Property Investor & Renovator/ Property Stylist/ Artist

This useful session will explore how you can add value to your property, increase your selling price and improve your rental potential, by maximising the good elements and minimising the difficult. You will look at:

- Using paint to 'alter' the visual perspective of a space,
- The correct positioning of lighting,
- Adding "Architectural" features to alter concept and appeal,
- How and where to make use of mirrors,
- Space saving ideas,
- Creating harmony by choosing the correct hardware,
- Creating visual impact with balance and appeal,
- The importance of "Theming" a property,
- Staging – and how and where to use striped, floral or geometric fabrics, and finally,
- Why and where to add greenery.

The course fee includes tea/coffee and teatime snacks.

Date: Saturday, 16 August **Time:** 09:00 – 12:30 **Duration:** 3.5 hours **Cost:** R360

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: Tuesday, 19 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R180

HOME FIXES & FINISHES FOR WOMEN

John-Morgan de Klerk

Building & Civil Engineering Dip, Plumbing N3, Facilitation NQF5

Maintenance Foreman/ Teacher

This course is a practical, empowering short course designed to teach women essential DIY skills for tackling common household projects. From hanging shelves and artwork, to patching walls and painting like a pro, fixing loose handles, squeaky hinges, and hanging curtain rods – this course will build your confidence and skills to tackle home maintenance and improvements with ease. You will also learn about the tools needed for each job. Tea/Coffee and teatime snacks are included in the fee.

Date: Saturday, 23 August **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R370

MISCELLANEOUS

GERMAN FOR BEGINNERS

Regina Bailey

German Teacher & Translator

This practical course will equip you to travel confidently overseas by teaching you the vocabulary that you will need to shop, travel, order in a restaurant, cope at the airport, make friends and much more. This course is also suitable for those operating B & B establishments who frequently need to interact with German tourists.

Date: Mondays, 11 Aug – 8 Sep **Time:** 18:30 – 20:00 **Duration:** 5 sessions **Cost:** R580

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, 16 Aug
Saturday, 23 Aug **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R990

ASSISTING YOUR GRADE 11 OR 12 CHILD TO PREPARE FOR A GAP YEAR

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Before you know it, school will be over for the year, and their 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 child's interests. She will include useful contact details and advice, assist with professional CV compilation and provide you with all your child will need to be successfully earning money and exploring new horizons.

Date: Tuesday 19 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

CORPORATE TRAINING - MISCELLANEOUS

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, 11 Aug – 1 Sep **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 taxpayer, 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: Tuesday, 12 August **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-oriented 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: Mon, 11 Aug & Wed, 13 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R520

TELEPHONE TECHNIQUES & PROFESSIONAL COMMUNICATION BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Accustomed to “cell speak” we have lost the art of professional verbal and written communication and have little idea of how to speak to clients or engage in formal conversations. This crash course in register, professional etiquette, elements of voice and format basics will take your communication and impact levels up a notch and will elicit far better responses from those you communicate with. Jennifer Ritchie is a seasoned trainer, career coach and published author, who is passionate about helping clients to thrive, prosper and achieve personal growth and fulfilment.

Date: Wednesday, 27 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R250

CORPORATE TRAINING

PERFORMANCE & MANAGEMENT BASICS

Jennifer Ritchie

Recruitment Specialist/Career Coach, Retail Trainer & Consultant

Without effective management, even the best individuals will falter and underperform because they are not being empowered and developed. This workshop is for new managers who want to acquire basic techniques to manage and grow their teams effectively. It encompasses essential management techniques and an introduction to how to mentor and coach teams for success.

Date: Wednesday, 20 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R250

MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES

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 17.

Date: Monday, 25 August & Wednesday, 27 August **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 - 20 of this prospectus.

HOW TO MARKET YOUR BUSINESS ONLINE COURSES

Have a look at pages 14, 15 & 16 for course details.

PERSONAL DEVELOPMENT & SOFT SKILLS COURSES

We have a whole host of **Personal Development** and **Soft Skills for the Workplace** courses on pages 12 & 13 of this prospectus. We also offer these courses at your place of work.

EDUCATOR ENRICHMENT - MISCELLANEOUS

CANVA FOR EDUCATORS: CREATION & DESIGN

Liesl Solomon Advertising Dip, IMM
Digital Marketer, Trainer, Business Owner: The BHive

Unlock the power of Canva – the world’s favourite drag-and-drop design tool! It is a game-changer for Educators.

What you’ll learn:

- Why Canva is a game-changer for Educators;
- What Canva for Education includes,
- **Canva Basics for the Classroom:** Understanding Canva’s interface and layout; Using templates: presentations, worksheets, posters, planners, etc.; Uploads, folders, and staying organised; Quick design tips: fonts, colour pairings, and visual hierarchy;
- **Design Engaging Learning Materials:** Designing engaging worksheets, flashcards, and slideshows; How to use Canva's elements, frames, and shapes for learning visuals; Adding charts, tables, and infographics for educational clarity; Design principles for student comprehension and engagement.
- **Interactive and Collaborative Tools:** Designing Canva presentations with live Q&A; Creating whiteboard-style visuals and templates; Sharing editable resources with students and colleagues; Collaborating in real-time: group projects, shared folders, and feedback loops.
- **Create Educational Products to Share or Sell:** What educators can sell or share: flashcards, trackers, classroom decor, digital journals; Designing A4/Letter-size products professionally; Adding clickable links, using mockups for previews; Canva export settings: PDF for print, digital download, or shareable templates
- **Publishing and Sharing your Canva content:** How to publish your Canva content for the classroom, marketplace or newsletter.

The course fee includes tea/coffee and snacks.

Date: Saturday 23 Aug **Time:** 09:00 – 13:30 **Duration:** 4.5 hours **Cost:** R640

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, 19 Aug & Thursday, 21 Aug **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

EDUCATORS: PERSONAL & PROFESSIONAL DEVELOPMENT

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

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

Former Principal & Business Owner: Get ShortlistED, SEA official

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, 19 Aug **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R280

SERIOUS MISCONDUCT OF LEARNERS: THE DISCIPLINARY PROCESS EXPLAINED

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

Former Principal; SEA official

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. This course will be useful for School Principals, Deputies, House/Grade Heads, SGB members and anyone else involved in School Disciplinary processes and panels.

Date: Tues, 12 August **Time:** 18:00 – 20:30 **Duration:** 2.5 hours **Cost:** R280

EDUCATOR ENRICHMENT - MISCELLANEOUS

LIFE BALANCE & SATISFACTION

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Many individuals navigate their daily lives on autopilot, experiencing vague dissatisfaction in certain areas yet refraining from making meaningful changes. However, by intentionally pausing to reflect, evaluating how time and energy are being spent, and consciously determining a path forward, it is possible to make more deliberate choices. Such reflective action may lead to increased satisfaction and a greater sense of purpose in everyday life.

Date: Tuesday, 12 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

CREATING & USING RESILLIENCE

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

Resilience is not merely an inherent trait but a dynamic process that can be cultivated through intentional practices and life experiences. Individuals build resilience by developing coping strategies, fostering supportive relationships, and maintaining a sense of purpose during adversity. Once established, resilience becomes a valuable internal resource, enabling individuals to adapt effectively to challenging circumstances, recover from setbacks, and pursue long-term goals with persistence and emotional stability. Thus, resilience functions both as a protective mechanism and as a proactive tool for navigating complex life environments.

Date: Tuesday, 19 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

MIND THE MOMENT (MINDFULNESS)

Marleen Curtis B. Industrial Psychology, Psychology Honours, National Dip in Purchasing & Materials Management, Neuroleadership Cert USB
Certified Workplace Coach, Neuroleadership Trainer

If we measured the time we spend analysing the past or worrying about the future, it would make up most of our day. That leaves precious little time for enjoying the reality of the present. Unfortunately, today's world of rushing around plays to that natural tendency. Mindfulness promotes awareness and allows active, focused living. This is a practical look at how we can use our minds and brains to live a more focused and less stressed life. The course content includes:

- Explaining the concept of Mindfulness
- The Brain's tendency to avoid the present
- The power of mindful focus
- Mindfulness techniques

Date: Tuesday, 26 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R170

EDUCATOR ENRICHMENT

MS WORD FOR PROFESSIONALS – EXPLORING ADVANCED FEATURES!

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 17** of this prospectus.

Date: Monday, 25 August &
Wednesday, 27 August

Time: 18:30 – 20:30

Duration: 2 sessions

Cost: R580

COMPUTER COURSES & HOW TO MARKET YOUR SCHOOL ONLINE

All our **COMPUTER COURSES**, can be found on **pages 17 - 21** of this prospectus.

CODING WITH PYTHON COURSES FOR CAT TEACHERS

Course summaries can be found on **page 21**.

SETTING UP A FACEBOOK PAGE FOR YOUR SCHOOL

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

More details about this course can be found on page 15.

Date: Saturday, 16 August

Time: 09:00 – 11:00

Duration: 2 hours

Cost: R330

EDUCATOR ENRICHMENT

ADDITIONAL MARKETING COURSES

Additional courses which will be useful for those involved with Marketing your school, can be found on Pages 14, and 16.

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 students' interests, contact details and advice. She will assist with professional CV compilation and provide them with all they 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 19 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

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. The Education Department also required those who take learners on excursions to have a valid First Aid certificate. 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 23. Tea/Coffee and midmorning snacks will be provided. Please bring your own lunch.

Date: Saturday, 16 Aug
Saturday, 23 Aug **Time:** 09:00 – 16:00 **Duration:** 14 hours **Cost:** R990

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 23. 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 21 of this prospectus.

Date: Tues & Thurs, 26 &
28 August **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R580

DIGITAL 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: Saturday, 23 Aug **Time:** 09:00 – 13:00 **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!

Date: Tuesday 19 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

MATRIC REVISION SCHOOL 2025

The Matric Revision School will be taking place in the middle week of the July holidays, **from 7 – 11 July**.

The Revision School aims to prepare the matrics for their prelims, and for their finals, by exposing them to typical exam-type questions. Detailed study notes will be provided. These revision courses are presented by experienced Grade 12 teachers, most of whom have also marked the external National Senior Certificate Examination and are therefore familiar with the standards required.

Limited space is available. Please find the prospectus on the BHS website: www.bhs.org.za under Continuing Education, or contact Katharine Miles: kmiles@bhs.org.za for more information.

MATRIC REVISION SCHOOL 2025



**ENGLISH
AFRIKAANS
MATHS
MATHS LIT
SCIENCE
LIFE SCIENCES
GEOGRAPHY
ACCOUNTING
BUSINESS STUDIES**

R650 per subject

**THESE COURSES ARE NOT
RESTRICTED TO BHS
LEARNERS, ALL MATRICS ARE
WELCOME!**

**Contact: kmiles@bhs.org.za
021 713 7999
082 409 2195**

**MON - FRI
7 - 11
JULY**

**Be fully prepared for
your prelims & finals!
Study packs provided!**

