



bergvliet high  
continuing  
education



**TERM 2**

**2026**

**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**

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

This prospectus is divided into 4 sections:

- | 1.  | ADULT<br>ENRICHMENT   | EDUCATOR<br>DEVELOPMENT | CORPORATE TRAINING<br>& DEVELOPMENT | LEARNER SUPPORT<br>PROGRAMMES |
|-----|---|-------------------------|-------------------------------------|-------------------------------|
| 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>4 May 2026</b> . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on <b>1 June 2026</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

1. Registration at the Finance office of the school is on an **ONGOING BASIS during the school term**, Mondays – Thursdays from 08:30 – 15:30 (excluding Public Holidays), Fridays, 08:30 – 14:30.  
**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.**
2. **NO PHONE BOOKINGS WILL BE ACCEPTED**
3. 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



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 SECOND TERM 2026 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>		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 & CRAFTS

### 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 R150 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, 23 May

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R510 (pay on registration) + Kit Price: R150 (pay to Saroj at the workshop)



### PAINTING IN ACRYLICS – WITH DERRIC VAN RENSBURG

**Derric van Rensburg**  
Artist & Art Teacher

Internationally Acclaimed Artist and Art Teacher

Are you looking for some inspiration? Learning how to work with Acrylics under the guidance of an artist of Derric van Rensburg's calibre is a unique and inspiring experience, and we are privileged to have him participate in our programme again! Whether you're a beginner or a more experienced artist wishing to improve your technique, Derric's passion for sharing the tips and techniques he has learnt over the years will add a new dimension to your art. Derric has an infectious sense of humour, and he creates a safe space for you to express yourself. This course is highly popular, so we recommend registering early to avoid disappointment. Mid-morning tea and snacks will be provided. You will be given the list of course materials required for the course when you register.

**Date:** Sat, 9 May

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R600 (pay on registration) + The list of course material required will be given on registration



## ART, COOKING & BAKING COURSES

### ONGOING MOSAICS – MESH DESIGN

**Gina Florentino**

Mosaic Artist

Learn how to mosaic on a 30 cm x 30 cm piece of mesh, which can then be transferred to any surface. Some knowledge of mosaic techniques will be required to attend this exciting course. Come to the course **with your own design**, and all other course materials will be provided. Mid-morning tea and snacks are included.

**Date:** Saturday, 9 May

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R580 (pay on registration – Everything you need for the course is included in this fee)

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### WINTER ITALIAN COOKING CLASS

**Kelly Ramsay**

Consumer Science Dip

Cooking with Kelly, Cooking Teacher & Business Owner

A cosy winter menu full of comforting Italian flavours. In this hands-on class, you will cook a selection of rustic dishes perfect for cold evenings and relaxed entertaining.

- Red pepper soup with olive & anchovy crostini
- Chicken cacciatore
- Butternut & sage risotto
- Melanzane ripiene (stuffed aubergine)
- Slow-cooked beef ragù
- Lemon semolina cake

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, 21 May

**Time:** 18:00 – 21:30

**Duration:** 3.5 hours

**Cost:** R620

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### KNEAD TO KNOW: A HANDS-ON BREAD WORKSHOP

**Grace Stevens**

Entrepreneur, Baker, Chef, Teacher

Ready to roll up your sleeves and bake something amazing? Join us for a deliciously interactive workshop where you'll learn to create three irresistible breads from different corners of the world.

In this hands-on class, you'll master the art of baking **soft, pillowy Japanese milk bread, warm, fluffy naan, and sweet, gooey cinnamon buns** from scratch. From kneading and shaping to baking and tasting, you'll gain practical skills and insider tips to recreate these bakery favourites at home.

Whether you're a beginner or a baking enthusiast, this fun and relaxed workshop will guide you step-by-step through the techniques that make these breads so special.

**What you'll learn:**

- How to mix, knead, and proof dough like a pro
- The secret to ultra-soft Japanese milk bread
- Shaping and baking perfect cinnamon buns
- Making authentic, fluffy naan

The class includes all materials and ingredients, access to all professional tools etc. Please bring along a container to transport your bread home. **No experience needed — just a love for great bread.** Mid-morning tea/coffee and snacks will be provided.

**Date:** Sat, 23 May

**Time:** 09:00 – 13:00

**Duration:** 4 hours

**Cost:** R630

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## BUSINESS & FINANCE

### BOOKKEEPING & BUSINESS ACCOUNTING

#### Clive Stevens

Accounting Teacher

This revamped “hands-on” course will cover:

- Basic Bookkeeping: Posting to General Ledger, Debtor’s Ledger & Creditor’s Ledger
- Extracting a Trial Balance
- Financial Statements; Income Statement & Balance Sheet
- Analysis of Financial Statements
- Reconciliations & VAT

#### 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 to find a job. Certificates of attendance will be issued on completion of the course.

**Date:** Mondays, 4 – 25 May      **Time:** 18:30 – 20:30      **Duration:** 4 sessions      **Cost:** R750

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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:** Tuesday, 26 May      **Time:** 18:30 – 20:30      **Duration:** 1 Session      **Cost:** R270

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## FINANCIAL EDUCATION COURSES

### FINANCIAL FITNESS FRAMEWORK

**Anwar Barendse** B. Comm, PG Dip Financial Planning, The Financial Educator  
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Many people earn a steady income yet still feel financially strained. Rising living costs, mounting debt, and a lack of financial structure leave many households feeling stressed and constantly reacting rather than planning ahead.

The **Financial Fitness Framework** is a structured 9-step system designed to help individuals move from financial survival to stability—and ultimately toward financial growth. In just 90 minutes, this session provides clarity, structure, and a practical roadmap to help you take control of your financial future. It may well be one of the most valuable decisions you make in 2026!

**Date:** Thursday, 7 May      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

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### RETIREMENT READINESS

**Anwar Barendse** B. Comm, PG Dip Financial Planning, The Financial Educator  
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

This workshop is ideal for those within 2 years of retirement. You will look at:

- Understanding Retirement Fund Options at Exit
- Pension vs Provident Fund Decisions
- Two-Pot System Considerations
- Tax Implications at Retirement
- Managing Income in Retirement
- Medical Aid and Healthcare Planning
- Avoiding Common Retirement Mistakes
- Creating a Sustainable Post-Retirement Income Plan

**Date:** Thursday, 14 May      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

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### WILLS & ESTATE PLANNING WORKSHOP

**Anwar Barendse** B. Comm, PG Dip Financial Planning, The Financial Educator  
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Estate planning is something many people postpone, yet it is one of the most important legal and financial steps anyone can take. Without a valid will or proper planning, the distribution of a person's assets may be decided by law rather than by their wishes, often creating unnecessary stress, disputes, and financial hardship for loved ones. In this useful course, you will look at the following:

- Dying without a will
- Role of the Executor
- Estate Costs and Taxes
- Debt after Death
- Protecting Minor Children
- Beneficiary Nominations
- Estate Planning Checklist

**Date:** Thursday, 21 May      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

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## BUSINESS IT SKILLS

### MS WORD FOR LEGAL STAFF: DRAFTING LEGAL DOCUMENTS IN MS WORD

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

This course is a practical, hands-on course that teaches legal professionals how to draft clean, precise, and professional documents—fast. Designed for lawyers and legal staff, this course focuses on the Microsoft Word tools and techniques that truly matter in a legal drafting environment, where speed, accuracy, and consistency are critical.

In this course, you'll learn to:

- **Build documents that stay flawless:** Apply styles, headings, numbering, and layouts that survive edits.
- **Automate repetitive tasks:** Use Quick Parts, AutoText, cross-references, tables of contents, and complex numbering to save time.
- **Fix formatting headaches instantly:** Clean up pasted text, repair numbering issues, and troubleshoot problems with Word's hidden tools.
- **Collaborate with confidence:** Track changes, manage comments, compare versions, and secure sensitive documents.
- **Work smarter with hidden power tools:** Master keyboard shortcuts, custom ribbons, advanced find-and-replace, and other productivity hacks.

By the end of the course, you'll draft professional, error-free legal documents faster, reduce time spent fixing formatting problems, and gain practical skills you can use immediately in your daily work.

**Date:** Tuesday, 19 May & Thursday, 21 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

### MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

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

Boost your productivity with advanced Microsoft Word skills. This course equips professionals with the tools and techniques to create polished, error-free documents efficiently, manage long documents, format tables, and leverage Word's powerful formatting and collaboration features.

#### Who Should Attend:

Professionals, managers, and administrative staff who are seeking to work smarter, streamline document creation, and deliver professional-quality outputs. More course details can be found on page 16.

**Date:** Tuesday, 12 May & Thursday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

### MS EXCEL – VARIOUS LEVELS

**Cedric Goliath**      **Cedric Goliath**  
Network Administrator and IT Trainer

Microsoft Excel is an essential tool in many workplaces because it helps organise, analyse, and present data efficiently. Employees use Excel to create spreadsheets, track budgets, manage inventory, and generate reports. Its built-in formulae and functions allow users to perform complex calculations quickly and accurately. Charts and graphs in Excel also make it easier to visualise information and support better decision-making. Overall, learning to use Excel improves productivity and helps employees handle data more effectively in a professional environment. You can have a look at our Excel courses on offer on page 17.

# MARKETING YOUR BUSINESS ONLINE

## HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

**Lucille Divine** B. Sc.

Award-winning Digital Marketing Strategist, Founder of BoldMove.Media

Since 2021, this practical and highly rated course has been delivered at Bergvliet High School, equipping over 100 local small business owners, coaches and consultants with the clarity and confidence to market their businesses effectively online.

The 2026 edition has been fully updated to reflect current digital trends, buyer behaviour and the evolving South African social media landscape.

### Who This Course Is For?

This course is ideal for:

- Small business owners
- Coaches and consultants
- Start-ups and side-hustlers
- Entrepreneurs who feel overwhelmed by social media
- Anyone unsure where to begin with online marketing

### If you've ever asked:

- What should I post?
- Which platform should I use?
- Why isn't my marketing working?
- Do I need to be on every social media channel?

**This course will give you clarity.**

### What You Will Learn

Over two engaging evening sessions, you will gain:

- An understanding of the modern 2026 buyer journey
- Insight into South Africa's digital and social media landscape
- The difference between search-based marketing (Google) and social-based marketing
- Clear positioning: who you serve, what you solve, and why you are different
- A breakdown of six key platforms: Facebook, Instagram, LinkedIn, TikTok, WhatsApp and YouTube
- A simple and practical 30-day social media starter plan

Rather than trying to be everywhere, you will learn how to choose the right platforms strategically and market with purpose.

### The Outcome

By the end of the course, you will:

- Understand how social media works within a marketing strategy
- Stop posting randomly
- Know which platforms to focus on
- Have a clear positioning statement
- Feel confident about your next steps

**Date:** Tuesday, 5 May &  
Thursday, 7 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R610

# PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

## AI FOR EVERYDAY BUSINESS OWNERS: BUILD YOUR FIRST AI CONTENT SYSTEM

**Lucille Divine** B. Sc.

Award-winning Digital Marketing Strategist, Founder of BoldMove.Media;

Artificial Intelligence is no longer a future trend; it is a practical tool that everyday business owners can use right now to create content more efficiently and confidently.

This two-evening beginner-friendly course is designed for small business owners, consultants, coaches and entrepreneurs who are curious about AI but unsure how to use it effectively. Many participants have experimented with tools like ChatGPT, but have never built a simple, repeatable content system for their business.

Over two interactive sessions, you will learn:

- What AI is (and what it isn't)
- How to use free AI tools effectively
- A simple prompt formula to generate quality content
- How to create engaging social media posts
- How to design a branded introduction graphic
- How to record and edit a short introduction video using Canva
- How to build a practical weekly AI content workflow

By the end of the course, you will leave with three ready-to-use content pieces, a branded introduction graphic, a short edited video, and a clear system you can continue using independently.

The training is structured, supportive and focused on practical implementation, with assignments that will help you gain technical understanding and build content. The goal is to reduce overwhelm and build confidence.

### **Important:**

Participants must be computer-literate. You should be able to open a web browser, search online, navigate to your social media accounts, and switch between browser tabs. This ensures the class can move efficiently so everyone benefits fully from the training.

Participants are encouraged to bring their own laptops and login details for their email and social media accounts. For those who do not have laptops, computers are available in our computer lab.

Lucille Divine is a digital marketing strategist and founder of BoldMove.Media. She has been delivering digital marketing training at Bergvliet High School since 2021, helping local business owners gain clarity and practical direction in their marketing.

**Date:** Tuesday, 12 May &  
Thursday, 14 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R610

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# PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

## PROFESSIONAL COMMUNICATION BASICS

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

In a world of quick texts and “cell speak,” it’s easy to forget the power of professional, polished communication. Whether you’re speaking with clients, colleagues, or potential employers, how you communicate can make all the difference.

This practical and engaging session will help you:

- Speak with confidence and professionalism on the phone
- Strike the right tone in any conversation
- Master basic voice and etiquette techniques
- Write messages that are clear, courteous, and effective

Rediscover the art of great communication — and learn how to make every interaction count.

**Date:** Tuesday, 19 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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## NEGOTIATION SKILLS

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

Negotiation is a part of everyday life. Some people seem to negotiate naturally, while others find it challenging. We negotiate in many situations — asking for a raise, discussing contract terms, bargaining for a better price, resolving conflicts with colleagues or loved ones, or even persuading our children to eat their vegetables.

This workshop will equip you with practical tools and techniques to negotiate with confidence and achieve win-win outcomes. Whether you are dealing with major business decisions or everyday conversations, you will learn strategies to communicate effectively, manage conflict, and reach mutually beneficial agreements.

**Date:** Thursday, 7 May  
Thursday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 2 Sessions      **Cost:** R380

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## MANAGING DIVERSITY IN THE WORKPLACE

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

Our workplaces reflect the beautiful diversity of our nation—different cultures, beliefs, languages, abilities, and identities coming together with unique strengths and perspectives. When harnessed effectively, this diversity becomes a powerful driver of creativity, teamwork, and organisational success. This dynamic, one-session course empowers participants to view diversity not as a challenge, but as an opportunity for connection, growth, and transformation.

In this session, you will explore:

- Why diversity matters—and how it elevates teams and performance
- How prejudice and discrimination can be recognised, challenged, and changed
- Ways to nurture a workplace where fairness, respect, and inclusion thrive
- Actionable tips to confidently navigate and manage diversity in day-to-day work

**Date:** Mon, 25 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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# PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

## ASSERTIVENESS & SELF-CONFIDENCE: EMPOWERING YOUR VOICE

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

This interactive short course helps participants build assertiveness and self-confidence in both personal and professional settings. Through practical exercises, discussion, and real-life role-play, you'll learn to:

- Express needs, opinions, and boundaries respectfully
- Boost self-esteem and self-belief
- Handle difficult conversations and conflict with confidence
- Maintain poise in challenging situation

Participants leave with actionable tools to communicate effectively, advocate for themselves, and strengthen relationships across all areas of life.

**Date:** Wednesday, 20 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190



**bergvliet high**  
continuing  
education

# DID YOU KNOW



**The Bergvliet High School Continuing Education Programme** has been running for 36 years, and we are **the only school** in Cape Town to offer a programme of this scope!

You can find us on the **BHS website** under Continuing Education or contact Katharine Miles: [kmiles@bhs.org.za](mailto:kmiles@bhs.org.za) 082 409 2195



## 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, 9 May &  
Saturday, 23 May

**Time:** 09:00 – 13:00

**Duration:** 8 hours

**Cost:** R890

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### MS WORD – PERFECTING THE BASICS

**Ross Cohen**

IT Trainer

B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming

Advanced Web Development, Delphi Programming for Teachers

If you’re already using MS Word, but have found that you have gaps in your knowledge, then you will find this course very useful. In this course, you will cover the following aspects of working with MS Word:

- **Getting Started:** Creating a folder structure; Opening, creating, saving, and closing documents: Understanding file types (.docx, .pdf)
- **The Word Interface:** Ribbon (tabs: Home, Insert, Layout, References, etc.); Quick Access Toolbar (Save, Undo, Redo); Navigation Pane (for moving around in large documents; Status Bar (word count, page number, spelling check); Title Bar; Work Area; Scroll Bar; View options; Ruler
- **Page Layout Basics:** Print, read, web mode; Setting margins, page size, and orientation
- **Formatting Text:** Font type, size, and colour; Bold, italic, underline, strikethrough; Highlighting text; Text alignment; The rest of the font group
- **Edit paragraphs:** Indent; line and paragraph spacing; Shading; Borders; Bullets and numbering
- **Basic Text Editing:** Typing, selecting, copying, cutting, and pasting text; Undo/redo actions; Find & Replace; Inserting special characters and symbols
- **Proofing Tools:** Spell check and grammar check; Using the Thesaurus; Word count tool; Basic language settings

**Date:** Tuesday, 5 May &  
Thursday, 7 May

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R610

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## COMPUTER COURSES

### MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

**Ross Cohen** B.A. (Hons) H.D.E. Dip. Comprehensive Computer Programming  
IT Trainer 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.
- Calculations in a Table.

#### 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:** Tuesday, 12 May & Thursday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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### MS WORD FOR LEGAL STAFF: DRAFTING LEGAL DOCUMENTS IN MS WORD

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

This course is a practical, workflow-focused course that equips legal professionals to draft precise, consistent, and professional documents efficiently. Participants will learn to streamline drafting, automate repetitive tasks, fix formatting issues, collaborate securely, and leverage advanced Word tools to boost productivity.

By the end of the course, participants will produce error-free legal documents faster, reduce time spent on formatting problems, and apply practical skills immediately in their daily work. Specific course details can be found on **page 10**.

**Date:** Tuesday, 19 May & Thursday, 21 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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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:** Tuesday, 26 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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## ADULT ENRICHMENT: COMPUTER COURSES

### MS EXCEL – GETTING STARTED WITH SPREADSHEETS

#### Cedric Goliath

Network Administrator and IT Trainer

Microsoft Excel is a fundamental tool for managing, analysing, and presenting data in today's workplace. This course introduces beginners to Excel, covering data entry, formatting, and basic functions and formulae. Participants will gain practical skills to organise information, perform simple calculations, and create basic charts for clear data presentation. A prerequisite for this course is a basic computer literacy.

**Date:** Monday, 4 May & Wednesday, 6 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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### 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:** Monday, 11 May & Wednesday, 13 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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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:** Monday, 18 May & Wednesday, 20 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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## COMPUTERS & PHOTOGRAPHY

### 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 you work with data!

**Date:** Wed, 27 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### ONEDRIVE – CLOUD STORAGE FOR ALL DEVICES!

#### Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Unlock the power of Microsoft OneDrive, a versatile cloud storage solution for your computer, phone, tablet, and even Xbox. In this hands-on workshop, you'll learn how to upload, organise, and access your files from anywhere. Explore hidden features, including using online versions of Word, Excel, and PowerPoint directly in your browser—no software required. Bring your own files to practice uploading to the cloud and experience how simple and efficient file management can be.

#### Prerequisites:

Participants should have a Microsoft account (Hotmail, Outlook.com, Xbox Live, etc.). **Don't forget to bring your login details and password along to the course.**

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

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### MICROSOFT FORMS

#### Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a powerful, easy-to-use tool for creating surveys, quizzes, and data collection forms. Ideal for businesses, educators, and administrators, this course teaches you how to design forms ranging from simple feedback surveys to detailed questionnaires. Learn how to build self-marking quizzes, distribute forms efficiently, and export responses to Excel for analysis and reporting. A work, education, or personal Microsoft account (Hotmail, Live, Outlook.com, or Office 365) is required to use Microsoft Forms. **Don't forget to bring your login details and password along to the course.**

**Date:** Monday, 25 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### DIGITAL PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

#### Craig Murray

Photography Lecturer

Do you own a digital camera but feel overwhelmed by its settings? This hands-on course is designed to help you understand your camera and take better photos with confidence. Learn the essentials of photography, including aperture, shutter speed, ISO, lighting, composition, and framing. You'll also get practical tips on camera controls and accessories to enhance your photography skills. Bring your camera (fully charged) and manual for a fun, interactive session with plenty of opportunities to practice.

This course includes:

- Hands-on practice taking photos; Guidance on camera settings and controls; Tips on composition, lighting, and framing; Discussion of useful camera accessories.
- Mid-morning tea and snacks will be provided.

**Date:** Saturday, 23 May      **Time:** 09:00 – 13:00      **Duration:** 4 hours      **Cost:** R610

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## DESIGNING WITH CANVA

### CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This introductory session will help participants understand the essentials of Canva using only the free version. You will focus on navigating the interface, selecting the right templates, and creating simple but professional designs. The aim is to build confidence and familiarity before moving into more advanced tools in the second course.

#### What Will Be Covered:

- Understanding the Canva dashboard and basic navigation
- Creating a new design and choosing the right canvas size
- Exploring free templates and selecting the right starting point
- Working with text boxes: fonts, size, spacing, and basic formatting
- Adding and organising elements: shapes, icons, and free graphics
- Using the uploads panel: adding photos, logos, and files
- Basic photo editing: cropping, brightness, contrast, and filters
- Working with layers: arranging, positioning, and grouping
- Saving, downloading, and sharing your design (free options)
- Overview of Canva Pro features (Brand Kit, Magic Resize, premium assets)

**Date:** Tuesday, 19 May

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R350

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### CANVA ONGOING

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This session builds on the basics and moves into smarter workflows, creative tools, and practical design techniques. While still using the free version of Canva, we will demonstrate Pro-only features so participants understand what upgrades unlock.

#### What Will Be Covered:

- Intermediate template customisation and layout refinement
- Using grids and frames effectively for structured compositions
- Creating visual consistency with colour palettes and font pairings
- Advanced photo editing tools available in the free version
- Working with transparency, spacing, alignment, and rulers
- Smart use of free charts, tables, and infographics
- Introduction to animation basics and simple video editing (free options)
- Organising designs using folders (free vs Pro)
- Time-saving tips: duplicating pages, keyboard shortcuts, and quick actions
- Canva Pro demonstrations: background remover, Magic Resize, premium templates, and AI-powered tools

**Date:** Thursday, 21 May

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R350

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## LANGUAGES & LEARNING

### GERMAN FOR BEGINNERS – LET’S LEARN, LAUGH & SPEAK DEUTSCH!

**Regina Bailey**

German Teacher & Translator

Get ready to kickstart your German journey with a fast, fun, and confidence-boosting beginner’s course! You’ll build essential skills to understand and communicate in everyday German—no experience needed.

Through interactive activities, lively conversation practice, and clear explanations, you’ll learn pronunciation, greetings, simple grammar, key verbs, numbers, and practical vocabulary for real-life situations like ordering food, asking for directions, and introducing yourself. Each session adds new skills in an upbeat, supportive environment designed to keep you motivated.

By the end, you’ll be able to hold simple conversations, understand common phrases, and feel confident navigating basic German interactions—perfect for travel, work, study, or just the joy of learning something new!

**Date:** Mon, 11 May – 1 June      **Time:** 18:30 – 20:30      **Duration:** 8 hours      **Cost:** R690

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### XHOSA FOR BEGINNERS

**Themba Ezra Narun**      isiXhosa Basics

Xhosa Teacher

This much-loved isiXhosa Basics course is the perfect introduction to the language and the rich cultural world that surrounds it. Whether you want to connect more deeply with friends, colleagues, or your community, this course will give you the confidence you need to go out and *thetha* with anyone!

Led by the vibrant and engaging Themba, our classes are lively, interactive, and full of laughter. We start right at the beginning—exploring the unique sounds and rhythm of isiXhosa, learning how the language is written, and practising essential greetings and everyday expressions. You’ll also get access to exciting out-of-class resources to help you build skills, boost confidence, and stay motivated between sessions. This course fills up fast—reserve your spot early and join us on this fun and meaningful language-learning journey!

**Date:** Mon, 11 May – 1 June      **Time:** 18:30 – 20:30      **Duration:** 8 hours      **Cost:** R690

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### HELPING YOUR CHILD TO SUCCEED IN FOUNDATION PHASE MATHS (GR R – 3)

**Jenni McMinn**      H.D.E. Junior Primary, D.S.E, (Remedial)

Teacher/ Head of Foundation Phase

For many young learners, Maths in the Foundation Phase can feel challenging and overwhelming. Parents and caregivers often want to help with homework, but may be unsure how Maths is taught in today’s classrooms. Using different methods from those taught at school can sometimes confuse children rather than support their learning.

In this informative session, Jenni introduces the key skills and concepts covered in the **CAPS Foundation Phase Mathematics curriculum (Grades R–3)**.

- You will gain a clearer understanding of how Maths is taught in the early years and how these teaching approaches support children’s mathematical thinking.
- The session also provides practical, easy-to-use strategies for reinforcing Maths learning at home. Through everyday activities and simple interactions, parents can help children build confidence, strengthen their understanding, and develop a positive attitude toward Maths.

This course is ideal for parents and caregivers who want to understand the school curriculum better and learn effective ways to support their child’s early mathematical development.

**Date:** Tuesday, 5 May      **Time:** 18:30 – 20:00      **Duration:** 1 session      **Cost:** R140

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# FIRST AID TRAINING

## FIRST AID: LEVEL 1

**First Aid Trainer** Medical Education Centre

Become equipped to save lives with this accredited **Level 1 First Aid** course—your certificate is valid for **three years** and provides essential skills for emergencies at home, work, or in the community.

This hands-on course covers:

- **General Information:** Infection prevention, making an emergency call, psychological support, the importance of oxygen, emergency scene management, and key legal considerations.
- **Vital Signs & Emergency Response:** Assessing vital signs; managing fainting and unconsciousness; the recovery position; respiratory conditions; choking; drowning; circulatory conditions; and performing CPR using the *latest algorithm*.
- **Acute Illness:** Recognising and responding to heart attacks, strokes, asthma attacks, and epileptic seizures.
- **Wounds & Bleeding:** Bandaging techniques, shock management, and caring for amputation injuries.
- **Fractures:** Stabilising and splinting broken bones safely and effectively.
- **Thermal Injuries:** Treating burns, scalds, and electrical injuries.
- **Poisoning & Corrosive Incidents:** Managing inhaled, swallowed, or injected toxins.
- **Foreign Objects:** Safe techniques for removing or managing objects lodged in the body.

Upon completion, successful participants will receive:

- A recognised **First Aid Level 1 Certificate**
- A comprehensive **training handbook**
- A practical **First Aid Starter Kit**

Enjoy complimentary tea/coffee and mid-morning snacks. Please bring your own lunch.

**Date:** Saturday, 9 May & Saturday, 23 May      **Time:** 09:00 – 16:00      **Duration:** 2 days      **Cost:** R1100

## ADVANCED TRAUMA MANAGEMENT

**First Aid Trainer** Medical Education Centre

Take your first aid skills to the next level with this **comprehensive Advanced Trauma Management course**, designed for those who already hold a valid Level 1 First Aid certificate (not older than 1 year). This course is a combination of the former Level 2 & 3 First Aid.

This hands-on, practical training equips you to respond confidently to complex emergencies. You'll learn advanced techniques including:

- **Two-Rescuer CPR**, Child and Infant CPR, and Automated External Defibrillator (AED) use
- **Human anatomy:** understanding the 10 main organs
- **Head, spine, and neck injury management**
- **Immobilisation techniques** using trauma boards
- Monitoring **blood pressure** and responding to **diabetes emergencies**
- **Emergency childbirth** procedures
- Managing **multiple injury scenarios** through realistic case studies

By the end of the course, you'll be prepared to handle serious trauma situations with skill, confidence, and composure. Enjoy complimentary tea/coffee and mid-morning snacks. Please bring your own lunch.

**Date:** Saturday, 23 May      **Time:** 09:00 – 16:00      **Duration:** 1 day      **Cost:** R980

## MISCELLANEOUS

### LANDSCAPING & PROPERTY VALUE: HOW GARDENS INFLUENCE HOME PRICES

**Di Brown**

Certified Landscape Designer, Real Estate Specialist & Agent

Owner: Logical Landscaping

Discover how strategic landscaping can significantly increase property value and attract buyers. This practical course explores the powerful role gardens and outdoor spaces play in real estate marketing.

- Learn how curb appeal creates strong first impressions and why buyers often make emotional decisions based on a home's exterior environment.
- The course covers simple, cost-effective landscaping improvements that enhance a property's attractiveness and usability.
- Participants will explore how to design outdoor spaces that showcase lifestyle features such as entertainment areas, relaxation zones, and family-friendly gardens.
- You will also learn which landscaping investments deliver the best return on investment, and how to avoid common mistakes that can reduce property value.
- The course includes practical tips for preparing a garden before selling, improving listing photos, and increasing buyer interest.

By the end of the course, you will be able to identify landscaping strategies that improve curb appeal, strengthen marketing impact, and help properties stand out in competitive markets.

Ideal for homeowners, property professionals, and anyone interested in maximising the value of residential property through thoughtful landscape design.

**Date:** Wednesday, 6 May

**Time:** 18:30 – 21:00

**Duration:** 1 session

**Cost:** R140

### PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

**Eugene Adonis**

Director: TNT Self-Defence

7<sup>th</sup> Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence; Choreographer & Stunt co-ordinator for Short Films

Take control of your safety and boost your confidence in this 2-hour hands-on self-defence workshop designed for beginners of all ages and fitness levels. Learn practical, easy-to-remember techniques to protect yourself (with any item in your hand), escape from grabs and holds, and stay aware of potentially dangerous situations.

With a friendly, supportive instructor guiding you through fun, interactive exercises, you'll leave feeling stronger, more confident, and prepared for everyday safety challenges. No prior experience is needed—just bring your enthusiasm and a willingness to learn! Please wear comfortable clothes.

**Date:** Tuesday, 12 May

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R290

# CORPORATE TRAINING – BUSINESS & MARKETING

## BOOKKEEPING & BUSINESS ACCOUNTING

### Clive Stevens

Accounting Teacher

Gain practical, hands-on accounting skills to make smarter business decisions. This course covers:

- Basic bookkeeping: General, Debtors, and Creditors Ledgers
- Trial balances and financial statements (Income Statement & Balance Sheet)
- Financial statement analysis
- Reconciliations and VAT

**Who should attend:** Professionals, business owners, and aspiring entrepreneurs who want to understand the accounting side of business or enhance their employability. Certificates of attendance provided.

**Date:** Mondays, 4 – 25 May      **Time:** 18:30 – 20:30      **Duration:** 4 sessions      **Cost:** R750

## UNDERSTANDING TAX: PERSONAL, PROVISIONAL & BEYOND!

### Laura Sciuto

Tax Practitioner & Tax Services Consultant, Business Owner

Stay compliant and maximise your deductions! This 2-hour session provides a clear, practical overview of personal and provisional tax in South Africa, including allowable deductions, filing requirements, and tax strategies for individuals and sole proprietors. Ideal for professionals, business owners, and anyone looking to confidently navigate the tax system. More details can be found on page 8.

**Date:** Tuesday, 26 May      **Time:** 18:30 – 20:30      **Duration:** 1 Session      **Cost:** R270

## FINANCIAL FITNESS FRAMEWORK

**Anwar Barendse** B. Comm, PG Dip Financial Planning, The Financial Educator  
Financial Transformation Coach, Certified Financial Planner, Radio Presenter

Many people earn a steady income yet still feel financially strained. Rising living costs, mounting debt, and a lack of financial structure leave many households feeling stressed and constantly reacting rather than planning ahead.

The **Financial Fitness Framework** is a structured 9-step system designed to help individuals move from financial survival to stability—and ultimately toward financial growth. In just 90 minutes, this session provides clarity, structure, and a practical roadmap to help you take control of your financial future. It may well be one of the most valuable decisions you make in 2026!

**Date:** Thursday, 7 May      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

## HOW TO USE SOCIAL MEDIA TO MARKET YOUR BUSINESS

**Lucille Divine** B. Sc.

Award-winning Digital Marketing Strategist, Founder of BoldMove.Media

Join award-winning digital marketing strategist **Lucille Divine** for a practical course designed to help small business owners market their businesses confidently online. Updated for 2026, this highly rated programme covers the modern buyer journey, South Africa's social media landscape, and how to choose the right platforms for your business. Over two evening sessions, you'll learn how to position your business clearly and create a simple 30-day social media plan. Ideal for entrepreneurs, coaches, consultants and anyone feeling overwhelmed by social media marketing. See page 11 for course details.

**Date:** Tuesday, 5 May &  
Thursday, 7 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

## CORPORATE TRAINING – MARKETING, IT & DESIGN

### AI FOR EVERYDAY BUSINESS OWNERS: BUILD YOUR FIRST AI CONTENT SYSTEM

**Lucille Divine** B. Sc.

Award-winning Digital Marketing Strategist, Founder of BoldMove.Media;

Join award-winning digital marketing strategist **Lucille Divine** for a beginner-friendly course designed to help business owners use AI to create content more efficiently. Over two practical evening sessions, you'll learn how to use simple AI tools to generate social media posts, design a branded graphic, and create a short introduction video. Participants will also learn a clear prompt formula and build a practical weekly AI content workflow. By the end of the course, you'll leave with ready-to-use content and the confidence to continue using AI in your marketing. More course details can be found on page 12.

**Date:** Tuesday, 12 May & Thursday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

### CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This hands-on session introduces corporate professionals to Canva's free version, focusing on creating polished, professional designs quickly and confidently. Participants will learn to navigate the interface, select templates, work with text and graphics, edit photos, and organise elements—building essential skills for effective visual communication. Course details can be found on page 19.

**Date:** Tuesday, 19 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

### CANVA ONGOING

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

Building on the basics, this session guides corporate professionals through smarter workflows and practical design techniques using Canva's free version. Participants will learn to customise templates, maintain visual consistency, edit photos, create charts and infographics, explore basic animations, and discover Pro features that enhance productivity and creativity. Details can be found on page 19.

**Date:** Thursday, 21 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

### MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

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

Boost your productivity with advanced Microsoft Word skills. This course equips professionals with the tools and techniques to create polished, error-free documents efficiently, manage long documents, format tables, and leverage Word's powerful formatting and collaboration features.

#### Who Should Attend:

Professionals, managers, and administrative staff seeking to work smarter, streamline document creation, and deliver professional-quality outputs. More course details can be found on page 16.

**Date:** Tuesday, 12 May & Thursday, 14 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

## ONLINE MARKETING & COMPUTER SKILLS

### MS WORD FOR LEGAL STAFF: DRAFTING LEGAL DOCUMENTS IN MS WORD

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

This course is a practical, workflow-focused course that equips legal professionals to draft precise, consistent, and professional documents efficiently. Participants will learn to streamline drafting, automate repetitive tasks, fix formatting issues, collaborate securely, and leverage advanced Word Tools to boost productivity.

By the end of the course, participants will produce error-free legal documents faster, reduce time spent on formatting problems, and apply practical skills immediately in their daily work. Specific course details can be found on page 10.

**Date:** Tuesday, 19 May & Thursday, 21 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

### MICROSOFT FORMS FOR BUSINESS

**Craig Murray**  
Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a versatile tool for gathering feedback, conducting surveys, and collecting data across your organisation. This course teaches corporate professionals how to design targeted surveys, create automated quizzes, and export results to Excel for analysis—streamlining decision-making and improving business insights.

**Date:** Monday, 25 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

### MS EXCEL – GETTING STARTED WITH SPREADSHEETS

**Cedric Goliath**  
Network Administrator and IT Trainer

Microsoft Excel is a fundamental tool for managing, analysing, and presenting data in today's workplace. This course introduces beginners to Excel, covering data entry, formatting, and basic functions and formulae. Participants will gain practical skills to organise information, perform simple calculations, and create basic charts for clear data presentation. A prerequisite for this course is basic computer literacy.

**Date:** Monday, 4 May & Wednesday, 6 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

### 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:** Monday, 11 May & Wednesday, 13 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

## COMPUTER SKILLS

### 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:** Monday, 18 May & Wednesday, 20 May      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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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 you work with data!

**Date:** Wed, 27 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### PROFESSIONAL COMMUNICATION BASICS

#### Loretta Erasmus      M. Phil

Management Coaching / Business Coach

In a world of quick texts and “cell speak,” it’s easy to forget the power of professional, polished communication. Whether you’re speaking with clients, colleagues, or potential employers, how you communicate can make all the difference.

This practical and engaging session will help you:

Speak with confidence and professionalism on the phone; Strike the right tone in any conversation; Master basic voice and etiquette techniques; Write messages that are clear, courteous, and effective

**Date:** Tuesday, 19 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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### PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE COURSES

In today’s fast-paced and competitive business environment, technical skills alone are no longer enough. Personal development and soft skills—such as communication, emotional intelligence, leadership, teamwork, adaptability, and problem-solving—are critical for building high-performing, resilient teams. We have a number of these courses on offer this term. Details can be found on pages 13 – 14.

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## EDUCATOR ENRICHMENT: MISCELLANEOUS

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

**Stephen Price** B.Sc. H.D.E. B.Ed.  
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, 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, 12 May      Time: 18:30 – 20:30      Duration: 1 session      Cost: R350

### NEGOTIATION SKILLS

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

Negotiation is an important part of everyday life in education. Teachers and education professionals often find themselves negotiating in a variety of situations — discussing responsibilities with colleagues, engaging with parents, collaborating with school leadership, resolving classroom conflicts, or advocating for resources and support.

This workshop will equip educators with practical tools and techniques to negotiate with confidence and professionalism. Participants will learn how to communicate effectively, manage challenging conversations, and work toward constructive, win-win outcomes. Whether addressing classroom concerns, professional matters, or school-wide issues, these skills will help educators navigate discussions with clarity and confidence.

Date: Thursday, 7 May      Thursday, 14 May      Time: 18:30 – 20:30      Duration: 2 Sessions      Cost: R380

## PERSONAL DEVELOPMENT & FIRST AID

### MANAGING DIVERSITY IN THE WORKPLACE

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

As schools strive to provide holistic, future-focused education, the ability to lead and manage diversity has become a vital skill for all staff members. From supporting multilingual learners to working within multicultural staff teams, educational environments demand awareness, sensitivity, and practical problem-solving.

This one-session professional development course equips educators, administrators, and school leaders with the tools to foster inclusive school cultures where diversity is valued and managed effectively. Course details can be found on page 14.

**Date:** Mon, 25 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

### ASSERTIVENESS & SELF-CONFIDENCE FOR EDUCATORS

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

This interactive workshop helps educators build confidence, communicate clearly, and set professional boundaries in school environments. Through practical exercises, discussions, and real-life scenarios, participants will learn to:

- Express ideas, feedback, and needs assertively and respectfully
- Build self-confidence in decision-making and classroom management
- Handle challenging conversations with colleagues, students, and parents
- Maintain composure and professionalism in high-pressure or sensitive situations

Participants will leave with actionable tools to communicate effectively, advocate for themselves, and strengthen relationships with learners, colleagues, and the school community.

**Date:** Wednesday, 20 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

### PROFESSIONAL COMMUNICATION BASICS

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

In today's fast-paced world of instant messages and "text speak," it's easy to underestimate the impact of professional communication. Whether you're interacting with learners, colleagues, or administrators, the way you communicate shapes how you are perceived and the results you achieve. Course details can be found on page 13.

**Date:** Tuesday, 19 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

### PERSONAL DEVELOPMENT COURSES

All our **PERSONAL DEVELOPMENT COURSES** can be found on **pages 12 - 13** of this prospectus.

### FIRST AID: LEVEL 1 & ADVANCED TRAUMA MANAGEMENT

**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 requires those who take learners on excursions to have a valid First Aid certificate. Join these courses and get your accredited First Aid certificates, which are valid for 3 years. Course details can be found on **page 21**.

## COMPUTER COURSES FOR EDUCATORS

### MICROSOFT FORMS FOR EDUCATORS

**Craig Murray**

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Microsoft Forms is a powerful tool for creating surveys, quizzes, and data collection forms for the classroom or school community. This course teaches educators how to design engaging, self-marking quizzes, gather feedback from learners and parents, and export responses to Excel for analysis—streamlining assessment and improving teaching insights.

A work or personal Microsoft account (Office 365, Outlook.com, Hotmail, or Live) is required. **Please don't forget to bring your login details and password along.**

**Date:** Monday, 25 May    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R350

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### MS WORD FOR EDUCATORS – ADVANCED FEATURES

**Ross Cohen**  
IT Trainer

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

Enhance your teaching and administrative efficiency with advanced Microsoft Word skills. This course equips educators to create polished lesson plans, handouts, exam papers, reports, and presentations quickly and accurately. Learn to manage long documents, format tables, use references, and leverage Word's advanced tools to streamline your workflow.

Teachers, academic coordinators, and administrative staff who want to save time, improve document quality, and deliver professional materials for learners, colleagues, and school administration will find this course useful. More course details can be found on page 16.

**Date:** Tuesday, 12 May &  
Thursday, 14 May    **Time:** 18:30 – 20:30    **Duration:** 2 sessions    **Cost:** R610

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### USING SOCIAL MEDIA TO MARKET YOUR SCHOOL

**Lucille Divine**

B. Sc.

Award Winning Digital Marketing Coach & Mentor

This hands-on workshop helps school leaders, administrators, and marketing staff use social media to connect with parents, learners, and the community. Participants will learn how to navigate the social media landscape, select the right platforms, and create an effective strategy to showcase school programmes, events, and achievements. You will find out how to:

- Understand your audience and trends in educational social media
- Identify the best platforms to promote your school
- Develop a practical social media strategy with ready-to-use templates
- Gain tools to plan, structure, and execute campaigns that engage your community

**Who Should Attend:**

School administrators, marketing coordinators, and educators responsible for promoting school programmes, events, and learner achievements through social media. More details can be found on page 11.

**Date:** Tuesday, 5 May &  
Thursday, 7 May    **Time:** 18:30 – 20:30    **Duration:** 2 sessions    **Cost:** R610

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### ALL COMPUTER COURSES

All our **COMPUTER COURSES** can be found on **pages 15 - 19** of this prospectus.

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## EDUCATOR ENRICHMENT – MISCELLANEOUS

### CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

This hands-on session helps educators create professional, eye-catching visuals quickly using Canva's free version. Learn to design classroom materials, presentations, newsletters, and social media content by navigating the interface, selecting templates, working with text and graphics, and editing images with confidence. Course details can be found on page 19.

**Date:** Tuesday, 19 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### CANVA ONGOING

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner

Business Owner: Multidimension Creative Agency/ FutureAI

Building on the basics, this session helps educators create polished, engaging teaching materials and communications. Using Canva's free version, participants will refine templates, ensure visual consistency, edit photos, design charts and infographics, explore simple animations, and learn about Pro features that can enhance classroom content creation. More course details can be found on page 19.

**Date:** Thursday, 21 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

**Eugene Adonis** Director: TNT Self-Defence

7<sup>th</sup> Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence; Choreographer & Stunt co-ordinator for Short Films

Take control of your safety and boost your confidence in this 2-hour hands-on self-defence workshop designed for beginners of all ages and fitness levels. Learn practical, easy-to-remember techniques to protect yourself (with any item in your hand), escape from grabs and holds, and stay aware of potentially dangerous situations.

With a friendly, supportive instructor guiding you through fun, interactive exercises, you'll leave feeling stronger, more confident, and prepared for everyday safety challenges. No prior experience is needed—just bring your enthusiasm and a willingness to learn! Please wear comfortable clothes.

**Date:** Tuesday, 12 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R290

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## LEARNER ENRICHMENT - MISCELLANEOUS COURSES

### FIRST AID: LEVEL 1 & ADVANCED TRAUMA MANAGEMENT

**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 21**. Tea/Coffee and mid-morning snacks will be provided. Please bring your own lunch.

### DIGITAL PHOTOGRAPHY

**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 18**.

Date: Saturday, 23 May      Time: 09:00 – 13:00      Duration: 4 hours      Cost: R610

### PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

**Eugene Adonis**      Director: TNT Self-Defence  
7<sup>th</sup> Degree Black Belt Marshal Arts; Gold Medallist; Creator of System Holistic Self-Defence;  
Choreographer & Stunt co-ordinator for Short Films

Take control of your safety and boost your confidence in this 2-hour hands-on self-defence workshop designed for beginners of all ages and fitness levels. Learn practical, easy-to-remember techniques to protect yourself (with any item in your hand), escape from grabs and holds, and stay aware of potentially dangerous situations.

With friendly, supportive instructors guiding you through fun, interactive exercises, you'll leave feeling stronger, more confident, and prepared for everyday safety challenges. No prior experience is needed—just bring your enthusiasm and a willingness to learn! Please wear comfortable clothing.

**Date:** Tuesday, 12 May      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R290

# 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 SECOND TERM 2026 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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; text-align: center;">Yes</td> <td style="width: 50%; border: 1px solid black; text-align: center;">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.