



bergvliet high  
continuing  
education



# TERM 3 2026

August - September

**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?

A number of 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 3 courses begin on <b>3 August 2026</b> . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on <b>5 September 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



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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 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

### INTRODUCTION TO MODERN CALLIGRAPHY

#### Hilary Adams

Calligrapher; Letter Artist; Art Tutor; Freelancer

Have you always admired beautifully handwritten letters? Now it's your turn to create them! Join us for a relaxing and creative workshop where you'll learn a modern Calligraphy script. Perfect for beginners, this hands-on course will guide you through essential strokes, letter formation, and techniques to help you develop your own elegant style.

#### In this workshop, you'll:

- Learn the graceful basics of a cursive script known as **Modern Calligraphy/Copperplate** Script
- Practice beautiful letterforms and essential pen techniques
- Design your own decorative letter
- Create a charming handmade card or small piece of calligraphy artwork to take home

Whether you're looking for a new hobby, a mindful creative outlet, or want to add a personal touch to cards and gifts, this course is the perfect place to begin. **No experience necessary – just bring your enthusiasm and creativity!** Mid-morning tea/coffee and snacks will be provided.

#### Course requirements:

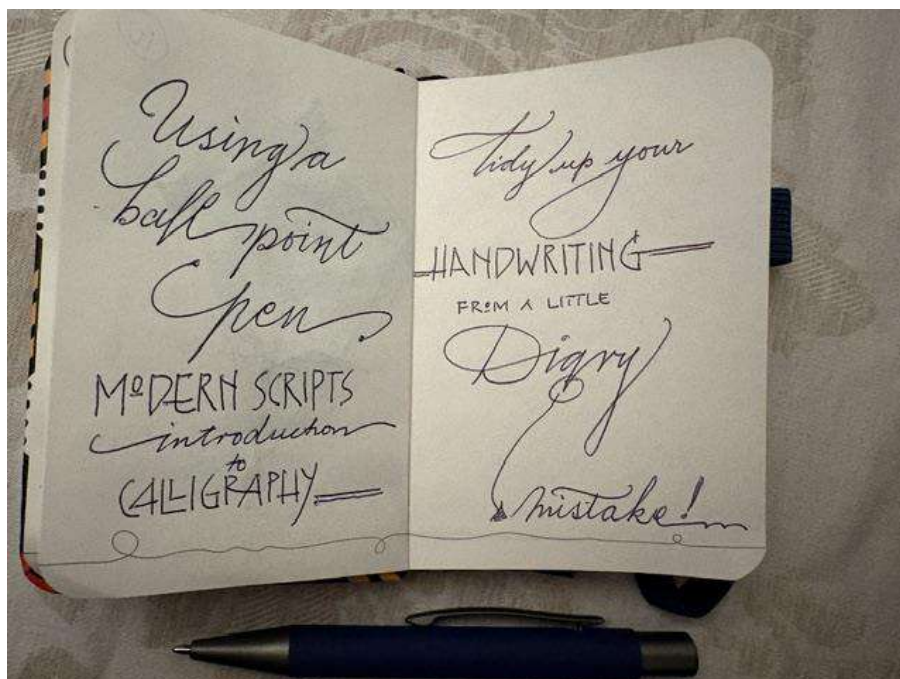
- 1 Fine liner pen
- 29 cm Ruler
- Eraser
- Coloured Pencils or Aquarelle Pencil (Water Soluble)
- 2 HB Pencils and Sharpener

**Date:** Saturday, 22 August

**Time:** 09:00 – 14:00

**Duration:** 5 hours

**Cost:** R510 (pay on registration)



## ART COURSES

### STARTING OUT WITH ACRYLICS: LANDSCAPE OR SEASCAPE

**Saroj Shukla** B.A. Fine Art; Graphic Design and Photography Dip; ACE; PGCE  
Art Teacher

Unleash your creativity and discover the joy of painting in this relaxed, hands-on acrylic workshop! Whether you're inspired by rolling landscapes, dramatic coastlines, tranquil beaches, or crashing waves, you'll learn the fundamental techniques needed to bring your vision to life on canvas.

With step-by-step guidance from experienced art teacher **Saroj Shukla**, you'll explore colour mixing, texture, composition, and brushwork as you create your own unique landscape or seascape painting. Best of all, you'll leave with a finished artwork ready to display at home. **No previous painting experience is needed**—this workshop is designed for complete beginners as well as anyone looking to enjoy a creative day out.

#### What's Included?

- A guided acrylic painting experience from start to finish
- Your own completed canvas painting to take home
- All materials supplied in a convenient kit at a cost of R200 (to be paid to Saroj on the day)
- Reference images for inspiration (or bring your own favourite photo)
- Mid-morning tea and delicious snacks

#### Materials Kit

A materials kit will be available for purchase from Saroj on the day of the workshop for R200 and includes: Canvas, Acrylic paints, Brushes, Palette knife, Gel medium texture paste and all additional materials needed for the workshop. If you already have your own painting supplies, you're welcome to bring them along—just let us know in advance.

**Date:** Sat, 22 August **Time:** 09:00 – 14:00 **Duration:** 5 hours

**Cost:** R510 (pay on registration) + Kit Price: R200 (pay to Saroj at the workshop)

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### PAINTING IN ACRYLICS WITH DERRIC VAN RENSBURG

*Unleash your Creativity with an Internationally Acclaimed Artist*

**Derric van Rensburg** Internationally Acclaimed Artist and Art Teacher  
Artist & Art Teacher

Ready to add more colour, confidence, and fun to your painting? Join celebrated artist and teacher Derric van Rensburg for an inspiring acrylic painting experience that will have you seeing your art in a whole new way. Whether you're looking to take your skills to the next level, Derric's engaging teaching style, practical tips, and years of artistic experience will help you grow as an artist while enjoying every step of the journey.

Expect plenty of creativity, encouragement, laughter, and hands-on learning. Derric's infectious humour and supportive approach create a relaxed, welcoming environment where you can experiment, express yourself freely, and discover new techniques with confidence.

This much-loved course fills up quickly, so early booking is recommended.

#### What's included:

- Expert guidance from an internationally acclaimed artist
- Practical acrylic painting techniques and insider tips
- A friendly, encouraging atmosphere for all skill levels
- Mid-morning tea and snacks
- A course materials list provided upon registration

Come for the painting, stay for the inspiration—and leave with new skills, fresh ideas, and artwork you'll be proud of!

**Date:** Sat, 29 August **Time:** 09:00 – 14:00 **Duration:** 5 hours

**Cost:** R650 (pay on registration) + The list of course material required will be given on registration

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## COOKING WORKSHOPS

### ITALIAN WINTER COMFORTS COOKING CLASS

*Embrace the warmth and heart of Italian home cooking!*

**Kelly Ramsay** Consumer Science Dip  
Cooking with Kelly, Cooking Teacher & Business Owner

This hands-on culinary experience celebrates the comforting flavours of winter. Designed for food lovers of all skill levels, this class will guide you through the preparation of a selection of rustic Italian dishes that are perfect for cosy family dinners and effortless entertaining during the colder months.

You will learn a variety of techniques while creating a delicious menu featuring a vibrant **red pepper soup served with olive and anchovy crostini**, traditional **chicken cacciatore**, creamy **butternut and sage risotto**, flavourful **melanzane ripiene (stuffed aubergine)**, and a rich **slow-cooked beef ragù**. To finish on a sweet note, you will bake a beautifully moist **lemon semolina cake**.

By the end of the class, you will have gained the confidence to recreate these authentic Italian favourites at home and add a collection of comforting recipes to your repertoire.

**The course fee includes all ingredients required for the class. Please bring an apron, small containers for any leftovers you would like to take home, and your beverage of choice.** 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, 6 August      **Time:** 18:00 – 21:30      **Duration:** 3.5 hours      **Cost:** R620

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### GREEK WINTER COOKING

*Explore authentic Mediterranean cooking at its best!*

**Kelly Ramsay** Consumer Science Dip  
Cooking with Kelly, Cooking Teacher & Business Owner

Escape to the warmth of the Mediterranean with this delicious hands-on cooking class inspired by the comforting flavours of a traditional Greek winter kitchen. Discover how simple ingredients, fragrant herbs, and time-honoured recipes come together to create dishes that are both nourishing and full of character.

In this class, you will prepare a selection of authentic Greek favourites, beginning with the silky, citrus-infused **Avgolemono Soup**, a beloved Greek classic that perfectly balances richness and freshness. Learn the secrets to making **Chicken Stifado**, a hearty slow-cooked stew of tender chicken and aromatic spices, served with creamy **garlic mash**. You will also create flavour-packed **mince-stuffed eggplants**, rustic **Briam**, Greece's celebrated oven-baked vegetable dish, and **Blatsaria**, a traditional spinach and feta pie that showcases the simplicity and brilliance of Greek home cooking.

To complete the feast, indulge your sweet tooth with **Portokalopita**, a wonderfully moist Greek orange cake infused with bright citrus flavours and syrupy goodness.

Perfect for anyone who loves Mediterranean cuisine, this class offers the opportunity to explore authentic Greek cooking techniques while creating a menu designed for sharing, comfort, and bringing a little sunshine to the colder months. Leave inspired and equipped with a collection of recipes that will transport you straight to a Greek family table. 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, 27 August      **Time:** 18:00 – 21:30      **Duration:** 3.5 hours      **Cost:** R620

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## BAKING WORKSHOPS

### NEW YORK BAKES

*Bagels and pizzas to die for!*

#### Grace Stevens

Entrepreneur, Baker, Chef, Teacher

Bring the flavours of the Big Apple into your own kitchen with this fun, hands-on baking class dedicated to two of New York's most iconic creations: **authentic New York-style bagels and classic thin-crust pizza**.

Discover the secrets behind achieving that perfectly **chewy bagel texture**, learn how to create irresistible "**everything bagel**" **toppings**, and master the techniques needed for a **crispy, foldable New York-style pizza crust**. Using simple bread-making ingredients, you'll transform everyday staples into legendary city favourites that have won hearts around the world.

Whether you're a seasoned home baker or trying your hand at yeast baking for the first time, this class is packed with practical tips, delicious aromas, and plenty of opportunities to get your hands floury while having fun.

By the end of the session, you'll head home with **6 freshly baked bagels**, a **delicious homemade pizza**, and all the **recipes** you need to recreate these New York classics whenever the craving strikes. **All ingredients are included. NO pork will be used in this course.** Please bring a container to take your freshly baked creations home.

**Date:** Sat, 22 August

**Time:** 09:00 – 13:00

**Duration:** 4 hours

**Cost:** R670

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### BASIC CUPCAKE BAKING & ICING

*Beginner-friendly – come and discover how easy and rewarding cupcake decorating can be!*

#### Grace Stevens

Entrepreneur, Baker, Chef, Teacher

Always wanted to bake and decorate beautiful cupcakes but didn't know where to start? This hands-on class is the perfect introduction to the wonderful world of cupcake baking and icing!

Designed especially for beginners, you'll learn the essential skills needed to create delicious homemade cupcakes and decorate them with confidence. Using simple ingredients commonly found in your kitchen, we'll guide you through each step, from mixing and baking to preparing silky buttercream and mastering basic piping techniques.

#### In this class, you will learn how to:

- Bake light, delicious cupcakes using everyday ingredients
- Prepare smooth, creamy buttercream that's perfect for decorating
- Master basic piping techniques to create beautifully finished cupcakes
- Take home recipes so you can recreate your bakes again and again

Whether you're baking for family celebrations, special occasions, or simply for the joy of it, this class will give you a solid foundation and the confidence to continue your baking journey.

**All ingredients are included.** You'll leave with **12 beautifully decorated cupcakes** to share (or keep all to yourself!) and a collection of tried-and-tested recipes. Please bring a container to transport your cupcakes home safely.

**Date:** Sat, 29 August

**Time:** 09:00 – 13:00

**Duration:** 4 hours

**Cost:** R630

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## **BUSINESS & FINANCE**

### **PRACTICAL 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:** Thursdays, 6 – 27 August    **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, 4 August    **Time:** 18:30 – 20:30    **Duration:** 1 Session    **Cost:** R270

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## FINANCIAL EDUCATION COURSES

### MORTGAGE BOND & PROPERTY OWNERSHIP WORKSHOP

*Make Informed Property Decisions with Confidence*

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

Join us for a practical workshop designed to help you understand the financial realities of buying, owning, and investing in property.

**Topics Covered:**

- Understanding mortgage bonds and the true cost of borrowing
- Interest rates, repo rate movements, and repayment risks
- Preparing for a successful home loan application
- Improving your risk profile to secure a better interest rate
- Hidden costs of property ownership
- Important considerations when buying, selling, or upgrading your home
- Rental property cash flow and long-term property planning

**Who Should Attend?**

First-time home buyers, homeowners, aspiring property investors, and anyone wanting to make smarter property and financing decisions.

**Gain practical insights to help you avoid costly mistakes, manage financial risks, and build a solid property ownership strategy.**

**Date:** Thursday, 6 August      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

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### DEBT MANAGEMENT & FINANCIAL RECOVERY WORKSHOP

*Take Control of Your Finances & Build a Debt-Free Future*

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

This practical workshop is designed to help you understand debt, make informed financial decisions, and develop effective strategies to regain control of your finances.

**Topics Covered:**

- Understanding **Good Debt vs Bad Debt**
- The **True Cost of Credit**
- Effective **Debt Repayment Strategies**
- **Debt Review** and available **Legal Protections**
- Rebuilding and improving **Your Credit Profile**
- Creating a **Structured Debt Reduction Plan**

Whether you're looking to manage existing debt more effectively or strengthen your financial well-being, this workshop will provide practical tools and actionable steps to support your journey towards financial recovery and long-term stability.

**Date:** Thursday, 13 August      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

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## FINANCIAL EDUCATION COURSES

### INVESTMENT & WEALTH BUILDING MASTERCLASS

*Build a Strong Foundation for Long-Term Financial Success*

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

This insightful masterclass is designed to help you make smarter investment decisions and develop a practical strategy for building lasting wealth.

**Topics Covered:**

- Understanding **Inflation and Purchasing Power**
- **Saving vs Investing** – knowing the difference
- The relationship between **Risk and Return**
- An overview of key **Asset Classes**
- **Tax-Efficient Investment Vehicles**
- Avoiding **Common Investment Mistakes**
- Creating a **Long-Term Investment Planning Framework**

Whether you're new to investing or looking to refine your approach, this masterclass will equip you with the knowledge and confidence to grow and protect your wealth over time

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

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### RETIREMENT READINESS

*Prepare for Retirement with Confidence*

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

Designed for individuals within two years of retirement, this practical workshop will help you to make informed decisions to ensure a financially secure and sustainable retirement.

**Topics Covered:**

- 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, 27 August    **Time:** 18:30 – 20:00    **Duration:** 1 Session    **Cost:** R150

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# FINANCIAL EDUCATION & ENTREPRENEURSHIP

## WILLS & ESTATE PLANNING WORKSHOP

*Protect Your Loved Ones Through Proper Estate Planning*

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

Estate planning is one of the most important legal and financial steps you can take. This practical workshop will help you understand how to ensure your wishes are carried out, minimise potential complications, and provide peace of mind for your loved ones.

### Topics Covered:

- The Consequences of **Dying Without a Will**
- Understanding the **Role of the Executor**
- **Estate Costs and Taxes**
- Managing **Debt After Death**
- **Protecting Minor Children**
- The importance of **Beneficiary Nominations**
- A practical **Estate Planning Checklist**

Gain the knowledge and tools needed to make informed estate planning decisions and secure your family's future.

**Date:** Monday, 31 August      **Time:** 18:30 – 20:00      **Duration:** 1 Session      **Cost:** R150

## SILVERPRENEURSHIP – Turn Experience into Opportunity

*Great Ideas have no Age Limit! Your Experience is your Greatest Asset*

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entreprenacity Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

Have you ever considered starting a business, earning additional income, or pursuing a passion project that brings both purpose and financial reward? **Silverpreneurship** is specially designed for mature adults and retirees who are ready to transform their wealth of experience, knowledge, and talents into successful entrepreneurial ventures. Whether you want to launch a small business, offer consulting services, monetise a hobby, or create a flexible income stream that suits your lifestyle, this practical and inspiring course will guide you every step of the way.

### What You Will Learn:

The course covers key entrepreneurial concepts, including opportunity identification, business model development, market research, branding, customer engagement, and financial planning.

### Who Should Attend?

- Retirees seeking purposeful and rewarding activities
- Mature adults interested in starting a business
- Individuals looking to supplement their retirement income
- Professionals wanting to transition their expertise into consulting or self-employment

### By the end of this course, you will have:

- ✓ Identified a business or income-generating opportunity suited to your strengths and lifestyle goals
  - ✓ Developed a clear understanding of the fundamentals of entrepreneurship
  - ✓ Created an actionable plan to move your venture forward with confidence
  - ✓ Gained the tools and motivation to remain economically active, engaged, and purpose-driven
- Years of professional expertise, personal wisdom, and life experience have prepared you for this moment. **Silverpreneurship** empowers you to leverage these valuable assets to create new opportunities, achieve financial independence, and make a meaningful impact.

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

# ENTREPRENEURSHIP & AI WORKPLACE-SKILLS

## BE YOUR OWN BOSS

*From idea to action: your journey to entrepreneurship starts here!*

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entrenacity Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

From the creator of the long-running monthly article "**Be Your Own Boss**," this introductory course provides aspiring entrepreneurs with practical guidance on turning business ideas into reality. Participants will gain an understanding of the essential principles involved in starting and managing a successful business, from identifying opportunities to taking the first steps toward implementation. The course focuses on practical planning, helping participants develop a simple business model, set realistic goals, and build a strong foundation for their venture. Special emphasis is placed on launching a business with limited resources, managing risk effectively, and creating a sustainable operation with the potential for long-term growth.

By the end of the course, participants will have the knowledge and confidence to take informed steps towards becoming their own boss and building a business that aligns with their goals and aspirations.

**Date:** Tuesday, 25 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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## THE AI POWER EXPERIENCE

*From AI Awareness to Practical Application*

**Rudolph Pieters** B.A. Information Science, Graphic Design & Web Design Diploma, Adobe Certified Trainer, CANVA Agency Partner  
Business Owner: Multidimension Creative Agency/ FutureAI

This immersive first day introduces participants to the rapidly evolving world of Artificial Intelligence and demonstrates how AI can dramatically accelerate creativity, productivity, and business innovation. Through a live "Magic AI Showcase", participants will witness how an entire company concept can be created in under an hour using multiple AI platforms working together. The session then transitions into the foundations of prompt engineering, teaching delegates how to communicate effectively with AI tools to generate consistently high-quality results aligned with their professional and organisational needs. It is recommended that you attend the second session (page 16) as a follow on from this session.

### What Will Be Covered

- Understanding the current AI landscape, emerging trends, opportunities, risks, and the future of work.
- Introduction to Generative AI, Large Language Models, and how modern AI tools work together.
- The Magic AI Showcase: creating an entire business concept in under an hour using AI.
- Rapid ideation, business planning, branding, marketing strategy, and content creation with ChatGPT, Claude, NotebookLM, and Gamma.
- Foundations of prompt engineering and how to communicate effectively with AI.
- The CREATE Framework for producing more accurate, consistent, and valuable AI outputs.
- Structuring prompts for research, planning, writing, and problem-solving.
- Teaching AI your brand voice, tone, and communication style.
- Creating reusable prompts and AI assistants for business use cases.
- Using AI as a thinking partner through the AI Interview Method.
- Extracting requirements, uncovering insights, and refining ideas through conversational AI.
- Practical hands-on exercises that demonstrate immediate workplace applications and productivity gains.

**Date:** Tuesday, 11 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R380

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# AI & OTHER COMPUTER SKILLS FOR THE WORKPLACE

## MASTERING AI FOR WORK & PRODUCTIVITY

### *AI Workflows & Personal Adoption*

**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 foundations established during Day One (on the previous page), this **advanced** session focuses on practical implementation and workflow optimisation. Participants will explore more sophisticated capabilities within ChatGPT, NotebookLM, and Gamma.app while learning how to integrate AI into their daily work practices.

The day concludes with developing a personal AI adoption roadmap, ensuring participants leave with a clear strategy for implementing AI responsibly and effectively within their professional environments.

#### **What Will Be Covered**

- Intermediate ChatGPT techniques for research, analysis, planning, automation, and productivity.
- Using custom instructions, memory, and advanced prompting strategies to improve results.
- Building specialised AI assistants for recurring business tasks.
- Deep dive into NotebookLM for knowledge management, research synthesis, and organisational learning.
- Creating AI-generated podcasts, executive summaries, reports, and training resources with NotebookLM.
- Using Gamma to rapidly create professional presentations, reports, and visual business communications.
- Developing AI-powered content including presentations, infographics, video clips, podcasts, and marketing assets.
- Integrating multiple AI tools into efficient end-to-end workflows.
- Understanding AI ethics, governance, privacy, security, and responsible AI use.
- Exploring emerging AI technologies, AI agents, and the future AI landscape.
- Identifying high-impact opportunities for AI adoption within your role and organisation.
- Developing a personalised AI adoption plan with clear implementation goals, priorities, and success measures.

**Date:** Wednesday, 12 Aug

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R380

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## COMPUTER SKILLS REQUIRED IN THE WORKPLACE;

Boost your productivity with advanced Computer skills. The full array of computer courses can be found on **pages 21 – 25**.

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# MARKETING YOUR BUSINESS ONLINE

## GROWING YOUR BUSINESS THROUGH SOCIAL MEDIA MARKETING

*Because your Next Customer is Already Online*

**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:** Monday, 3 Aug &  
Wed, 5 August

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R610

## MARKETING YOUR BUSINESS ONLINE

### CREATE SMARTER SOCIAL MEDIA CONTENT WITH THE POWER OF AI

*No more Writer's Block – More Content that Connects*

**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:** Wed, 12 August, &  
Monday, 17 August

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R610

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# PERSONAL DEVELOPMENT & SOFT SKILLS IN THE WORKPLACE

## THE POWER OF DAILY HABITS

*Small Changes, Lasting Impact!*

**Belinda Gaus** Psychology (Hons), MBA, Level 5 Diploma in Health & Wellness Coaching  
Business Owner: Crazy About Health

The small choices you make each day have a powerful influence on the person you become and the quality of life you experience. This practical and interactive session explores how everyday habits shape your health, well-being, and future outcomes. Through a combination of informative discussions, reflective exercises, and group engagement, participants will gain insight into the science behind habit formation and learn how to identify whether **their current habits are supporting or hindering the life they want to create**. The session focuses on realistic, sustainable change rather than dramatic overnight transformation, providing practical strategies that can be incorporated into even the busiest of lifestyles. Designed to be both supportive and empowering, this course will equip you with valuable tools to make intentional choices and build habits that align with your personal goals and values. By understanding the cumulative impact of daily actions, you can begin taking meaningful steps towards **creating the future you want—one habit at a time**.

**Date:** Thursday, 13 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R160

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## GROWTH MINDSET FOR MEASURABLE OUTCOMES

*Less “I Can’t”, more “Watch Me!” – Train your brain for progress, purpose & possibility*

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entreprenacity Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

This course empowers participants to develop the attitudes, habits, and behaviours needed to achieve lasting personal, professional, and community success. By cultivating a growth mindset, participants will learn to embrace challenges, adapt to change, and translate their potential into measurable outcomes. The course focuses on building resilience, setting and achieving meaningful goals, developing productive habits, and creating a sustainable framework for continuous improvement. By the end of the course, participants will be equipped with practical strategies to enhance performance, drive achievement, and support lifelong growth and success.

**Date:** Tuesday, 11 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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## IF YOU CAN'T TRUST YOURSELF, THEN WHO CAN YOU TRUST?

*A Powerful and deeply personal journey into the reality of Obsessive-Compulsive Disorder (OCD)*

**Robyn Jansen van Vuuren** M.A. Psychological Research, Speaker

For over 13 years, Robyn lived with a mind that constantly questioned itself. Every thought became a source of doubt. Every action demanded certainty. Behind the silence was a battle with Obsessive Compulsive Disorder (OCD) that few people truly understand.

Diagnosed in 2009, Robyn's story sheds light on the hidden side of OCD – far beyond the stereotypes often portrayed in popular culture and social media. With honesty, courage, and insight, she shares what it means to live with a mental illness that can become a prison of uncertainty, and how seeking help became both the most terrifying and liberating step of her life.

Join this thought-provoking presentation to gain a deeper understanding of OCD, challenge misconceptions surrounding mental illness, and discover why open conversations about mental health matter more than ever. **Because mental illness is not something to fear or hide from – it's something we need to understand, talk about, and address together.**

**Date:** Wednesday, 12 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R150

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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, 4 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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## CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

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

Conflict is an inevitable part of work and life—sometimes constructive, other times deeply disruptive. Many people shy away from conflict because it feels uncomfortable, unpredictable, or emotionally charged. Challenges often intensify when we’re faced with difficult personalities, leading to stress, frustration, defensiveness, low morale, and reduced productivity.

This course offers practical, participatory workshops designed to help you navigate these situations with confidence. You’ll learn how to recognise the roots of conflict, manage emotions—your own and others’—and apply proven strategies to engage effectively, even with the most challenging individuals. By the end, you’ll be equipped with the tools to address issues proactively, transform negative dynamics, and create positive, lasting change.

**Date:** Wed, 12 & 19 August      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R380

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## 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 situations

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

**Date:** Tuesday, 25 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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## 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, 22 Aug & Saturday, 29 August      **Time:** 09:00 – 13:00      **Duration:** 8 hours      **Cost:** R890

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### COMPUTER FILE MANAGEMENT – TIDYING UP YOUR DESKTOP

#### Cedric Goliath

Network Administrator and IT Trainer

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

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

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

**Date:** Monday, 24 Aug      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R350

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### MS WORD – PERFECTING THE BASICS

#### *Learning how to use MS Word with Confidence*

**Ross Cohen**  
IT Trainer

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

If you already use MS Word but feel there are gaps in your knowledge, this course will help you build confidence and strengthen your foundational skills. Participants will explore the Word interface and learn how to create, save, and manage documents effectively. The course covers essential document formatting techniques, page layout options, text and paragraph editing, and practical tools such as Find & Replace, symbols, and proofing features. By the end of the course, you will be able to produce polished, professional documents more efficiently using the core features of Microsoft Word.

**Date:** Monday, 3 August & Wednesday, 5 August      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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## ADULT ENRICHMENT: COMPUTER COURSES

### MS WORD FOR PROFESSIONALS – ADVANCED FEATURES

*Improve your Efficiency, Precision & Presentation*

**Ross Cohen**  
IT Trainer

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

Enhance your productivity and create professional, polished documents with advanced MS Word skills. This course covers advanced formatting techniques, the use of styles, and managing long documents using features such as Tables of Contents, references, hyperlinks, bookmarks, headers and footers, cover pages, and tables of diagrams. Participants will also learn how to perform calculations within tables, equipping them with practical tools to work more efficiently and effectively. Ideal for professionals, managers, team leaders, and administrative staff looking to maximise their use of Microsoft Word.

**Date:** Monday, 17 August & Wednesday, 19 August      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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### EXCEL BASICS: BUILDING CONFIDENCE WITH DATA

**Cedric Goliath**

Network Administrator and IT Trainer

Microsoft Excel is one of the most widely used workplace tools for organising information, making sense of data, and supporting informed decision-making. This introductory course is designed for beginners who want to develop confidence in using **Excel's essential features in a practical, hands-on environment**. Participants will learn how to **create and manage spreadsheets, enter and format data effectively, use basic formulas and functions to perform calculations, and present information clearly using simple charts and tables**. By the end of the course, learners will have the foundational skills needed to work more efficiently with data and produce professional-looking spreadsheets for everyday tasks.

Whether you're new to Excel or looking to strengthen your core skills, this course provides a solid starting point for increasing productivity and building a foundation for more advanced Excel learning.

**Prerequisite:** Basic computer literacy is required.

**Date:** Tuesday, 4 August & Thursday, 6 August      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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### MS EXCEL: DEVELOPING INTERMEDIATE SPREADSHEET SKILLS

*Move Beyond the Basics & Unlock Excel's Potential*

**Cedric Goliath**

Network Administrator and IT Trainer

Develop the practical Excel skills needed to improve efficiency, accuracy, and productivity in the workplace. This course is designed for users with a basic understanding of Excel who are ready to expand their capabilities in managing and analysing data more effectively.

Participants will learn how to organise and interpret information using **sorting, filtering, and conditional formatting techniques, work confidently across multiple worksheets and workbooks, and apply data validation tools to improve data accuracy**. The course also covers the use of **relative and absolute cell references, creating and formatting charts for clear data presentation, protecting workbooks, adding cell comments for collaboration, and utilising features such as freezing rows and columns to enhance navigation within large datasets**.

Ideal for professionals seeking to strengthen their Excel skills and improve their ability to manage business data efficiently.

**Date:** Tues, 18 August, & Thursday, 20 August      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R610

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## ADULT ENRICHMENT: COMPUTER COURSES

### MS EXCEL – APPLYING ADVANCED FORMULAE & FUNCTIONS

*Take Control of Complex Data with Confidence and Precision*

#### Cedric Goliath

Network Administrator and IT Trainer

Designed for experienced Excel users, this course equips participants with **advanced techniques** to enhance data analysis, improve reporting accuracy, and increase workplace productivity. Participants will develop practical skills in creating **sophisticated formulae using named ranges, VLOOKUP, XLOOKUP, and text functions, while gaining confidence in managing and extracting meaningful information from large datasets.**

The course also covers **advanced filtering and custom sorting methods, What-If Analysis tools such as Goal Seek and Scenario Manager, and the use of subtotals to summarise data effectively. Participants will learn how to leverage PivotTables, PivotCharts, and Slicers to transform raw data into actionable insights, as well as introduce automation into their workflows through the recording and use of macros.**

By the end of the course, participants will be able to utilise Excel's advanced functionality to work more efficiently, support informed decision-making, and produce dynamic, professional reports.

**Date:** Tuesday, 25 Aug & Thursday, 27 August    **Time:** 18:30 – 20:30    **Duration:** 2 sessions    **Cost:** R610

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### MICROSOFT ONEDRIVE ESSENTIALS

#### Craig Murray

Computer Lecturer/ Head: IT Infrastructure & Network Administration

Discover how to make the most of Microsoft OneDrive, a powerful cloud storage platform that keeps your files accessible across your computer, smartphone, tablet, and Xbox. This practical, hands-on workshop will guide you through uploading, organising, and managing your files securely in the cloud, so you can access them anytime, anywhere.

You'll also explore built-in online versions of Microsoft Word, Excel, and PowerPoint, allowing you to create and edit documents directly in your web browser—no installation required. Participants are encouraged to bring their own files for real-time practice with uploading and cloud storage management.

#### Prerequisites:

A valid Microsoft account (such as Hotmail, Outlook.com, or Xbox Live) is required. Please bring your login details and password to the session.

**Date:** Thurs, 27 Aug    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R350

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## DESIGNING IN CANVA COURSES

### CANVA MADE SIMPLE: CREATE STUNNING VISUALS FAST

#### *Starting your Design Journey*

**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. It is recommended that you attend Canva Ongoing to get the most out of the experience.

#### **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, 18 August    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R380

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### CANVA ONGOING

#### *Taking Your Design Skills to the Next Level*

**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:** Wednesday, 19 Aug    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R380

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# AI & DIGITAL PHOTOGRAPHY

## THE AI POWER EXPERIENCE

### *From AI Awareness to Practical Application*

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

Business Owner: Multidimension Creative Agency/ FutureAI

This immersive first day introduces participants to the rapidly evolving world of **Artificial Intelligence** and demonstrates **how AI can dramatically accelerate creativity, productivity, and business innovation**. Through a live "Magic AI Showcase", participants will witness how an entire company concept can be created in under an hour using multiple AI platforms working together. The session then transitions into the foundations of prompt engineering, teaching delegates how to communicate effectively with AI tools to generate consistently high-quality results aligned with their professional and organisational needs. It is recommended that you attend the second session below as a follow on from this session.

For a more detailed course breakdown, **please have a look at page 16**.

**Date:** Tuesday, 11 August    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R380

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## MASTERING AI FOR WORK & PRODUCTIVITY

### *AI Workflows & Personal Adoption*

**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 foundations established during Day One (the course above), this **advanced** session focuses on **practical implementation and workflow optimisation**. Participants will explore more sophisticated capabilities within ChatGPT, NotebookLM, and Gamma.app while learning how to integrate AI into their daily work practices.

The day concludes with developing a personal AI adoption roadmap, ensuring participants leave with a clear strategy for implementing AI responsibly and effectively within their professional environments.

**Specific course details can be found on page 17.**

**Date:** Wednesday, 12 Aug    **Time:** 18:30 – 20:30    **Duration:** 1 session    **Cost:** R380

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## DIGITAL PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

### *Creating a Lifetime of Memories*

**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:** Sat, 22 August    **Time:** 09:00 – 13:00    **Duration:** 4 hours    **Cost:** R610

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# FIRST AID TRAINING

## FIRST AID: LEVEL 1

### *Learn How to Save a Life*

**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:** Sat, 22 August & Saturday, 29 Aug      **Time:** 09:00 – 16:00      **Duration:** 2 days      **Cost:** R1100

## ADVANCED TRAUMA MANAGEMENT

### *Former Level 2 & 3 First Aid Training*

**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:** Sat, 29 August      **Time:** 09:00 – 16:00      **Duration:** 1 day      **Cost:** R980

## MISCELLANEOUS

### 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, 3, 17, 24 & 31 Aug      **Time:** 18:30 – 20:00      **Duration:** 5 Sessions      **Cost:** R740  
Tuesday, 11 August

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

*From curb appeal to closing deals – harness the power of landscaping to enhance property value*

**Di Brown**      Certified Landscape Designer, Real Estate Specialist & Agent  
Owner: Logical Landscaping

Discover how **strategic landscaping can boost property value and attract buyers**. This practical course explores how gardens and outdoor spaces enhance curb appeal, influence buyer perceptions, and strengthen real estate marketing. Learn cost-effective landscaping improvements, how to create appealing lifestyle-focused outdoor areas, which investments offer the best return, and how to avoid common value-reducing mistakes. Gain practical tips for preparing gardens for sale, improving listing photos, and increasing buyer interest.

Ideal for homeowners and property professionals seeking to maximise residential property value through effective landscape design.

**Date:** Tuesday, 11 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R140

### PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

*Take Control of Your Safety*

**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

Gain practical skills to enhance your personal safety and confidence in this dynamic **self-defence workshop**. Designed for **beginners of all ages and fitness levels**, this hands-on course teaches simple, effective techniques that can help you respond to real-world situations. Learn how to:

- Recognise and avoid potentially dangerous situations through increased awareness.
- Break free from common grabs and holds using practical self-defence techniques.
- Use everyday items you may already have with you as tools to assist in protecting yourself.
- Develop confidence, quick thinking, and a proactive approach to personal safety.

Led by experienced instructor **Eugene Adonis**, this interactive workshop provides a supportive and engaging environment where participants can practise techniques through guided exercises and realistic scenarios. No previous experience is required—just bring your enthusiasm and a willingness to learn. **Please wear comfortable clothing suitable for movement.** Mid-morning tea & snacks included.

**Date:** Saturday, 22 August      **Time:** 09:00 – 12:30      **Duration:** 1 session      **Cost:** R360

## MISCELLANEOUS

### KNOW YOUR BIRDS: INTRODUCTION TO BIRDS OF THE SOUTH-WESTERN CAPE

**Dalton Gibbs** B. Tech Nature Conservation/ Masters: Biodiversity Conservation  
Westlake Nature Reserve - Regional Manager South, Nature Conservation

Don't miss out on this popular course! Birdwatching is such an exciting world to explore, and you needn't go further than your backyard to encounter the most amazing birds! Dalton, who is not only very knowledgeable about all aspects of birds and bird life but is also passionate about the subject, will introduce you to the birds that can be found in the South-Western Cape and what you need to do to keep them in your garden!

In addition to the **lecture at BHS on 24 August**, you will be given the opportunity to see the birds in their natural environment by going on **field trips** to Strandfontein (Saturday 29 August from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 5 September from 09:00 – 12:00), where you might even get to ring birds! These field trips will be arranged at the first session advertised below. No age restriction applies to this course, so bring the whole family along! The course fee includes the in-house session, as well as the 2 field trips. Please note, however, that you will need to cover the gate fee at Rondevlei.

**Date:** Monday, 24 August      **Time:** 18:30 – 20:30      **Venue:** BHS      **Cost:** R460  
**Date:** Saturdays, 29 Aug & 5 Sep      **Time:** 09:00 – 12:00      **Venue:** TBC at first session

### TRANSFORMING THE DEMENTIA JOURNEY: EMPOWERING CARE GIVERS

*Because Caring for Yourself is an Essential Part of Caring for Someone Else*

**Alice Ashwell** PhD Educator & Life Coach Dementia Connection SA

Caring for someone living with Alzheimer's disease or another form of dementia is a journey filled with profound change. While much attention is given to the challenges faced by the person with dementia, caregivers often experience their own deep sense of loss – of companionship, shared memories, emotional support, and the familiar relationship they once knew.

This insightful and empowering session focuses on the caregiver's well-being. Drawing on research and practical experience, Dr Alice Ashwell explores why resilience, acceptance, and emotional adaptability are key to navigating the dementia journey with greater confidence and compassion.

**You will discover how to:**

- Build emotional resilience and cope more effectively with ongoing change and uncertainty.
- Develop attitudes and habits that promote acceptance, balance, and inner strength.
- Manage stress and prevent caregiver burnout through practical self-care strategies.
- Find ways to remain centred and compassionate during difficult times.
- Overcome setbacks and approach caregiving with renewed perspective and hope.

Whether you are caring for a spouse, parent, family member, or supporting someone affected by dementia, this session offers valuable tools, encouragement, and understanding to help you sustain both your own well-being and the quality of care you provide.

**Date:** Wednesday, 5 Aug      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

## CORPORATE TRAINING – FINANCE

### 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:** Thursdays, 6 – 27 August    **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

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 11**.

**Date:** Tuesday, 4 August    **Time:** 18:30 – 20:30    **Duration:** 1 Session    **Cost:** R270

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### DEBT MANAGEMENT & FINANCIAL RECOVERY WORKSHOP

#### *Take Control of Your Finances & Build a Debt-Free Future*

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

This practical workshop is designed to help you understand debt, make informed financial decisions, and develop effective strategies to regain control of your finances.

#### Topics Covered:

- Understanding **Good Debt vs Bad Debt**
- The **True Cost of Credit**
- Effective **Debt Repayment Strategies**
- **Debt Review** and available **Legal Protections**
- Rebuilding and improving **Your Credit Profile**
- Creating a **Structured Debt Reduction Plan**

Whether you're looking to manage existing debt more effectively or strengthen your financial well-being, this workshop will provide practical tools and actionable steps to support your journey towards financial recovery and long-term stability.

**Date:** Thursday, 13 August    **Time:** 18:30 – 20:00    **Duration:** 1 Session    **Cost:** R150

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## CORPORATE TRAINING – FINANCE

### INVESTMENT & WEALTH BUILDING MASTERCLASS

*Build a Strong Foundation for Long-Term Financial Success*

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

This insightful masterclass is designed to help you make smarter investment decisions and develop a practical strategy for building lasting wealth.

**Topics Covered:**

- Understanding **Inflation and Purchasing Power**
- **Saving vs Investing** – knowing the difference
- The relationship between **Risk and Return**
- An overview of key **Asset Classes**
- **Tax-Efficient Investment Vehicles**
- Avoiding **Common Investment Mistakes**
- Creating a **Long-Term Investment Planning Framework**

Whether you're new to investing or looking to refine your approach, this masterclass will equip you with the knowledge and confidence to grow and protect your wealth over time

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

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### RETIREMENT READINESS

*Prepare for Retirement with Confidence*

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

Designed for individuals within two years of retirement, this practical workshop will help you to make informed decisions to ensure a financially secure and sustainable retirement.

**Topics Covered:** 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, 27 August    **Time:** 18:30 – 20:00    **Duration:** 1 Session    **Cost:** R150

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### WILLS & ESTATE PLANNING WORKSHOP

*Protect Your Loved Ones Through Proper Estate Planning*

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

Estate planning is one of the most important legal and financial steps you can take. This practical workshop will help you understand how to ensure your wishes are carried out, minimise potential complications, and provide peace of mind for your loved ones.

**Topics Covered:** The Consequences of Dying Without a Will; Understanding the Role of the Executor; Estate Costs and Taxes; Managing Debt After Death; Protecting Minor Children; The importance of Beneficiary Nominations; A practical Estate Planning Checklist.

Gain the knowledge and tools needed to make informed estate planning decisions and secure your family's future.

**Date:** Monday, 31 August    **Time:** 18:30 – 20:00    **Duration:** 1 Session    **Cost:** R150

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## BUSINESS & ENTREPRENEURSHIP

### BE YOUR OWN BOSS

**From idea to action: your journey to entrepreneurship starts here!**

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entreprenacity Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

From the creator of the long-running monthly article "**Be Your Own Boss**," this introductory course provides aspiring entrepreneurs with practical guidance on turning business ideas into reality. Participants will gain an understanding of the essential principles involved in starting and managing a successful business, from identifying opportunities to taking the first steps toward implementation. Course details can be found on **page 15** of this prospectus.

**Date:** Tuesday, 25 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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### SILVERPRENEURSHIP – Turn Experience into Opportunity

**Great Ideas have no Age Limit! Your Experience is your Greatest Asset.**

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entreprenacity Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

Have you ever considered starting a business, earning additional income, or pursuing a passion project that brings both purpose and financial reward? **Silverpreneurship** is specially designed for mature adults and retirees who are ready to transform their wealth of experience, knowledge, and talents into successful entrepreneurial ventures. Whether you want to launch a small business, offer consulting services, monetise a hobby, or create a flexible income stream that suits your lifestyle, this practical and inspiring course will guide you every step of the way. Course details can be found on **page 14**.

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

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### COMPUTER COURSES

**Empowering Yourself to Do Your Job Well!**

Our full array of Computer Courses on offer can be found on **pages 21 – 25**. Certificates of attendance are issued for all these courses.

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### MARKETING YOUR BUSINESS ONLINE

If you are looking for new ways to market your business, then we have the courses for you. Have a look at **pages 17 & 18** for course details.

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### AI & DESIGNING IN CANVA COURSES

Our AI and Canva courses are great fun! Have a look at what is on offer on **pages 15 & 16** for **AI courses**, and **page 24** for **CANVA courses**.

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## PERSONAL DEVELOPMENT COURSES

### GROWTH MINDSET FOR MEASURABLE OUTCOMES

*From Limited Beliefs to High Performance: Developing the Mindset for Growth, Agility & Results*

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entreprenacity Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

In today's rapidly evolving business environment, organisations require employees and leaders who can adapt to change, embrace challenges, and consistently deliver results. This programme equips participants with the mindset, behaviours, and practical tools needed to enhance performance, drive innovation, and contribute to sustainable organisational success.

Participants will explore the principles of a growth mindset and learn how to transform obstacles into opportunities for development and achievement. The course focuses on strengthening resilience, improving adaptability, fostering accountability, and developing goal-oriented habits that support both individual and team effectiveness.

**Through practical strategies and workplace applications, participants will gain the skills to:**

Cultivate a growth mindset that supports continuous learning and professional development

Enhance resilience and adaptability in dynamic business environments

Shift from limiting beliefs to solution-focused thinking

Set clear, measurable goals aligned with organisational objectives

Develop productive habits that improve performance and accountability

Strengthen problem-solving, initiative, and ownership within teams

Apply practical techniques for sustained improvement and long-term success

Contribute positively to a culture of innovation, engagement, and high performance

By the end of the programme, participants will be equipped to translate potential into measurable business outcomes, supporting both their own career growth and the achievement of organisational goals.

#### Who Should Attend?

Managers and team leaders

Supervisors and emerging leaders

Professionals seeking to enhance performance and career growth

Employees navigating organisational change

Teams looking to strengthen resilience, accountability, and results-driven behaviours

**Date:** Tuesday, 11 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

### PROFESSIONAL COMMUNICATION BASICS

*Rediscover the Power of Effective Communication*

**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, 4 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

## SOFT SKILLS IN THE WORKPLACE

### CONFLICT MANAGEMENT & DEALING WITH DIFFICULT PEOPLE

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

Conflict is an inevitable part of work and life—sometimes constructive, other times deeply disruptive. Many people shy away from conflict because it feels uncomfortable, unpredictable, or emotionally charged. Challenges often intensify when we're faced with difficult personalities, leading to stress, frustration, defensiveness, low morale, and reduced productivity.

This course offers practical, participatory workshops designed to help you navigate these situations with confidence. You'll learn how to recognise the roots of conflict, manage emotions—your own and others'—and apply proven strategies to engage effectively, even with the most challenging individuals. By the end, you'll be equipped with the tools to address issues proactively, transform negative dynamics, and create positive, lasting change.

**Date:** Wed, 12 & 19 August      **Time:** 18:30 – 20:30      **Duration:** 2 sessions      **Cost:** R380

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### 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 situations

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

**Date:** Tuesday, 25 August      **Time:** 18:30 – 20:30      **Duration:** 1 session      **Cost:** R190

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## EDUCATOR ENRICHMENT – PERSONAL DEVELOPMENT

### GROWTH MINDSET FOR MEASURABLE EDUCATIONAL OUTCOMES

*From "I Can't" to "I Can Help Students Succeed"*

**Steve Reid** B. Comm. Business Management & Industrial Psychology; SFEDI; MBCI  
Business Owner: Entrepreneurship Business Development; Business & Life Coaching; Leadership Development; Author; Lecturer/ Speaker

Teaching in today's educational environment requires resilience, adaptability, and a commitment to continuous learning. **Educators play a critical role in shaping not only academic achievement but also the confidence, motivation, and future success of their learners. This programme is designed to empower teachers with the mindset, attitudes, and practical strategies needed to thrive professionally while fostering growth and achievement in their classrooms.**

Grounded in the principles of a growth mindset, this course helps educators recognise the impact of beliefs and expectations on teaching practices, learner engagement, and educational outcomes. Participants will learn how to embrace challenges as opportunities for growth, build resilience in the face of change, and model positive behaviours that encourage perseverance and lifelong learning among students.

The programme focuses on developing practical approaches that support teacher well-being, professional effectiveness, and improved learner outcomes

**Date:** Tuesday, 11 August **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:** Tuesday, 25 August **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 20**.

**Date:** Tuesday, 4 August **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R190

### PERSONAL DEVELOPMENT COURSES

All our **PERSONAL DEVELOPMENT COURSES** can be found on **pages 19 - 20** of this prospectus.

# COMPUTERS & MARKETING YOUR SCHOOL

## EXCEL FOR EDUCATORS

### Cedric Goliath

Network Administrator and IT Trainer

Enhance your classroom efficiency with practical Excel skills designed specifically for educators. This hands-on workshop will equip teachers with the **essential tools needed to manage marks, analyse learner performance, and create professional reports with confidence.**

#### What You Will Learn:

- Create and organise class lists, mark sheets, and attendance registers
- Use essential formulas such as SUM, AVERAGE, MIN, MAX, and percentage calculations
- Sort and filter learner data to identify performance trends quickly
- Apply formatting techniques and conditional formatting to improve readability
- Create simple charts to visualise class performance and support parent feedback
- Use productivity features such as freezing panes, copying formulas, and working with templates
- Discover how to extract and manipulate data from external sources to streamline administrative tasks

**Date:** Thurs, 13 August

**Time:** 18:30 – 20:30

**Duration:** 1 session

**Cost:** R350

## USING SOCIAL MEDIA TO MARKET YOUR SCHOOL & CREATING CONTENT

### Lucille Divine

B. Sc.

Award Winning Digital Marketing Coach & Mentor

These hands-on workshops help 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
- The second course (on page 18), will teach you how to create exciting content for your social media pages

#### 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 **pages 17 & 18.**

**Date:** Monday, 3 August &  
Wednesday, 5 August

**Time:** 18:30 – 20:30

**Duration:** 2 sessions

**Cost:** R610

## ALL COMPUTER COURSES

All our **COMPUTER COURSES** can be found on **pages 21 - 25** of this prospectus.

## CANVA COURSES: CREATE STUNNING VISUALS FAST

These hands-on sessions help educators to 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 24.**

## 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 26**. 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 25**.

Date: Saturday, 22 Aug      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.

Date: Saturday, 22 August      Time: 09:00 – 12:30      Duration: 3.5 hours      Cost: R360



bergvliet high  
continuing  
education

# MATRIC REVISION SCHOOL 2026

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

*R660 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**  
**6 - 10**  
**JULY**

**BE FULLY PREPARED FOR  
YOUR PRELIMS & FINALS!  
STUDY PACKS PROVIDED!**

