



bergvliet high
continuing
education



TERM 4 2026

October - November

Lifelong Learning Courses for:

Adults | Educators | Corporates | Learners

www.bhs.org.za 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 Website: www.bhs.org.za

This prospectus is divided into 4 sections:

- | | ADULT
ENRICHMENT | EDUCATOR
DEVELOPMENT | CORPORATE TRAINING
& DEVELOPMENT | LEARNER SUPPORT
PROGRAMMES |
|-----|---|---------------------------------|---|---------------------------------------|
| 1. | | | | |
| 2. | Admission will be on a first-come, first-served basis. Adult enrichment courses are only available to over 16's unless by special arrangement. | | | |
| 3. | All courses are in-person courses which will take place at Bergvliet High School unless otherwise stated. | | | |
| 4. | Term 4 courses begin on 19 October 2026 . Classes will be held on successive Mondays, Tuesdays, Wednesdays, Thursdays, or Saturdays. The programme ends on 5 November 2026 . | | | |
| 5. | Additional Programmes and Registration forms are available from the foyer of the school, local libraries, or on our website: www.bhs.org.za under "Continuing Ed". | | | |
| 6. | Details published herein are subject to change to fit in with school activities. Changes are unlikely and, as far as possible, will be made by mutual arrangement. | | | |
| 7. | Course participants will be advised wherever possible of programme disruptions caused by unscheduled power outages, and affected courses will be rescheduled. | | | |
| 8. | All courses at Bergvliet High School, as well as excursions, are undertaken at the course participants' own risk - the School and the Continuing Education Department (CEP) will not be held responsible for any loss, damage to property or injuries sustained during such excursions/courses. | | | |
| 9. | Should the course be over-subscribed or cancelled, you will be notified, and your fee refunded. | | | |
| 10. | NO FEES WILL BE REFUNDED SHOULD A PARTICIPANT CANCEL A BOOKING. | | | |
| 11. | Please note the dates and starting times carefully. Parking is available on the school grounds on a first-come, first-served basis and although precautions will be taken to ensure the safety of your vehicle, the School and the Continuing Education Programme will not be held responsible for any loss or damage to vehicles parked in or around the school grounds. | | | |
| 12. | Gift vouchers are available for all courses. | | | |
| 13. | For your convenience, we are available to present most of the courses advertised in this prospectus at your place of work to groups of 10 or more. Please contact us if you would like to discuss this option. | | | |

GENERAL INFORMATION - REGISTRATION

- Registration at the Finance office of the school is on an **ONGOING BASIS during the school term**, Mondays – 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.**
- NO PHONE BOOKINGS WILL BE ACCEPTED**
- For **registration enquiries**, contact the Continuing Education office: **021 713 7999**, Katharine Miles: **082 409 2195** or e-mail: kmiles@bhs.org.za

ART & CRAFTS



bergvliet high
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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 FOURTH 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			
	Total Enclosed	R		
Please indicate whether you would like to be placed on our free electronic mailing list. Only select this option if you have NOT been receiving the prospectus via e-mail.		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No			

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

Signed: _____

THE FOLLOWING FORMS OF PAYMENT ARE ACCEPTABLE:

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

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

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

N.B. Please e-mail this registration form along with proof of payment to : kmiles@bhs.org.za

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

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

ART COURSES

MODERN CALLIGRAPHY WITH A CHRISTMAS THEME

Hilary Adams

Calligrapher; Letter Artist; Art Tutor; Freelancer

Get creative and add a beautiful, personal touch to your Christmas celebrations! In this fun and festive hands-on course, you'll learn the basics of modern calligraphy and how to create decorative, stylish lettering with a Christmas twist. You'll experiment with different lettering styles, flourishes and festive designs, and then put your new skills to work creating your own **Christmas cards, gift tags, present labels, Christmas place cards and other festive decorations.** No previous calligraphy experience is needed – just bring your creativity and get ready to make something beautiful for Christmas!

Course requirements:

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

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

Date: Saturday, 24 October

Time: 09:00 – 14:00

Duration: 5 hours

Cost: R510 (pay on registration)



PAINTING WITH WATERCOLOURS

Saroj Shukla

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

Art Teacher

Whether you are a lover of landscapes, or seascapes, this course will teach you the techniques you need to complete a masterful watercolour painting. You will learn four different watercolour painting techniques: wet on wet; wet on dry; masking technique and salt technique. The purpose of this session is to enable you to express your creativity while having fun. You will be guided step by step in this experience and will take home a watercolour landscape or seascape painting. Everyone is welcome to join – no prior knowledge of painting is necessary. All the materials will be provided in kit form, which you will purchase from Saroj for R150 cash on the day. The kit consists of a watercolour paint set, palette, 2 brushes and paper. Other items you will need will be available to everyone, such as jars to hold water, salt, masking fluid, masking tape and additional paper. Please let us know if you already have these kit materials at home and would prefer to bring your own along. Mid-morning tea and snacks will be provided.

Date: Sat, 24 October

Time: 09:00 – 14:00

Duration: 5 hours

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

FESTIVE SEASON COOKING, BAKING & SEWING WORKSHOPS

A SUMMER CHRISTMAS TABLE

Celebrate Christmas with a deliciously fresh summer feast!

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

Learn how to create a **beautiful, modern Christmas feast that is perfect for a South African summer** — with dishes that are as impressive to serve as they are delicious to eat. Perfect for Christmas entertaining, family gatherings or simply treating yourself to something special!

ON THE MENU:

- **Whipped Feta** - Roasted fruit and honey, served with roasted grape & herb focaccia
- **Sticky Pomegranate & Balsamic Roast Chicken** - Succulent chicken with a deliciously sticky, festive glaze
- **Ginger, Apricot & Mustard Gammon** - A classic Christmas favourite with a fresh, fruity twist
- **Fruity Festive Bulgur Salad** - Colourful, fresh and packed with flavour
- **Peach & Tomato Salad** - With a delicious date syrup dressing
- **Green Beans with Lemon, Almonds & Feta** - A fresh and crunchy festive side
- **Garlic-Roasted Potatoes** - Crispy, golden and full of flavour
- **Lemon Ice Cream with Berry Coulis & Meringues** - The perfect light and refreshing summer finale!

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, 5 November **Time:** 18:00 – 21:30 **Duration:** 3.5 hours **Cost:** R620

FESTIVE ICED BISCUITS

Perfect for Family Gatherings or as Gifts

Grace Stevens
Entrepreneur, Baker, Chef, Teacher

Get into the Christmas spirit with a fun and creative biscuit-decorating session! Learn how to bake and decorate beautiful festive iced biscuits using colourful royal icing, sprinkles and creative techniques. From Christmas trees and stars to snowflakes and cute festive characters, you'll have fun turning simple biscuits into edible works of art. Perfect for beginners, baking enthusiasts and anyone looking for a relaxing, hands-on festive activity. **Come along, get creative and make some delicious Christmas magic!**

All ingredients are included. Please bring a container to transport your biscuits home safely. Mid-morning tea/coffee and snacks will be provided.

Date: Sat, 24 October **Time:** 09:00 – 13:00 **Duration:** 4 hours **Cost:** R630

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, 22 October **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

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: Wed, 28 October **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

PERSONAL DEVELOPMENT

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: Thursday, 5 November **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

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 **your current habits are supporting or hindering the life you 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: Monday, 19 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R160

HOW TO SPEAK CONFIDENTLY IN PUBLIC

Find your voice. Build your confidence. Make an impact.

Albert van Zyl B.A, PGCE Dramatic Arts
Actor & Drama Teacher

Whether you're speaking to a large audience, presenting at a meeting, sharing an idea at work or simply wanting to feel more comfortable speaking in social situations, this practical and interactive course will give you the confidence and skills to become a more engaging and effective speaker.

You'll learn how to:

- **Manage nerves and build confidence** – understand why you feel nervous and discover practical techniques to calm anxiety and turn nervous energy into positive confidence.
- **Use confident body language** – master posture, eye contact, facial expression and natural movement while avoiding distracting habits and mannerisms.
- **Speak clearly and with impact** – learn how to use your voice effectively through volume, pace, pitch and purposeful pauses.
- **Structure an engaging talk** – organise your ideas into a simple, logical structure and use stories, examples and humour to capture and hold your audience's attention.
- **Connect with your audience** – develop a natural, authentic speaking style that helps you communicate your message with confidence and authority.

Through practical exercises, speaking activities and supportive feedback, you'll have the opportunity to practise your skills in a friendly, encouraging environment – and leave feeling more confident about speaking up, sharing your ideas and making yourself heard.

Date: Wednesday 21 Oct &
Wednesday 28 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R310

ADULT ENRICHMENT: COMPUTER COURSES

DIGITAL LITERACY

The perfect follow-on course for those who have done our Computer for Beginner's course!

Cedric Goliath

Network Administrator and IT Trainer

Do you sometimes feel overwhelmed by technology? Not sure where to save a downloaded file, how to spot a scam email, or what all those buttons and icons actually mean?

This practical, hands-on course is designed to help you feel **more confident, capable and comfortable in today's digital world**. Whether you use a computer every day or simply want to become more digitally savvy, you'll learn useful skills that you can immediately apply at home, at work and online.

You will learn how to:

- Navigate computers, smartphones and everyday digital technology with confidence
- Create, save, find and organise files and folders
- Search the internet effectively and recognise reliable information
- Send, manage and organise emails and attachments
- Identify phishing, scams and suspicious websites
- Protect your personal information and improve your online security
- Use cloud storage, online forms, digital calendars, Zoom/Teams and QR codes
- Discover how AI tools such as ChatGPT can make everyday tasks easier

And best of all – you'll learn by doing!

Through fun, practical mini-challenges, you'll put your new skills into action – from finding information online and downloading a document, to organising files, sending an email, using cloud storage, scanning a QR code and asking an AI tool a simple question.

No complicated technical jargon. No need to be a computer expert. Just practical skills, useful tips and plenty of hands-on practice to help you become more confident in the digital world.

Ideal for anyone who wants to feel more comfortable, capable and confident using technology in everyday life. Mid-morning tea and snacks will be provided

Date: Saturday, 24 October

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R650

MS EXCEL ESSENTIALS

Beginners • Employees • Entrepreneurs • Anyone wanting to become more confident using Excel

Cedric Goliath

Network Administrator and IT Trainer

Whether you're new to Excel or simply want to move beyond the basics, this **practical, hands-on course** will give you the skills and confidence to create professional spreadsheets, perform everyday calculations, organise information and present data clearly, without getting overwhelmed by formulae.

YOU WILL LEARN HOW TO:

- Navigate Excel confidently and understand **workbooks, worksheets, rows, columns and cells**
- Enter, edit and organise **text, numbers and dates**
- Create **clear, professional-looking spreadsheets** using formatting, borders, shading and number formats
- Use essential formulae and functions such as **SUM, AVERAGE, MIN, MAX and COUNT**
- Perform calculations using **cell references** and copy formulae quickly using the fill handle
- Sort, filter and organise information using **Excel Tables**
- Use **conditional formatting** to highlight important information
- Create and format **simple charts** to communicate information effectively
- Print and share spreadsheets professionally, including **saving to PDF**
- Use useful shortcuts, **Freeze Panes** and quick navigation techniques to work more efficiently

Date: Mon & Wed: 19, 21 & 26 October

Time: 18:30 – 20:30

Duration: 3 sessions

Cost: R850

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: Wed, 28 October & Mon, 2 November **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R610

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: Wed, 28 October **Time:** 18:30 – 20:30 **Duration:** 1 session **Cost:** R350

ADULT ENRICHMENT: AI COURSES

AI FOR EVERYDAY USE

Discover how AI can make life Easier, Faster and more Creative

Andrew Howard B. Ed

Artificial Intelligence is becoming part of everyday life — but you don't need to be a technology expert to make it work for you! This practical, beginner-friendly course will introduce you to the exciting world of AI and show you how tools such as ChatGPT can be used to save time, solve problems, find information, communicate more effectively and spark your creativity.

You'll discover what AI actually is, how generative AI works in simple terms, what it can and cannot do, and which popular AI tools can be useful in everyday situations. You'll learn how to ask better questions, write effective prompts and refine AI-generated responses to get more useful results.

The course focuses on **real-life applications** — from writing and improving emails, letters and documents, to summarising information, planning trips and events, creating schedules and shopping lists, brainstorming ideas and explaining complicated topics in simpler language. You'll also explore how AI can assist with work and productivity, including generating ideas, solving problems, preparing reports and presentations, and tackling repetitive tasks.

There's a creative side too! Explore how AI can help you develop stories, poems and social media content, generate images, brainstorm creative projects and turn a simple idea into a more complete concept.

Importantly, you'll also learn how to use AI **safely and responsibly**. We'll look at checking the accuracy of AI-generated information, protecting your privacy, recognising misinformation, understanding copyright and knowing what personal or confidential information should never be entered into an AI tool.

Most importantly, this is a **hands-on course**. You'll work with AI throughout the session and have the opportunity to **"bring your own questions"** — using AI to help with real-life tasks, problems, plans, ideas or anything you'd simply like to explore.

No previous AI experience is required, Mid-morning tea and snacks will be provided.

Date: Sat, 31 October

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R650

USING CHALKIE AI TO ENHANCE TEACHING & LEARNING

Empowering Educators to Create quality Classroom Resources quickly and easily.

Andrew Howard B. Ed

This practical, hands-on course introduces educators to **Chalkie AI**, an innovative AI tool designed to support teachers with lesson planning, resource creation, assessment and everyday administrative tasks. Participants will learn how to create engaging worksheets, activities, questions, assessments, memoranda and other classroom resources using effective prompts.

The course goes beyond demonstration, giving educators the opportunity to **work with Chalkie AI themselves** and create useful resources they can take back to the classroom. Participants will also explore how AI can help adapt materials for different learner abilities and support differentiated instruction.

Importantly, the course emphasises **responsible use of AI**, including checking AI-generated content for accuracy, curriculum alignment, bias and appropriateness. Educators will learn how to use AI as a **powerful teaching support tool — not a replacement for professional teacher judgement**.

Date: Tues, 27 October

Time: 18:30 – 20:30

Duration: 1 session

Cost: R350

MISCELLANEOUS

DIGITAL PHOTOGRAPHY – GETTING TO KNOW YOUR CAMERA

Be Prepared to Create Memories with your Holiday Photos

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, 24 October

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R610

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Take Control of Your Safety

Eugene Adonis

Director: TNT Self-Defence

7th 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, 24 October

Time: 09:00 – 12:30

Duration: 1 session

Cost: R360

FESTIVE STITCHES – A CHRISTMAS SEWING WORKSHOP FOR BEGINNERS

Colleen Mick

Sewing Teacher

Learn how to sew Christmas projects, viz. a Christmas apron and Christmas stocking, in this exciting workshop, while at the same time learning the skills you will need to complete these projects.

Course Requirements

- Any sewing tools that you may already have e.g. scissors, pins, etc.
- A kit with the fabric required needs to be bought from Colleen on the day at a cost of R110.
- You are welcome to use our sewing machines (at a hiring cost of R90 for the duration of the course) or bring your own one along. Please indicate which of these options you will choose on your registration form. Mid-morning tea/coffee and snacks will be provided.

Date: Saturday, 24 October

Time: 09:00 – 14:00

Duration: 5 hours

Cost: R 450 (pay on registration) **Please add R90 to your course fee on registration** if you need to hire one of our sewing machines. **R110 kit price to be paid to Colleen on the day.**

MISCELLANEOUS

BIRDING IN CAPE TOWN – DISCOVER OUR FEATHERED LOCALS

Dalton Gibbs

B. Tech Nature Conservation/ Masters: Biodiversity Conservation

Westlake Nature Reserve - Regional Manager South, Nature Conservation

Discover the fascinating world of Cape Town's birds in this engaging introduction to birding. Learn how to use binoculars and birding guides, observe birds responsibly, and identify them by their appearance, calls, behaviour and habitat. Meet some of our most common and interesting local species, from Cape Sparrows and Cape White-eyes to Cape Sugarbirds and Orange-breasted Sunbirds. Explore the different birding habitats around Cape Town, including fynbos, gardens, wetlands, forests and the coastline. By the end of the course, you will have the confidence and basic skills to identify local birds and start enjoying birding independently.

In addition to the **lecture at BHS on Tuesday, 20 October**, you will be given the opportunity to see the birds in their natural environment by going on **2 field trips** to Strandfontein (24 October from 09:00 – 12:00), as well as Rondevlei Nature Reserve (Saturday 31 October 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: Tuesday, 20 October

Time: 18:30 – 20:30

Venue: BHS

Cost: R460

Date: Saturdays, 24 & 31 Oct

Time: 09:00 – 12:00

Venue: TBC at first session

ASTRONOMY UNLOCKED – 2 NIGHTS OF CELESTIAL FUN!

Kechil Kirkham

M.A. M.Sc. M.Phil. (Space Engineering) FRAS

IDIA & SKA Project Manager, Fellow: Royal Astronomical Society, Broadcaster: Looking Up

Join us for a fascinating journey through the cosmos! You will experience:

- Expert-led Talks – Enjoy fascinating lectures from our friendly astronomy lecturer who'll guide you through the mysteries of the universe.
- Hands-on Stargazing – Explore the cosmos through powerful telescopes and spot constellations, planets, and distant galaxies.
- Night-Sky Magic: Learn to navigate the stars and constellations, and see the heavens like never before.

Discover how astronomers unlock the secrets of the night sky – and experience the wonder for yourself! This course is a perfect balance of science and wonder.

Date: Monday, 19 October &
Monday, 26 October

Time: 18:30 – 21:00

Duration: 2 sessions

Cost: R310

CORPORATE TRAINING: FINANCIAL

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**

Date: Thursday, 22 October **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

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: Wed, 28 October **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

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: Thursday, 5 November **Time:** 18:30 – 20:00 **Duration:** 1 Session **Cost:** R150

CORPORATE TRAINING: COMPUTERS

MS EXCEL ESSENTIALS

Beginners • Employees • Entrepreneurs • Anyone wanting to become more confident using Excel

Cedric Goliath

Network Administrator and IT Trainer

Whether you're new to Excel or simply want to move beyond the basics, this **practical, hands-on course** will give you the skills and confidence to create professional spreadsheets, perform everyday calculations, organise information and present data clearly, without getting overwhelmed by formulae.

YOU WILL LEARN HOW TO:

- Navigate Excel confidently and understand **workbooks, worksheets, rows, columns and cells**
- Enter, edit and organise **text, numbers and dates**
- Create **clear, professional-looking spreadsheets** using formatting, borders, shading and number formats
- Use essential formulae and functions such as **SUM, AVERAGE, MIN, MAX and COUNT**
- Perform calculations using **cell references** and copy formulae quickly using the fill handle
- Sort, filter and organise information using **Excel Tables**
- Use **conditional formatting** to highlight important information
- Create and format **simple charts** to communicate information effectively
- Print and share spreadsheets professionally, including **saving to PDF**
- Use useful shortcuts, **Freeze Panes** and quick navigation techniques to work more efficiently

Date: Mon & Wed: 19, 21 & 26 October
Time: 18:30 – 20:30
Duration: 3 sessions
Cost: R850

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: Wed, 28 October & Mon, 2 November
Time: 18:30 – 20:30
Duration: 2 sessions
Cost: R610

EDUCATOR ENRICHMENT – MISCELLANEOUS

DIGITAL LITERACY

Perfect for Educators!

Cedric Goliath

Network Administrator and IT Trainer

Do you sometimes feel overwhelmed by technology? Not sure where to save a downloaded file, how to spot a scam email, or what all those buttons and icons actually mean?

This practical, hands-on course is designed to help you feel **more confident, capable and comfortable in today's digital world**. Whether you use a computer every day or simply want to become more digitally savvy, you'll learn useful skills that you can immediately apply at home, at work and online.

Course details can be found on **page 10**.

Date: Saturday, 24 October

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R650

AI FOR EVERYDAY USE

Discover how AI can make life Easier, Faster and more Creative

Andrew Howard B. Ed

Artificial Intelligence is becoming part of everyday life — but you don't need to be a technology expert to make it work for you! This practical, beginner-friendly course will introduce you to the exciting world of AI and show you how tools such as ChatGPT can be used to save time, solve problems, find information, communicate more effectively and spark your creativity. Course details can be found on **page 12**.

Date: Sat, 31 October

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R650

USING CHALKIE AI TO ENHANCE TEACHING & LEARNING

Empowering Educators to Create quality Classroom Resources quickly and easily.

Andrew Howard B. Ed

This practical, hands-on course introduces educators to **Chalkie AI**, an innovative AI tool designed to support teachers with lesson planning, resource creation, assessment and everyday administrative tasks. By the end of the course, participants should be able to:

- Understand the basic principles of using AI in education.
- Navigate and use the key features of Chalkie AI.
- Create effective prompts for educational purposes.
- Generate worksheets, activities and classroom resources.
- Create assessment questions and memoranda.
- Adapt resources for different learner abilities.
- Use AI to assist with lesson planning and teacher administration.
- Critically evaluate and edit AI-generated content.
- Identify potential limitations and risks associated with AI in education.
- Use Chalkie AI responsibly as a **support tool rather than a replacement for professional teacher judgement**.

Date: Tues, 27 October

Time: 18:30 – 20:30

Duration: 1 session

Cost: R350

EDUCATOR ENRICHMENT – MISCELLANEOUS

HOW TO SPEAK CONFIDENTLY AS A TEACHER

Find your voice. Build your confidence. Engage

Albert van Zyl B.A, PGCE Dramatic Arts
Actor & Drama Teacher

Teaching is about more than knowing your subject – it's about **communicating with confidence, clarity and impact**. Whether you're standing in front of a classroom, addressing a staff meeting, presenting to parents or handling a challenging question, the way you speak can make all the difference.

This practical and interactive course will help teachers develop a more **confident, engaging and authentic speaking style**, while providing simple techniques that can be used immediately in the classroom and beyond.

You'll learn how to:

- **Manage nerves and build confidence** – understand why you feel nervous and use practical techniques to stay calm, composed and confident when speaking.
- **Project confidence and authority** – develop effective posture, eye contact, facial expression and movement to create a positive presence in the classroom.
- **Use your voice effectively** – explore volume, pace, pitch, emphasis and purposeful pauses to make explanations clearer and keep learners engaged.
- **Engage and hold learners' attention** – use storytelling, questioning, humour and vocal variety to make lessons more interesting and memorable.
- **Speak confidently in professional situations** – strengthen your skills for staff meetings, parent meetings, presentations, assemblies and other school events.
- **Think on your feet** – develop techniques for responding confidently to unexpected questions, challenging situations and moments when you need to improvise.

Through practical speaking exercises, drama-based activities and supportive feedback, you'll have the opportunity to **practise in a safe and encouraging environment**.

By the end of the course, teachers will feel more confident using their **voice, body language and communication skills** to engage learners, present ideas clearly, manage challenging speaking situations and communicate with greater authority and impact.

Date: Wednesday 21 Oct & Wednesday 28 October **Time:** 18:30 – 20:30 **Duration:** 2 sessions **Cost:** R310

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Take Control of Your Safety

Eugene Adonis Director: TNT Self-Defence
7th 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.

Additional course details can be found **on page 13**.

Date: Saturday, 24 October **Time:** 09:00 – 12:30 **Duration:** 1 session **Cost:** R360

LEARNER ENRICHMENT - MISCELLANEOUS COURSES

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 13**.

Date: Saturday, 24 Oct

Time: 09:00 – 13:00

Duration: 4 hours

Cost: R610

PRACTICAL SELF-DEFENCE – EMPOWER YOURSELF!

Eugene Adonis

Director: TNT Self-Defence

7th 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, 24 Oct

Time: 09:00 – 12:30

Duration: 3.5 hours

Cost: R360

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EXAM

READY:

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NOT RESTRICTED TO BHS LEARNERS!
 OPEN TO GRADE 8 LEARNERS
 FROM **ALL SCHOOLS**.

DATES

Saturdays

- ✓ 10 October
- ✓ 17 October
- ✓ 24 October
- ✓ 31 October

TIME

09:00 – 10:00
(1 hour per session)

VENUE

Bergvliet High School
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COST

R550
for the 4 sessions

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- ✓ Exposure to typical exam-type questions
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LINKS:

GRADE 8 MATHS EXAM-READY PROGRAMME: <https://bhs.org.za/wp-content/uploads/2026/08/Grade-8-Maths-Revision.pdf>

GRADE 10 REVISION SCHOOL: <https://bhs.org.za/wp-content/uploads/2026/08/Grade-10-Revision-School-2026-Prospectus-1.pdf>

GRADE 11 REVISION SCHOOL: <https://bhs.org.za/wp-content/uploads/2026/08/Grade-11-Revision-School-2026-prospectus.pdf>