



# PMI Short Learning Programmes

List of PMI short learning programmes aligned to the amended BBBEE Codes of Good Practice Learning Programme Matrix (Annexure 300A)

## Short Learning Programmes

- Business Numeracy 1 Bridging Programme
- Business Numeracy 2 Bridging Programme
- Communication Skills 1 Bridging Programme
- Communications Skills 2 Bridging Programme
- Logistic Skills
- Business Skills
- Human Resource Skills
- Handling Discipline
- Production Skills
- Productivity and Work Study
- Production Planning and Control
- Project Management Skills
- First Line Management
- Total Quality Skills
- Quality Tools and Concepts
- Statistical Quality and Process Control

# PMI Short Learning Programmes

| NQF Level | Higher Education Short Learning Programmes |
|-----------|--|
| 5         | Logistics Management 1                     |
| 5         | Human Resource Management 1                |
| 5         | Production Management 1                    |
| 5         | Quality Management 1                       |
| 5         | Operations Management 1                    |
| 5         | Financial Management 1                     |
| 5         | Information Technology 1                   |
| 5         | Purchasing and Inventory Management        |
| 5         | Business Management                        |
| 5         | Business Communication                     |
| 5         | Entrepreneurship                           |
| 5         | Marketing                                  |
| 5         | Fundamentals of Accounting                 |

## Contact Centre Short Learning Programmes

Find your Voice

Personal Mastery and EQ

Orientation to Contact Centre Environment and Culture

Excellence in Sales

Excellence in Sales – Advanced Module

Excellence in Customer Service

Excellence in Customer Service – Advanced Module

Excellence in Debt Collections

Excellence in Debt Collections – Advanced Module

Leading and Coaching Contact Centre Agents

# PMI Short Learning Programmes

## Short Workshops

Business Communications

Communications Skills

Basic Numeracy Skills

Workplace Numeracy Skills

You Can Sell

Introduction To 5s (Lean Management/Production)

Decision-Making & Problem-Solving

Building Support Systems And Managing Resources In An Office Environment

Consensus Building & Conflict Management

Customer Service

Knowledge Management

Presenting Yourself Perfectly

Strength In Team Work

Project Management

Money Matters

Finance For Non - Financial Managers

Fundamentals Of Financial Management

Markets And Marketing

Finding And Choosing The Right People

Your Role As A Supervisor

Thriving And Surviving In Change

Leadership That Gets Results

Relationship Management

Self Management

Strive to Excellence Leadership Course based on the 8 Pillars of Excellence by John C Maxwell

Cultural Diversity and Business Etiquette

# PMI Short Learning Programmes

PMI Skills programmes listed below are accredited unit standard based short programmes and will therefore qualify as Category E = 100% recognition of spend

| NQF Level | Credits | Code  | Skills Programmes                                       | SETA          |
|-----------|---------|-------|---|---------------|
| 1         | 6       | SP001 | Customer Service  | TETA          |
| 2         | 3       | SP002 | Personal Mastery  | Services SETA |
| 2         | 3       | SP003 | Prepare a Shearing Shed for Shearing                    | AgriSETA      |
| 2         | 4       | SP008 | Time Management   | ServicesSETA  |
| 2         | 31      | SP052 | Personal Success in the Workplace.                      | Services SETA |
| 3         | 2       | SP016 | Cultivate Positive Workplace Relationships              | Services SETA |
| 3         | 4       | SP017 | Reception Area Management                               | Services SETA |
| 3         | 67      | SP037 | Contact Centre Agent: Collections                       | Services SETA |
| 3         | 68      | SP038 | Contact Centre Agent: Service                           | Services SETA |
| 3         | 7       | SP050 | Building Positive Relationships in a Contact Centre/BPO | Services SETA |
| 3         | 40      | SP051 | Functioning Successfully in a Business Environment      | Services SETA |
| 4         | 20      | SP019 | Organising as a Management Function                     | Services SETA |
| 4         | 21      | SP020 | Planning as a Management Function                       | Services SETA |
| 4         | 34      | SP021 | Leading as a Management Function                        | Services SETA |
| 4         | 21      | SP022 | Principles of Contact Centre Operations                 | Services SETA |
| 4         | 22      | SP023 | Presenting Information for Contact Centres              | Services SETA |
| 4         | 2       | SP024 | Office Stock Management                                 | Services SETA |
| 4         | 34      | SP025 | Contact Centre Management                               | Services SETA |
| 4         | 19      | SP026 | Contact Centre Customer Handling                        | Services SETA |

# PMI Short Learning Programmes

| NQF Level | Credits | Code  | Skills Programmes   | SETA          |
|-----------|---------|-------|---|---------------|
| 4         | 12      | SP029 | Logistics   | TETA          |
| 4         | 3       | SP030 | Mentoring   | TETA          |
| 4         | 21      | SP035 | Management Control  | Services SETA |
| 4         | 25      | SP041 | Contact Centre Customer Handling  | Services SETA |
| 4         | 26      | SP054 | Identifying and Solving Problems related to Ethical Recruitment Practices | Services SETA |
| 4         | 22      | SP055 | Business Mathematics  | Services SETA |
| 4         | 10      | SP056 | Communicating with Customers of a Contact Centre/BPO                      | Services SETA |
| 5         | 8       | SP015 | Develop, Implement and Evaluate a Project Plan                            | Services SETA |
| 5         | 12      | SP028 | Managing the Finances of a Department                                     | Services SETA |
| 5         | 10      | SP034 | Analyse and Communicate Compliance in the Workplace                       | Services SETA |
| 5         | 6       | SP036 | Managing Workplace Diversity  | Services SETA |
| 5         | 9       | SP045 | Recruit and Select Candidates   | Services SETA |
| 5         | 10      | SP057 | Financial Management and Best Practice                                    | Services SETA |

# PMI Short Learning Programmes

## PMI Technical Short Courses

### **BOILERMAKING SHORT COURSES:**

Boilermaker Multiskill (In House for Mines only)  
Initial Torch Cutting (Entry Level)  
Basic Boilermaking Skills (Entry Level)  
Boilermaker Operative (Entry Level)  
Boilermaking Development Drawings (Artisan and Apprentices)  
Boilermaker Skills for Artisans & Foreman

### **WELDING SHORT COURSES:**

Basic SMAW Arc Welding and Cutting Course (Entry Level)  
Gas Welding & Brazing Course (Entry Level)  
Gas Metal Arc Welding (MIG / MAG) (Entry Level)  
Gas Tungsten Arc Welding (TIG) (Entry Level)  
Introduction to Specialised Welding Processes (MIG, TIG, Innershield)  
Coded Welding (Artisans)

### **ELECTRICAL SHORT COURSES:**

Electrical Multiskill (In House for Mines only)  
Electrical Aide  
Electrical Assistant (Entry Level)  
All Electrical Refresher Courses  
Electrical Aide / Helper (Entry Level)  
Electrical Skills (Entry Level)  
Electrical Operative (Entry Level)  
Programmable Logic Controller

### **FITTING SHORT COURSES:**

Fitting Multiskill (In House for Mines only)  
Fitting Skills (Entry Level)  
Fitter Operative / Helper / Aide Full (Entry Level)  
All Fitting Refresher Courses

# PMI Short Learning Programmes

## **DIESEL SHORT COURSES:**

All Diesel Refresher Courses

General Hydraulics

Diesel Skills

Basic Pneumatics

## **INSTRUMENTATION SHORT COURSES:**

Basic Electronics

General Instrumentation

## **RIGGING SHORT COURSES:**

Safe Lifting (Entry Level, Apprentice and Artisan)

Winch Erecting (In House For Mines only)

Rigging Multiskill (Supervisors only)

All Rigging Refresher Courses (Artisans only)

Basic Rigging (Apprentice, Level 2, Operator and Artisans)

Splicing Courses: Non Spin Rope: Long Splice (Entry Level)

Erect Temporary Platforms & Ladders [Scaffolding] (Apprentice, Level 2, Operator and Artisans)

Lift and Re-rail a Hopper

Boxfront Installation (In House For Mines only)

## **SHAFT ENVELOPE SHORT COURSES:**

Winding Engine Driver - Full course

Winding Engine Driver - Refresher

Onsetter - Full course

Onsetter - Refresher

Banksman - Refresher

Shaft Timberman Refresher

Slinging of Long Material & Shaft Slinging (Onsetter & Banksman)

Shaftsman Course

Shaftsman Examination + Slinging

Shaft Systems

# PMI Short Learning Programmes

## **SHAFT ENVELOPE SHORT COURSES CONTINUED:**

Shaft Procedures

Technical Multi Skilling

Technical Problem Solving

Technical Ability & Law Workshop

Technical Ability Exam

Law Examination

Foreman Logbook

## **ENGINEERING DEVELOPMENT SHORT COURSES:**

Medium Voltage Electrical Protection

Medium Voltage Initial

Medium Voltage Refresher

Hazard Identification & Risk Assessment

Engineering Assistant

Gas Safety Seminar

## **ASSESSMENT:**

Engineering Assessment