

COURSE CATALOGUE



JAN
2025



EMPOWERING SKILLS, EMPOWERING LIVES





FUNDA

INSTITUTE

**EMPOWERING SKILLS
EMPOWERING LIVES**



Welcome to **Funda Institute**

At Funda Institute, we are dedicated to equipping individuals with the skills and knowledge needed to succeed and excel in today's dynamic workforce. As a recognized provider of accredited skills development programs and Health and Safety training, we proudly offer a range of high-quality, impactful courses designed to empower our learners. With a special focus on supporting disadvantaged communities across South Africa, we ensure that our programs are accessible, practical, and relevant for both the workplace and institutional settings.

Whether you're looking to advance in Business Administration, IT, or specialize in Health and Safety, Funda Institute provides comprehensive educational opportunities that open doors to new heights in your career. Join us, and take the first step toward empowering your future.

Empower Your Journey

Join Funda Institute today and unlock your potential for a brighter, skilled future..

Course Outline



Occupational Health and Safety

Occupational Qualification

Skills Programs

Health and Safety Trainings



Information Technology

Occupational Qualification

IT Skills Programs

IT Short Courses



Business Administration

Occupational Qualification

Skills Programs

Soft Skills



Training and Education

Skills Program

☉ QCTO Accredited

☉ Cisco Accredited

☉ Non Credit Bearing

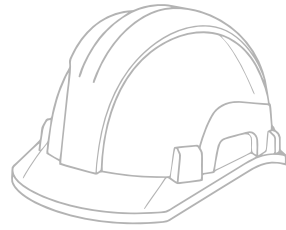


Promotions

Risk Management + SHE Rep Combo

Occupational Health and Safety + BIG 5 Combo

Constution Safety + Confined Space



OCCUPATIONAL
HEALTH AND SAFETY



A vertical banner image on the left side of the page. It features a close-up of a person wearing a yellow safety helmet and a high-visibility yellow and orange safety vest. The text 'OCCUPATIONAL HEALTH AND SAFETY' is written vertically in white, bold, uppercase letters over the image.

OCCUPATIONAL HEALTH AND SAFETY

Occupational Qualification

Occupational Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

Occupational Health and Safety Practitioners act as facilitators and advisors to both employees and management on workplace health and safety matters. Their responsibilities include monitoring and inspecting work environments, as well as recording and investigating incidents and accidents. Additionally, they implement and maintain Occupational Health and Safety systems to ensure a safe and healthy workplace.

Entry Requirements: Grade 12 or Relevant NQF Level 4

THIS QUALIFICATION IS MADE UP OF THE FOLLOWING COMPULSORY KNOWLEDGE, PRACTICAL SKILL AND WORKPLACE

LEARNING MODULES:

Knowledge Modules:

- 226302001-KM-01, Fundamentals of Occupational Health and Safety, Level 2, 9 Credits.
- 226302001-KM-02, Fundamentals of Communication, Level 3, 6 Credits.
- 226302001-KM-03, Occupational Health and Safety applications, Level 4, 17 Credits.
- 226302001-KM-04, Occupational Health and Safety Management, Level 5, 38 Credits.
- 226302001-KM-05, Operations Management and Supervision, Level 5, 6 Credits.

Total number of credits for Knowledge Modules: 76.

Practical Skill Modules (Total number of credits for Practical Skill Modules: 62).

Work Experience Modules: (Total number of credits for Work Experience Modules: 118).

SAQA ID: 99714

Credits: 256

NQF Level: 5

Duration: 24months

The course fee is
R27,000
with an additional
registration fee of **R550**



Our Payment plan offer

6 months: R4,500 per month
12 months: R2,300 per month
24 months: R1,200 per month



SHEMTRAC

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 244283
5 CPD Points

Duration:
15
Days

Course Fee
R7500
Payable in 2
Trenches



COMPSOC 1 (MINING SAFETY)

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 242682
5 CPD Points

Duration:
15
Days

Duration:
R8000
Payable in 2
Trenches



COMPSOC 2 (MINING SAFETY)

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 244453
5 CPD Points

Duration:
20
Days

Duration:
R8000
Payable in 2
Trenches



COMPSOC 3 (MINING SAFETY)

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 244431
5 CPD Points

Duration:
20
Days

Duration:
R8000
Payable in 2
Trenches





Basic Emergency First Aid Responder

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

QCTO (SP230801)
Credits: 2
NQF Level: 2

Duration:
2
Days

Course Fee
R1300
Reg. Fee
R350.00



Intermediate Emergency First Aid Responder

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

QCTO (SP230802)
Credits: 5
NQF Level: 3

Duration:
3
Days

Course Fee
R1450
Reg. Fee
R350.00



Advanced Emergency First Aid Responder

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

QCTO (SP230803)
Credits: 6
NQF Level: 4

Duration:
5
Days

Course Fee
R2500
Reg. Fee
R350.00



Pallet Lift Truck F12 Driver

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

QCTO (SP220314)
Credits: 20
NQF Level: 3

Duration:
4
Weeks

Course Fee
R2500
Reg. Fee
R350.00



Occupational Health and Safety

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 251966
5 CPD Points

Duration: **25** Days

CourseFee **R8000** Payable in 2 Trenches



Environmental Management

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 119554
5 CPD Points

Duration: **25** Days

CourseFee **R8000** Payable in 2 Trenches



Risk Management

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

SAQA ID: 120303
Credits: 8
NQF Level: 5

Duration: **25** Days

CourseFee **R8000** Payable in 2 Trenches



Construction Safety

Skills Certificate:

This qualification aims to prepare learners to work as Occupational Health and Safety Practitioners.

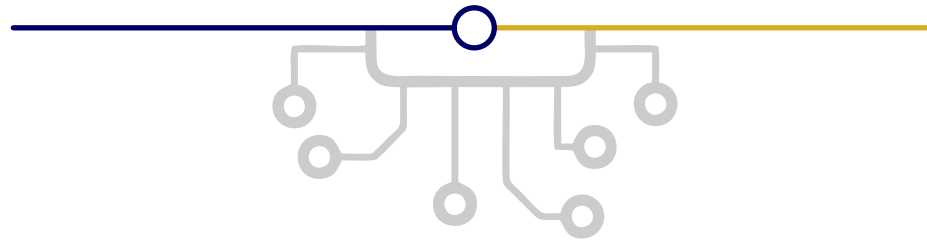
SAQA ID: 15136
5 CPD Points

Duration: **10** Days

CourseFee **R6000** Payable in 2 Trenches



INFORMATION
TECHNOLOGY







QCTO ACCREDITED COURSES

Basic End User Computing

| SP Number | Credits | NQF Level | Duration |
|-----------|---------|-----------|----------|
| Sp240201 | 30 | 5 | 30 Days |

Intermediate End User Computing

| SP Number | Credits | NQF Level | Duration |
|-----------|---------|-----------|----------|
| Sp240202 | 20 | 4 | 20 Days |

Advanced End User Computing

| SP Number | Credits | NQF Level | Duration |
|-----------|---------|-----------|----------|
| Sp240203 | 20 | 5 | 20 Days |

Cyber Security Defender

| SP Number | Credits | NQF Level | Duration |
|-----------|---------|-----------|----------|
| Sp220330 | 60 | 4 | 3 Months |

Front End Web Designer

| SP Number | Credits | NQF Level | Duration |
|-----------|---------|-----------|----------|
| Sp230202 | 60 | 4 | 3 Months |

C++ Programmer

| SP Number | Credits | NQF Level | Duration |
|-----------|---------|-----------|----------|
| Sp230374 | 60 | 4 | 3 Months |



CISCO ACCREDITED COURSES

- Networking Essentials
- Introduction to Cyber Security
- Introduction to Data Science
- Computer Hardware Basics
- Operating System Basics
- IT Essentials
- Programming Essentials in Python
- English for IT

CPD STANDARDS TRAINING COURSES

Basic Excel MSO

SAQA ID: 116937

Credits: 2

NQF Level: 2

Duration: 1 Day

Intermediate Excel MSO

SAQA ID: 116940

Credits: 3

NQF Level: 3

Duration: 1 Day

Advanced Excel MSO

SAQA ID: 116943

Credits: 4

NQF Level: 4

Duration: 1 Day

Introduction to Computers (IT Concepts)

SAQA ID: 117925

Credits: 2

NQF Level: 2

Duration: 2 Days

Desktop Publishing

Microsoft Office Word

Microsoft Office Database

Microsoft Office Powerpoint



BUSINESS **MANAGEMENT**



OFFICE ADMINISTRATION

OCCUPATIONAL QUALIFICATION

SKILLS PROGRAMS

SOFT SKILLS



Occupational Qualification

Office Administration

The Funda Institute offers QCTO-accredited qualifications in Business Administration designed to equip learners with practical skills and knowledge for the workforce.

These qualifications are developed in collaboration with industry experts to ensure they meet current market needs and standards.

**Entry Requirements ;
Grade 12 or Relevant NQF Level 4**

Course fee **R39,450.00** with an additional registration fee of R550

We offer the following payment plans:
12 months: R3,288.00 per month
24 months: R1,700.00 per month
36 months: R1,200.00 per month

| | | | |
|---------------|------------|-----------|------------------|
| SAQA ID | Credits | NQF level | Duration |
| 102161 | 445 | 5 | 36 Months |

Accredited by QCTO



Skills Programs

Accredited by QCTO

Our Skills Programs at the Funda Institute in Business Administration are accredited with CPD Points by the CPD Certification Service, ensuring they meet rigorous professional development standards.

This accreditation underscores the quality and relevance of our training, providing participants with valuable credentials recognized both nationally and internationally.

Through these programs, learners enhance their skills and knowledge, keeping current with industry advancements and best practices.

Tecnopreneur

| | | | |
|-----------|------------|-----------|----------|
| SP Number | CPD points | NQF Level | Duration |
| Sp220328 | 4 | 4 | 3 Months |

New Venture Creation

| | | | |
|-----------|------------|-----------|----------|
| SP Number | CPD points | NQF Level | Duration |
| Sp210401 | 2 | 2 | 15 Days |



Skills Programs

Accredited by CPD Standards

This accreditation underscores the quality and relevance of our training, providing participants with valuable credentials recognized both nationally and internationally.

Through these programs, learners enhance their skills and knowledge, keeping current with industry advancements and best practices.

Project Management

SAQA ID **50080** | CPD points **4** | NQF Level **4** | Duration **8 Weeks**

Office Management

SAQA ID **23618** | CPD points **5** | NQF Level **5** | Duration **8 Weeks**

Training Program

Non Credit Bearing Course

SHE Entrepreneurship Course

SAQA ID **10006** | CPD points **5** | NQF Level **5** | Duration **1 Day**



TRAINING &
EDUCATION





Skills Programs

Funda Institute offers a specialized program for those aspiring to become skilled facilitators in both workplace and educational institutions.

This program includes courses for Skills Development Facilitation Practitioners, Learning and Development Facilitators, and Assessment Practitioners.

Each course equips learners with the expertise to plan, deliver, and evaluate effective training and development initiatives across diverse settings. Whether facilitating skills in a corporate environment or educational institution, our comprehensive curriculum empowers participants to make a meaningful impact in any training role.

✓ Skills Development Facilitator Practitioner

SP No: Sp220321

CPD Points: 40

NQF Level: 5

Duration: 10 wks

✓ Learning and Development Facilitator

SP No: Sp220319

CPD Points: 36

NQF Level: 5

Duration: 9 wks

✓ Assessment Practitioner

SP No: Sp220320

CPD Points: 20

NQF Level: 5

Duration: 4 wks

✓ Early Childhood Care Giver

SP No: Sp220319

CPD Points: 32

NQF Level: 1

Duration: 37 Days





**ARE ALWAYS THERE !!
JOIN US TO EXPERIENCE THE BEST COMBOS**



OUR CONTACTS

Our numbers:

WhatsApp: 0649645654
Landline : 0877113191/ 0106342405



Address

55 Richards Drive. Halfway House,
Midrand, 1685

Email: info@funda-institute.co.za

Website: www.fundainstitute.com

Social Media Platforms

 Funda Institute  @funda_institute
 @fundainstitute  Funda Institute

Professional Bodies and Accreditation

This program is accredited by the
Quality Council for Trades and Occupations (QCTO)
and verified by
The South African Institute of Safety and Health (Saiosh),
a professional body appointed by
The South African Qualifications Authority (SAQA)
to oversee Health and Safety programs





ACCREDITATION NUMBERS

07-QCTO/SDP 040924095900

07-QCTO/SDP 170824075532

07-QCTO/SDP 141042154931

07-QCTO/SDP 131124092759

07-QCTO/SDP 290922162159







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Address

55 Richards Drive.
Halfway House,
Midrand, 1685

Call: 087 711 3191