

Our Ref : ACR/2021/1200
Enquiries : Kgabo Mpembe
Tel Number : 012 423 5700
Email Address : Accreditation@pseta.org.za

Contact Person : Annemarie Stiglingh
Provider Name : Intelligent Africa Marketing and Training
Company Reg. No : 2011/109895/07
Address : ERF 3151, Highveld x113
: Panfluit Street, Eco Park Estate
: Centurion
Postal Code : 0157
ACCREDITATION NUMBER : P21/0717/GP795
START DATE : 2018/03/01
END DATE : 2024/06/30

PROGRAMME APPROVAL CONFIRMATION

The PSETA as a Quality Assurance Partner delegated by the QCTO is pleased to inform you that has been granted accreditation against qualification(s) and or unit standard(s) as reflected on the accreditation transcript. The accreditation is granted in line with the PSETA Accreditation policy which is recognised by the QCTO. You are requested to sign the provider code of conduct and ensure that is complied with at all times.

PSETA wishes to congratulate on this achievement. Should you require any assistance and / or further information, please do not hesitate to contact us.

Yours faithfully,



Lungiswa Mafuleka
Quality Assurance Manager
charlottem@pseta.org.za

Programme Approval Transcript

Provider Name: Intelligent Africa Marketing and Training

Accreditation Number: P21/0717/GP795

Is accredited as a skills development provider with PSETA to train against the Qualification/s and or unit standard/s registered on National Qualification Framework (NQF) that is/ are listed below:

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
57827	National Diploma: Public Administration	Level 7	260

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Fundamental	242920	Apply critical systems thinking and practice to public sector policy issues	Level 7	8
Core	242919	Manage human resources in a public sector context	Level 7	12
Core	242918	Conceptualise, design and implement a public sector development management framework	Level 7	16
Core	242917	Evaluate public sector programmes	Level 7	16
Core	242916	Strengthen and implement sustainable public sector ethical practices	Level 7	8
Elective	242915	Apply research methodologies in order to compile in a major research report in a public sector context	Level 7	12
Elective	242914	Apply the principles and theories of public sector project management	Level 6	12
Fundamental	242913	Implement a sector wide communication strategy	Level 7	8
Fundamental	242912	Integrate qualitative and quantitative information, methods and evidence to support decision making in the public sector	Level 7	8
Core	242911	Apply the principles and theories of public management	Level 7	16
Core	242910	Demonstrate an understanding of public administration functions and policy within the broader market economy	Level 7	12
Core	242909	Harness knowledge to promote the achievement of public sector goals	Level 7	12
Core	242908	Strategically lead public sector change	Level 7	12
Core	242907	Conceptualise, design, implement and monitor public policies and programmes	Level 7	20
Core	242906	Analyse and apply administrative provisions to regionalism, decentralisation and governance	Level 7	16
Core	242905	Integrate public administration under the rule of law	Level 7	16
Core	242904	Deliver public value	Level 7	16

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CEO: Ms Bontle Lerumo

Elective	114706	Assess the role of the United Nations and other key World Organizations in diplomatic relations	Level 7	8
Elective	114705	Promote South Africa abroad	Level 7	10
Elective	114704	Analyse South Africa's domestic policies	Level 7	25
Elective	114703	Explain the policies of the African States and SADC countries	Level 7	5
Elective	114702	Demonstrate effective team work in diplomatic practice	Level 7	5
Elective	114701	Demonstrate economic diplomacy	Level 7	10
Elective	114700	Demonstrate an understanding of diplomacy and the structure of the Department of Foreign Affairs	Level 7	5
Elective	114698	Analyse global economic structures	Level 7	10
Elective	114697	Develop negotiation and conflict management skills for diplomatic practice	Level 7	10
Elective	114693	Analyse international law in diplomatic relations	Level 7	12

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
67460	National Diploma: Public Administration	Level 6	240

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Elective	377993	Allocate transactions using all segments of the Standard chart of Accounts (SCOA)	Level 5	5
Elective	377934	Classify receipts and payments in accordance with the economic reporting format (ERF)	Level 5	3
Elective	377913	Demonstrate an understanding of the public finance management act (PMFA) and related treasury regulations	Level 5	15
Elective	377897	Conduct personnel suitability checks (PSC) and pre-employment screening in the public sector	Level 5	7
Elective	377896	Administer contracts for goods, works and services in the public sector	Level 5	5
Elective	377894	Apply the principles of inventory management in the public sector	Level 5	12
Core	243121	Develop mechanisms and structures for managing knowledge	Level 6	12
Core	243119	Develop and produce public sector service delivery protocols and agreements	Level 6	10
Core	243117	Set budget parameters for public sector department/organisation	Level 6	10
Core	243116	Promote and uphold strategic leadership in line with Public Sector vision, values, objectives and priorities	Level 6	10
Core	243115	Develop a service delivery charter for a public sector organisation	Level 6	10

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Core	243114	Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	Level 6	8
Core	243113	Create a culture of a learning organisation within the public sector	Level 6	8
Core	243112	Manage the tender procurement process	Level 6	10
Core	243110	Design, implement and evaluate change management strategy for a Public Sector environment	Level 6	10
Core	243109	Manage knowledge management systems within the public sector	Level 6	10
Core	13099	Contribute to the implementation, post-implementation review and maintenance of information systems	Level 6	16
Core	12158	Formulate and coordinate government communications programmes	Level 6	5
Core	12138	Conduct an organisational needs analysis	Level 6	10
Elective	119621	Conduct electoral observation and monitoring to enhance the practice and assessment of free and fair elections	Level 5	4
Elective	116925	Implement an effective change management programme to achieve specified objectives	Level 5	12
Core	116804	Collect and collate background information for specific contexts	Level 6	15
Core	114493	Manage interactive communication between public and government	Level 6	7

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
50060	National Certificate: Public Administration	Level 5	141

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Elective	252026	Apply a system approach to decision making	Level 5	6
Elective	252020	Create and manage an environment that promotes innovation	Level 5	6
Core	15237	Build teams to meet set goals and objectives	Level 5	3
Core	15222	Promote a learning culture in an organisation	Level 5	3
Elective	15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4
Core	120360	Demonstrate understanding of financial and accounting principles for public entities	Level 5	12
Core	120310	Apply client service techniques to improve service delivery	Level 5	6
Core	120307	Apply South African legislation and policy affecting public administration	Level 5	10
Fundamental	120306	Manage service delivery improvement	Level 6	8
Fundamental	120304	Analyse, interpret and communicate information	Level 5	9

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Core	120303	Apply principles of risk management	Level 5	8
Core	120302	Prepare budgets for a specific sector	Level 6	15
Core	120301	Formulate and evaluate public sector policies and regulations	Level 5	8
Elective	119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10
Core	119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8
Core	119336	Manage the development and performance of human capital in the public sector	Level 5	12
Elective	119332	Manage and develop oneself in the public sector work environment	Level 5	10
Elective	117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 5	20
Core	116928	Manage diversity in the workplace	Level 5	14
Elective	115823	Gather and manage information for decision-making	Level 5	5
Elective	115407	Apply the principles of change management in the workplace	Level 5	10
Elective	115405	Apply principles of knowledge management to organisational transformation	Level 5	10
Elective	115196	Establish, implement and control procurement processes	Level 6	12
Elective	114879	Promote a productivity improvement strategy	Level 5	10
Elective	114585	Plan strategically to improve business performance	Level 4	4
Elective	114226	Interpret and manage conflicts within the workplace	Level 5	8
Elective	11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 5	8
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14
Elective	10142	Fulfill procurement activities and supervise procurement administration	Level 4	8
Elective	10080	Formulate, design and implement customer service delivery systems and processes	Level 6	8
Elective	10079	Measure and analyse customer service levels	Level 6	12

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
57804	National Certificate: Public Administration	Level 3	157

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Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
Fundamental	9012	Investigate life and work related problems using data and probabilities	Level 3	5
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 5	5
Elective	244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
Core	242874	Manage own performance improvement process in a public sector context	Level 3	4
Core	242870	Apply public sector policies and procedures to achieve administration objectives	Level 3	12
Core	242868	Demonstrate and apply knowledge of role and responsibility of local government in South Africa	Level 4	6
Core	242866	Identify, operate and maintain the records management system in a Public Sector organisation	Level 3	6
Core	242865	Use data entry and retrieval skills to input and retrieve computer data	Level 3	4
Core	242864	Answer customer enquiries by mail, facsimile, and e-mail in a wide range of public sector contexts	Level 3	4
Core	242863	Identify basic employment rights and responsibilities and deal appropriately with own grievances and disputes	Level 3	4
Core	242862	Manage own work performance in a public sector workplace	Level 3	6
Core	242860	Apply the Batho Pele principles to own work role and context	Level 3	4
Core	242858	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 3	4
Core	242857	Demonstrate and apply knowledge of the ethical standards in the Public Sector	Level 4	4
Core	242856	Demonstrate and apply knowledge of role and responsibility of national government in South Africa	Level 4	6
Core	242854	Demonstrate and apply knowledge of role and responsibility of provincial government in South Africa	Level 4	6
Core	14911	Participate in formal meetings	Level 2	3
Core	14348	Process incoming and outgoing telephone calls	Level 2	3
Elective	13937	Monitor and control office supplies	Level 3	2
Elective	13935	Plan and conduct basic research in an office environment	Level 3	6
Elective	13930	Monitor and control the receiving and satisfaction of visitors	Level 3	4
Elective	13929	Co-ordinate meetings, minor events and travel arrangements	Level 3	3
Elective	13928	Monitor and control reception area	Level 3	4

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Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	4
Fundamental	119467	Use language and communication in occupational learning programmes	Level 3	5
Core	117943	Install a Personal Computer (PC) peripheral device, in a GUI environment	Level 1	2
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 5	5
Core	117902	Use generic functions in a Graphical User Interface (GUI)-environment	Level 1	4
Core	114976	Operate and take care of equipment in an office environment	Level 2	2
Core	114974	Apply the basic skills of customer service	Level 2	2
Core	114957	Contribute to the health, safety and security of a financial services workplace	Level 2	2
Elective	114589	Manage time productively	Level 4	4
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Core	11241	Perform Basic Business Calculations	Level 3	6

Qualification(s) Code	Qualification(s) Title	NQF Level(s)	Credits
57824	Further Education and Training Certificate: Public Administration	Level 4	146

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
Fundamental	9016	Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Elective	243263	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	Level 4	5
Core	242903	Define overall public sector culture and values and apply to own work context	Level 4	6
Core	242902	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	Level 4	6
Core	242901	Apply the principles of good customer service to achieve public sector objectives	Level 4	6
Core	242900	Apply administrative principles in the implementation of public sector procedures and work schedule	Level 4	6

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Core	242880	Demonstrate an understanding and apply the framework and overall mechanics of government in public sector policy	Level 4	6
Elective	242861	Participate in budget and general financial management processes within own public sector work context	Level 4	6
Elective	242819	Motivate and Build a Team	Level 4	10
Core	242811	Prioritise time and work for self and team	Level 4	5
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	5
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	Level 4	5
Fundamental	119466	Interpret a variety of literary texts	Level 3	5
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	Level 4	5
Fundamental	119459	Write/present/sign for a wide range of contexts	Level 4	5
Fundamental	119457	Interpret and use information from texts	Level 3	5
Elective	119346	Apply sound communication principles in the coordination of selected public sector communications programmes	Level 5	10
Elective	119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level 5	15
Elective	119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level 5	12
Elective	11473	Manage individual and team performance	Level 4	8
Core	113956	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	Level 4	4
Elective	113955	Apply the Batho Pele principles to own work role and context	Level 3	4
Elective	10981	Supervise work unit to achieve work unit objectives (individuals and teams)	Level 4	12

Standalone Unit Standard(s)

Unit Standard (s) Type	Unit Standard(s) Code	Unit Standard(s) Title	NQF Level(s)	Credits
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