

# Prospectus 2024

LEARN TO SUCCEED





## VISION

Adult Education Institute envisions a future where everyone has access to quality education, regardless of their background or circumstances. We believe that everyone deserves the opportunity to reach their full potential, and we are committed to providing that opportunity through our accessible, affordable, and high-quality educational programs. Our courses have a strong focus on women empowerment within communities

## MISSION

Adult Education Institute's mission is to bring quality education to those who have been forgotten and failed by the education system. We partner with students to ensure their successful completion of qualifications, and we ensure they are better prepared for real jobs and economic freedom.



## ABOUT US

At Adult Education Institute (AEI), you'll find the creative and comfortable learning atmosphere you have been hoping for. Delivering distance learning education, our College aims to shape minds and refine skills in the coming centuries. We are privileged to teach students from all over South Africa, offering them a unique curriculum that will prepare them for their careers.

Our commitment to excellence and our technologically savvy approach make studying at Adult Education Institute (AEI) a rewarding experience, one that will last many years after graduation.



## ACCREDITATION

Adult Education Institute is proudly registered with the following accreditation bodies:



Office Administration Short Course  
presented by Adult Education Institute (AEI)  
is endorsed by the Association for Office  
Professionals of South Africa  
(SAQA ID: 1027)  
[www.opsa.org.za](http://www.opsa.org.za)

**6 CPD points**  
Reg No: CPD2023/164



South African Institute of  
Occupational Safety and Health  
**Corporate Member**



## WHY CHOOSE US

- Study at your own pace
- Accredited and recognized programs
- Cutting-edge, industry-relevant curriculum
- Experienced and qualified educators
- Diverse range of courses
- Study material delivery to your door
- Affordable Fees and payment plans
- Comprehensive career services and support
- Personalized academic and administrative support

## MESSAGE FROM OUR HEAD

Dear Students and Prospective Learners,

As the Academic Head of Adult Education Institute, it is my pleasure to extend a warm welcome to each one of you. In today's fast-paced and ever-changing world, the importance of accessible, flexible, and high-quality education cannot be overstated. At Adult Education Institute, we are committed to providing just that.

Our mission is to empower you, our students, with the knowledge and skills necessary to excel in your chosen fields. We understand the challenges of balancing education with other life commitments, and our programs are designed to be as flexible and accommodating as possible. Whether you're advancing your career, changing your career path, or pursuing personal growth, we are here to support you every step of the way.

We take pride in our expert faculty, who are not only leaders in their respective fields but are also deeply committed to your learning and success. Our curriculum is continually updated to keep pace with the latest industry trends, ensuring that you receive an education that is both relevant and forward-thinking.

Moreover, our learning platform is designed to provide an engaging and interactive experience, bringing the rigors and community of traditional classroom learning into your home. This, combined with our diverse range of programs, ensures that you have the freedom to learn in a way that best suits your individual needs and goals.

As part of our global community, you will have the opportunity to connect with peers from around the South Africa, expanding your professional network and cultural horizons. Our dedicated staff are always here to provide guidance, whether it be academic, administrative, or career-related.

We are excited to embark on this educational journey with you and are committed to supporting your aspirations. Welcome to Adult Education Institute, where your future begins today.

Sincerely  
Academic Head  
Adult Education Institute



**AEI** | ADULT EDUCATION  
INSTITUTE

# HOME-BASED CARER

## Secure Your Future with a Reliable College

The qualification's objective is to prepare learners to serve as Home Based Carers, offering supervised care and support to patients and their families in homes and community settings.

### Features

- Facilitated classes
- Assignments
- Exams
- Certification
- Ongoing support

### Fee Structure

Registration - R850  
Monthly - R600 x 4  
Total course fee -  
R3250

# MODULES



Fundamentals of  
Home-Based Care



Community Health Care  
and Social Support



Rehabilitative Care



Therapeutic Care



Supportive and  
Palliative Care

**Sign Up Now**

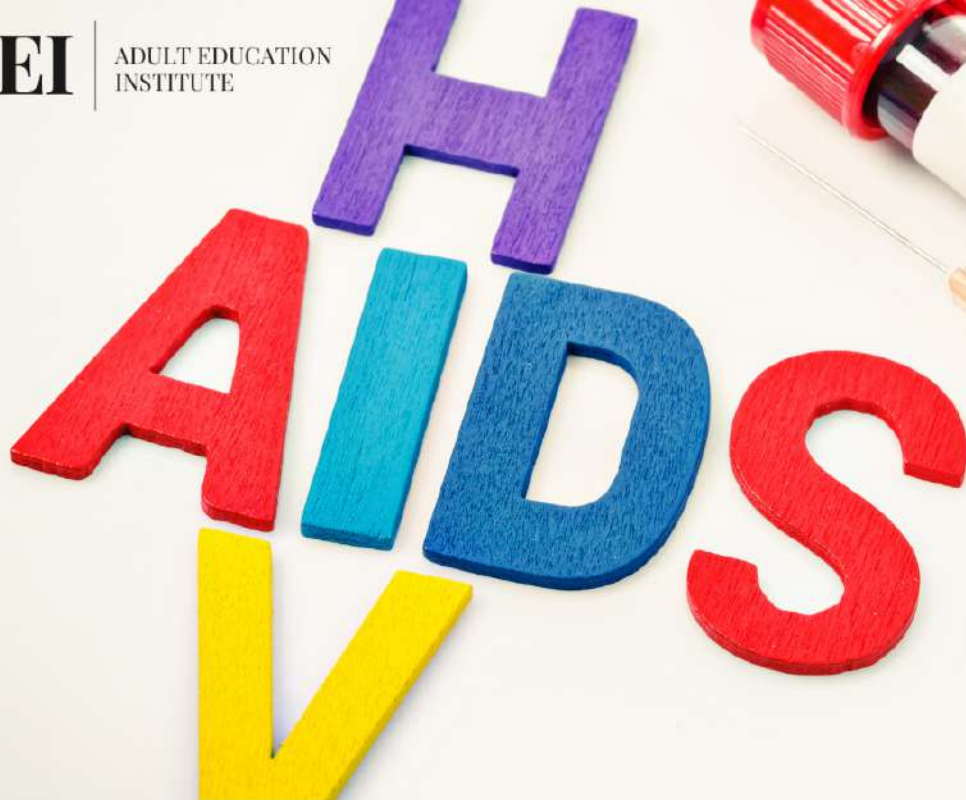
**WhatsApp : 072 052 5313**

**Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)**

**Call : 072 052 5313/ 021 330 5595**



South African Institute of  
Occupational Safety and Health  
Verified - 5 CPD Points



# HIV/AIDS COUNSELLOR

## Secure Your Future with a Reliable College

Become equipped with the knowledge and skills to provide essential support and guidance to individuals affected by HIV/AIDS, fostering their emotional well-being and facilitate their care.

### Features

- Distance Learning
- Assignments
- Practical simulation
- Certification
- Ongoing support

### Fee Structure

Registration - R850  
Monthly - R600 x 4  
Total course fee -  
R3250

## MODULES



Understanding  
HIV/AIDS



HIV/AIDS Transmission



HIV/AIDS Prevention



Treatment and  
Stigma



Counselling  
Techniques

Sign Up Now

WhatsApp : 072 052 5313

Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)

Call : 072 052 5313/ 021 330 5595



South African Institute of  
Occupational Safety and Health  
Verified - 5 CPD Points





# FIRST AID

## Secure Your Future with a Reliable College

Doing a first aid course equips you with the knowledge and skills to provide immediate assistance and care in emergency situations. First aid training teaches you how to respond effectively to various injuries and medical emergencies.

### Features

- Distance Learning
- Assignments
- Practical simulation
- Certification
- Ongoing support

### Fee Structure

Registration - R500  
Monthly - R500 x 3  
Total course fee -  
R2000

# MODULES



Introduction



Wound Care



Medical Emergencies



Treatment and  
Stigma



Psychological First  
Aid

**Sign Up Now**

**WhatsApp : 072 052 5313**

**Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)**

**Call : 072 052 5313/ 021 330 5595**



South African Institute of  
Occupational Safety and Health  
Verified - 5 CPD Points



# EARLY CHILDHOOD DEVELOPEMENT

## Secure Your Future with a Reliable College

Study a Early Childhood Development course to gain essential knowledge and skills in nurturing and educating young children, opening doors to rewarding careers in childcare and education.

Become a practitioner today! Whether you work at a daycare or open your own.

### Features

- Distance Learning
- Assignments
- Practical - 160 hours
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 12  
Total course fee - R8650

### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

## MODULES



Introduction to the early childhood development



Theories and Perspectives of Child Development



Planning and Programme Development



Facilitation and mediation of active learning



Observation and assessment



Promotion of health, safety and well-being of children



Administration for early childhood development



# EDUCATIONAL AU PAIR

## Secure Your Future with a Reliable College

An Educational Au Pair is similar to a traditional au pair but with an additional emphasis on the educational aspect of the experience.

### Features

- Distance Learning
- Assignments
- Practical simulation
- Certification
- Ongoing support

### Fee Structure

Registration - R850  
 Monthly - R700 x 6  
 Total course fee -  
 R5050

# MODULES



Introduction to Au  
Pair



Child Development



Activities and Play



Effective  
Communication



Household Management &  
Reflection

**Sign Up Now**

**WhatsApp : 072 052 5313**

**Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)**

**Call : 072 052 5313/ 021 330 5595**



# CERTIFICATE IN CHILD PSYCHOLOGY

## Secure Your Future with a Reliable College

Child psychology provides valuable insights into children's emotional, cognitive, and social development. This allows adults to better understand their needs and provide appropriate guidance. By studying child psychology, adults can identify and address any potential developmental delays or behavioral issues early on

### Features

- Distance Learning
- Assignments
- Practical Simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R600 x 4  
Total course fee -  
R3250

## MODULES



The Basics of Psychology



Child Deveopement



Theories and Perspectives



Social and Emotional  
Development



Personality  
Development



Problems in  
Childhood

**Sign Up Now**

WhatsApp : 072 052 5313  
Email : registration@adultintitute.co.za  
Call : 072 052 5313/ 021 330 5595



# ADVANCED PSYCHOLOGY

## Secure Your Future with a Reliable College

Studying psychology also fosters growth in interpersonal skills, such as compassion, empathy and communication. Additionally, psychology students gain a deeper understanding of how humans develop relationships and resolve complex issues through psychology course topics like development in different life stages.

### Features

- Distance Learning
- Assignments
- Practical Simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R650  
 Monthly - R700 x 8  
 Total course fee - R6250

## MODULES



The Basics of Psychology



Brain and Behavior



Developmental and Social Psychology



Applied Psychology



Special Topics in Psychology



Counselling Techniques

**Sign Up Now**

WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595



# OFFICE ADMINISTRATION - OPSA

## Secure Your Future with a Reliable College

This comprehensive program will equip you with the knowledge and tools needed to excel in the dynamic world of office administration.

Be a necessary part of your department. Whilst holding an accredited certificate.

### Features

- Distance Learning
- Assignments
- Practical simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee -  
R5050

### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

# MODULES



Introduction to  
Office Administration



Office Technology and  
Software



Records Management  
and Filing Systems



Office Procedures  
and Protocol



Financial and Budget  
Management



Project Management  
and Leadership



Office Administration Short Course  
presented by Adult Education Institute (AEI)  
is endorsed by the Association for Office  
Professionals of South Africa  
(SACA ID: 1027)  
[www.copa.org.za](http://www.copa.org.za)

6 CPD points  
Reg No: CPD2023/154



# OCCUPATIONAL HEALTH AND SAFETY

## Secure Your Future with a Reliable College

This course has been meticulously designed to provide you with a comprehensive understanding of the fundamental principles, practices, and regulations essential for creating and maintaining a safe and healthy work environment.

### Features

- Assignments
- Distance Learning
- Practical simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 12  
Total course fee -  
R8650

### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adulttintute.co.za](mailto:registration@adulttintute.co.za)  
Call : 072 052 5313/ 021 330 5595

## MODULES



Mathematical  
Literacy



Communication Skills



Workplace Safety Assessment  
& Management



Basic Workplace  
Safety



Workplace Emergency  
Procedures



Computer Application Literacy  
and Fire Safety





# ADVANCED PROJECT MANAGEMENT

**Secure Your Future with a  
Reliable College**

This course is designed to take your project management expertise to the next level, equipping you with the knowledge and tools needed to successfully navigate complex projects, lead diverse teams, and deliver results that exceed expectations.

## Features

- Assignments
- Distance Learning
- Practical - 160 hours
- Ongoing support
- Certification

## Fee Structure

Registration - R850  
 Monthly - R650 x 12  
 Total course fee -  
 R8650

### Sign Up Now

WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595



Introductory studies for Project Managers



Project Integration Management

## MODULES



Project Scope Management



Project Time Management



Project Cost Management



Project Quality Management



Project Human Resource Management



Project Communications Management



Project Risk Management



Project Procurement Management



Project Stakeholder Management





# HUMAN RESOURCE MANAGEMENT

## Secure Your Future with a Reliable College

As businesses recognize the importance of effective HR practices, the demand for HR professionals with specialized skills and knowledge is on the rise.

Pursuing a HR course can offer a multitude of benefits, ranging from understanding the intricacies of HRM to honing essential leadership skills.

### Features

- Distance Learning
- Assignments
- Practical - 160 hours
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R650 x 12  
Total course fee -  
R8650

## MODULES



Recruitment and Onboarding



Employee Relations and  
Labour Relations



Compensation and Benefits



Training and Development



HR Administration  
and Technology



HR Communication

**Sign Up Now**

WhatsApp : 072 052 5313  
Email : [registration@adulntitute.co.za](mailto:registration@adulntitute.co.za)  
Call : 072 052 5313/ 021 330 5595



# TRAUMA SUPPORT AND COUNSELLING

## Secure Your Future with a Reliable College

Trauma counselling emphasizes building trust and safety, which can help individuals feel more comfortable seeking help and support. This approach can also help individuals feel more empowered and in control of their healing process. Trauma-informed care is also important for healthcare professionals.

### Features

- Distance Learning
- Assignments
- Practical Simulation
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R600 x 4  
Total course fee -  
R3250

## MODULES



The Basics of Psychology



Trauma Response and  
Coping Mechanisms



Trauma-Informed Approaches in  
Counselling



Counselling Techniques



Personality  
Development



Simulation

**Sign Up Now**

WhatsApp : 072 052 5313  
Email : registration@adultintitute.co.za  
Call : 072 052 5313/ 021 330 5595



# ADVANCED MEDICAL RECEPTIONIST MODULES

## Secure Your Future with a Reliable College

In most medical offices, the receptionist is the first staff member to interact with patients. These professionals are responsible for patient registration and many of a practice's operational tasks, including collecting paperwork and scheduling appointments.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 8  
 Total course fee - R6250



Introduction to Medical Reception



Administrative Skills in Medical Reception



Patient Interactions and Customer Service



Medical Terminology



Medical Reception Management



Medical Office Procedures

**Sign Up Now**

WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595



## ADULT MATRIC - ASC/ MATRIC REWRITES

### Secure Your Future with a Reliable College

The aim of the Adult Matric Programme is to provide support to learners who have not been able to meet the requirements of the National Senior Certificate (NSC) or the extended Senior Certificate (SC)

#### Benefits

- Learners are able to meet the requirements of the NSC or SC and obtain a Grade 12 matric certificate
- Increase job opportunities and career pathing
- Learners are able to access bursary opportunities for further studies

#### Entry Requirements

- To qualify to register for a Senior Certificate (as amended), candidates need to be over the age of 21 and have either:
- a Grade 9/Standard 7 report stating they passed the year, OR
- a General Education and Training Certificate (GETC), OR • a recognised equivalent obtained at NQF level 1 which requires two official languages. Candidates may also register if they have an incomplete Senior Certificate

## SUBJECT CHOICES

English HL/Afrikaans FAL

Xhosa HL/Zulu HL

Mathematics/Mathematical Literacy

Physical Science

Business Studies

Economics

History

Geography

Accounting

## ADULT MATRIC - ASC/ MATRIC REWRITES - FEES LIST

Subject	Total Price	Reg Fee	Monthly	No of Install	Course Duration
1 Subject	R1,990.00	R850.00	R570.00	2	12
2 Subjects	R3,130.00	R850.00	R570.00	4	12
3 Subjects	R4,270.00	R850.00	R570.00	6	12
4 Subjects	R5,410.00	R850.00	R570.00	8	12
5 Subjects	R6,550.00	R850.00	R570.00	10	12
6 Subjects	R7,690.00	R850.00	R570.00	12	12

**Sign Up Now**

WhatsApp : 072 052 5313  
Email : registration@adultintitute.co.za  
Call : 072 052 5313/ 021 330 5595



# BUSINESS MANAGEMENT

## Secure Your Future with a Reliable College

Business management is the art and science of steering an organization toward its goals. It involves orchestrating a myriad of functions, from strategic planning and financial management to overseeing daily operations and nurturing human resources. A successful business manager navigates the complexities of the market, making informed decisions to optimize resources and achieve sustainable growth. Leadership in business management is not only about setting a vision but also about fostering a dynamic and collaborative work culture.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050

### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

# MODULES



Entrepreneurship and Business  
Management



Strategic Marketing



Communication



Recruitment and  
Onboarding



Employee Relations and  
Labour Relations



Time Management



**APPROVED  
PROVIDER**

#781460

Verify @ <https://thecpdregister.com>



# EXECUTIVE PERSONAL ASSISTANT

## Secure Your Future with a Reliable College

An Executive Personal Assistant (PA) plays a pivotal role in providing high-level administrative support to executives and senior management within an organization. This demanding yet rewarding position involves a diverse range of tasks aimed at enhancing the efficiency and effectiveness of the executive's workflow.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 8  
 Total course fee -  
 R6450

**Sign Up Now**

WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595

# MODULES



Introduction to Office Administration



Financial and Budget Management



Digital Literacy



Records Management and Filing Systems



Office Procedure & Protocol



Office Technology and Software



Project Management and Leadership



HR administration and technology



# PERSONAL ASSISTANT

## Secure Your Future with a Reliable College

This specialized training equips participants with a diverse set of skills essential for providing seamless support to executives and managers. From mastering effective communication and time management to honing organizational and multitasking abilities, the course prepares individuals to be efficient and adaptable in dynamic work environments. Moreover, a personal assistant course often covers software tools and technologies integral to modern office settings, enhancing proficiency in tasks such as scheduling, document preparation, and data management.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R700 x 6  
 Total course fee - R5050

### Sign Up Now

WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595

# MODULES



Introduction to Office Administration



Office Procedure & Protocol



Records Management and Filing Systems



Office Technology and Software



Digital Literacy



HR administration and technology



**APPROVED PROVIDER**

#781460

Verify @ <https://the cpdregister.com>





# SUPPLY CHAIN & LOGISTICS MANAGEMENT

## Secure Your Future with a Reliable College

This specialized training equips individuals with a profound understanding of the intricacies involved in the end-to-end management of goods and services. Participants gain insights into inventory management, procurement, transportation, and distribution, crucial components in ensuring the seamless flow of products. With the increasing global nature of businesses, a course in supply chain and logistics prepares individuals to navigate complexities.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee - R5050

### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

## MODULES



Supply Chain Management



Logistics Management



Communication



Time Management



Entrepreneurship and Business Management



Records Management and Filing Systems



**APPROVED PROVIDER**

#781460

Verify @ <https://theCPDregister.com>



# SECRETARY

## Secure Your Future with a Reliable College

This comprehensive training enhances core competencies essential for secretarial positions, such as effective communication, organizational skills, and proficiency in office technology. Participants gain insights into time management strategies, enabling them to handle varied responsibilities efficiently. A secretary course not only refines practical skills like document preparation and scheduling but also emphasizes the importance of professionalism, confidentiality, and interpersonal relations.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
Monthly - R700 x 8  
Total course fee - R6450

### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

# MODULES



Introduction to Office Administration



Communication



Digital Literacy



Records Management and Filing Systems



Office Procedure & Protocol



Office Technology and Software



Time Management



HR administration and technology



## RECEPTIONIST

### Secure Your Future with a Reliable College

This training equips individuals with essential skills such as effective communication, organization, and technology proficiency. A receptionist, often the first point of contact for clients, benefits from learning proper etiquette, ensuring positive first impressions

The course emphasizes time management and problem-solving skills, crucial in a dynamic office environment. .

#### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

#### Fee Structure

Registration - R850  
Monthly - R700 x 6  
Total course fee -  
R5050

#### Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

## MODULES



Time Management



Communication



Digital Literacy



Telephone Skills



Office Procedure &  
Protocol



Office Technology and  
Software



**APPROVED  
PROVIDER**

#781460

Verify @ <https://theCPDregister.com>



# CRECHE MANAGEMENT

## Secure Your Future with a Reliable College

Creche Management Course brings numerous benefits. From understanding child development and ensuring legal compliance to developing business and communication skills, the course equips individuals to manage childcare facilities effectively. It's a pathway to personal fulfillment, professional growth, and making a positive impact on the lives of young children.

### Features

- Distance Learning
- Assignments
- Ongoing support
- Certification

### Fee Structure

Registration - R850  
 Monthly - R650 x 12  
 Total course fee - R8650

### Sign Up Now

WhatsApp : 072 052 5313  
 Email : registration@adultintitute.co.za  
 Call : 072 052 5313/ 021 330 5595

# MODULES



Entrepreneurship and Business Management



Communication



Time Management



Employee Relations & Labour Relations



Planning and Programme Development



Administration for Early Childhood Development



**APPROVED PROVIDER**

#781460

Verify @ <https://thecpdregister.com>



# Microsoft

## DIGITAL LITERACY

### Secure Your Future with a Reliable College

A digital literacy course is designed to equip individuals with the essential skills and knowledge needed to navigate and thrive in the digital era. In such a course, participants typically learn a spectrum of skills, including basic computer operations, internet usage, and proficiency in utilizing common software applications. Beyond the basics, digital literacy courses often cover topics such as online safety, cybersecurity awareness, critical evaluation of digital information, and effective communication in the digital realm.

#### Features

- Online
- Ongoing support
- Certification

#### Fee Structure

Full course fee: R500

## MODULES



Work with computers



Access information online



Communicate online



Participate safely and responsibly online



Create digital content



Collaborate and manage content digitally

Sign Up Now

WhatsApp : 072 052 5313  
Email : [registration@adultintitute.co.za](mailto:registration@adultintitute.co.za)  
Call : 072 052 5313/ 021 330 5595

# FEES LIST 2024



ADULT EDUCATION  
INSTITUTE

Tel: 021 330 5455

WA: +27 72 052 5313

Address: P.O Box 12 Rissik Street, Parow Valley, Cape Town 7500

Email: info@adultinstitute.co.za

Website: www.adultinstitute.co.za

COURSE CATEGORIES	TOTAL PRICE	REGISTRATION FEE	COURSE PRICE (EXCL. REG FEE)	MONTHLY INSTALMENT	NUMBER OF INSTALMENTS	Course Duration (Months)
<b>ADULT MATRIC &amp; RE-WRITES</b>						
1 Subject	<b>R1 990</b>	R 850	R1 140	R 570	2	12
2 Subjects	<b>R3 130</b>	R 850	R2 280	R 570	4	12
3 Subjects	<b>R4 270</b>	R 850	R3 420	R 570	6	12
4 Subjects	<b>R5 410</b>	R 850	R4 560	R 570	8	12
5 Subjects	<b>R6 550</b>	R 850	R5 700	R 570	10	12
6 Subjects	<b>R7 690</b>	R 850	R6 840	R 570	12	12
<b>HEALTH AND WELLNESS - SKILLS PROGRAMMES</b>						
Home-Based Care	<b>R3 250</b>	R 850	R2 400	R 600	4	2
HIV/AIDS Counseling	<b>R3 250</b>	R 850	R2 400	R 600	4	2
COMBO: Home Based & HIV & First Aid	<b>R4 850</b>	R 850	R4 000	R 500	8	6
Trauma Support and Counseling	<b>R3 250</b>	R 850	R2 400	R 600	4	2
Grief and Bereavement Counseling	<b>R3 250</b>	R 850	R2 400	R 600	4	2
Introduction to Psychology (3 modules)	<b>R3 250</b>	R 850	R2 400	R 600	4	2
Advanced Certificate in Psychology (6 modules)	<b>R6 250</b>	R 650	R5 600	R 700	8	6
School Counselor	<b>R3 250</b>	R 850	R2 400	R 600	4	2
Advanced Certificate in Medical Reception	<b>R6 250</b>	R 650	R5 600	R 700	8	6
Advanced Certificate in Dental Reception	<b>R6 250</b>	R 650	R5 600	R 700	8	6
First Aid Level 1	<b>R2 000</b>	R500	R1 500	R 500	3	2
<b>EDUCATION PROGRAMMES</b>						
Early Childhood Development	<b>R8 650</b>	R 850	R7 800	R 650	12	12
Educational Aupair	<b>R5 050</b>	R 850	R4 200	R 700	6	6
Creche Management	<b>R8 650</b>	R 850	R7 800	R 650	6	6
<b>OCCUPATIONAL CERTIFICATES</b>						
Human Resource Management - 12 Modules	<b>R8 650</b>	R 850	R7 800	R 650	12	12
OHS: Occupational Health & Safety	<b>R8 650</b>	R 850	R7 800	R 650	12	12
Office Administration - OPSA - 6 Modules	<b>R5 050</b>	R 850	R4 200	R 700	6	6
Advanced Project Management - 12 Modules	<b>R8 650</b>	R 850	R7 800	R 650	12	12
Personal Assistant	<b>R5 050</b>	R 850	R4 200	R 700	6	6
Executive Assistant	<b>R6 450</b>	R 850	R5 600	R 700	8	8
Receptionist	<b>R5 050</b>	R 850	R4 200	R 700	6	6

Professional Secretary	<b>R6 450</b>	R 850	R5 600	R 700	8	8
Supply Chain & Logistics Management	<b>R5 050</b>	R 850	R4 200	R 700	6	6
Business Management	<b>R5 050</b>	R 850	R4 200	R 700	6	6
Digital / Computer Literacy	<b>R500</b>	0	0	R 500	2	2

**Please note:** The college fee information provided above is subject to change without prior notice. While every effort is made to ensure the accuracy of the fees listed, unforeseen circumstances or institutional policy updates may lead to adjustments.