



APPENDIX TO CERTIFICATE OF ACCREDITATION

This certifies that : **KWELANGA TRAINING CC**

Accreditation No: **2211**

Certificate Number: **003726**

Accreditation Status : **Full**

For the following Learning Programmes:

Learning Programme / Qualification	NQF Level	Credits
Managing time for result	Level 2	4
Minute taking for meetings	Level 3	4
Negotiating for result	Level 4	5
People Management	Level 4	10
Perfect Presentation skills	Level 3	5
Professional report writing skills	Level 4	6
Managing time and work processes within a business environment	Level 2	4
Plan and prepare meeting communications	Level 3	4
Brilliant Business Writing Skills	Level 4	5
Negotiate an agreement or deal in an authentic work situation	Level 4	4
Describe and apply the management functions of an organisation	Level 3	5
Accomodate audience and context needs in oral/signed communication	Level 3	5
Present information in report format	Level 4	5

Signature

Registrar:

Issued without Alteration or erasure

This appendix should always be accompanied by an original certificate of Accreditation issued with the above mentioned certificate number.

Please refer to the Services SETA website to view the Unit Standards aligned to the above mentioned Learning Programmes.

THE SERVICES SETA RESERVES THE RIGHT TO EFFECT CHANGES TO THIS DOCUMENT IF NECESSARY.