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Welcome to Open Learning Group
Your Lifelong Learning Partner

At the Open Learning Group (OLG) we are excited to offer individuals, regardless of where they are situated, the opportunity to obtain an accredited qualification that will help them realise their career dreams and make a real difference to their lives.

As part of Open Learning Holdings (OLH), we have helped over 500 000 students get their qualifications in the fields of logistics and supply chain management, education and teaching, policing and nursing.

In addition, over the past 20 years, more than 800 000 students have benefited from affordable education finance and bursary fund administration through Fundi, an associate company of OLH.

We understand we play an important role in the education landscape and in doing so approach our commitment to those who can’t afford full time studies or need to learn specific occupational skills, with responsibility.

Further to this commitment, we provide administrative and operational support to other exceptional educational institutions that offer some of their qualifications in a distance-learning mode of delivery. This ensures that a large number of students in both urban and rural communities in southern Africa are able to access quality education programmes through effective and accessible technology.

It is this triple focus on affordable, accessible and supportive education that is the hallmark of OLG’s success as an education provider. These qualities in turn inform our blended learning education model which offers a flexible and user-friendly solution to all students.

OLG is a forward thinking institution committed to making quality education accessible to individuals across the African continent, and we continue to look for ways to improve by making a difference in the education landscape.

Above all we aim to offer high quality education by assisting and supporting students to gain qualifications at an institution that they can be proud of and where all individuals have the opportunity to aspire to and succeed in their careers.

Wishing you the best in your learning journey with us!

Rian Breed,
CEO
Open Learning Group

Vision
To be the learning partner in enabling accessible, affordable, recognised education for career growth.

Purpose
To make a real difference by enabling individuals to realise their career dreams, contributing to building a better educated and skilled Africa.

Values
- Be passionate
- Make a meaningful contribution
- Take the lead
- Act with integrity, respect and care
- Serve with excellence
- Grow and celebrate together

“Above all we aim to offer high quality education by assisting and supporting students to gain qualifications at an institution that they can be proud of and where all individuals have the opportunity to aspire to and succeed in their careers.”
We are with you every step of the way

Since its inception, the Open Learning Group (OLG) has focused on providing quality distance-learning programmes which enable individuals to realise their career potential, and which contribute to the growth of a skilled workforce in South Africa.

In an age where knowledge is the new currency, the demand for quality higher education has dramatically increased. This interest has emerged, not only from school leavers, but also from employed individuals who are striving to up-skill mid-career. As most traditional universities have limitations in terms of space and flexibility, distance learning has become the preferred choice for many individuals seeking alternative high quality education.

At OLG, the focus on delivering quality education is paramount. All of our accredited programmes are designed to meet the highest academic and industry standards. We live in era marked by rapid advances in technology, and this has changed the face of distance learning education. OLG is proud to have been at the forefront of these changes.

We embrace new possibilities in the way we teach, learn and communicate. Our teaching methodology and support systems cater to a diverse student base and creates a conducive learning environment. Ultimately, we strive to make good quality education, accessible to the widest possible audience by eradicating artificial barriers.

We look forward to welcoming you to the OLG family!

Roshana Froon,
Academic Head
Open Learning Group

"Dare to live the life you have dreamed for yourself. Go forward and make your dreams come true."

- Ralph Waldo Emerson

About us

The Open Learning Group (OLG) is a fully-accredited, higher private education institution with over 20 years’ experience in the education sector, with qualifications that are delivered through a blended distance learning model and learnerships, skills programmes and short learning programmes that are delivered through contact sessions.

We are committed to supporting our students throughout their studies and we are able to offer individuals, regardless of where they are situated, the opportunity to obtain an accredited qualification that will assist them to realise their career aspirations.

What we do

OLG delivers accredited and specialised Logistics and Supply Chain Management qualifications that range from NQF Level 2 programmes to the highly sought-after NQF Level 7 degree. Furthermore, we offer Short Learning Programmes in the faculties of logistics, commerce and education.

The part-time learning model provides our students with opportunities of convenience to advance through the education system, outside of office hours.

Why OLG is the leader in education:
- Accredited: with South African Qualifications Authority (SAQA) and the Department of Higher Education and Training (DHET)
- Affordable: our courses are accessible to all
- Finance: access to flexible payment plans
- Accessible: register anytime and study anywhere
- Dedicated student support: with the OLG4ME student portal, digital tuition and virtual classrooms
- Innovative teaching and learning methodologies: helping students to thrive
- Blended mode of delivery: distance learning coupled with learning support at learning hubs
- Student support: through our support centres in major metros
- Industry leaders: with over 20 years’ experience in the field

Dare to live the life you have dreamed for yourself. Go forward and make your dreams come true.

- Ralph Waldo Emerson
Logistics and Supply Chain Management Programmes

Our accredited qualifications are designed to prepare and equip individuals for the dynamic world of logistics and supply chain management. The industry has been highlighted as a scarce skill in South Africa and offers unlimited scope for growth and career development.

Mode of Delivery:

OLG is a distance education provider but we also provide additional learning support through our Learning Hubs.

- Distance Education – this is the most flexible option and suitable for the working individual. Students have access to our online platform for academic programmes and can engage on our forums for general student support.
- Additional Learning Support – we also offer students learning support sessions which are presented at our OLG Learning Hubs. Students can attend sessions on weekdays.

Additional Learning Support at OLG Learning Hubs

These are centres that are strategically positioned across South Africa, which enables students to interact with academic staff in a secure and easily accessible environment to support their distance education activities.

Attendance of OLG Learning Hubs is best suited to school leavers as they transition into the tertiary education space. These hubs offer academic and administrative support as well as access to online resources and students platforms through the computer centres.

OLG has three learning hubs located in Johannesburg, Pretoria and Durban.

About our Specialist Articulation Pathway

Articulation refers to the progression from one qualification to another in a formal programme/qualification pathway. At OLG we specialise in offering articulation pathways, programmes and qualifications in the logistics and supply chain industry.

OLG’s articulation pathways help students by providing practical, lifelong learning opportunities for students that help them to study and progress steadily throughout their careers.


Open Learning Group is registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997 – Registration Certificate No.:2009/HE07/005

Open Learning Group (Pty) Ltd is an accredited ETDP SETA provider with extensions of scope at both W&RSET A: Provider A/C code 76 and TETA: TETA 12-293
The Specialist Articulation Pathway

Further Education & Training

- Bachelor of Business Administration Degree in Logistics and Supply Chain
- Diploma in Logistics and Supply Chain Management
  - Short Learning Programmes: Moderator, Design and Development
- Higher Certificate in Logistics Management
- National Certificate in Logistics Management
  - Short Learning Programmes: Moderator, Train-the-Trainer, Skills Development Facilitator (SDF)
- National Certificate in Supply Chain Management
  - Short Learning Programmes: Assessor, Trainer, Train-the-Trainer, Skills Development Facilitator (SDF)
- National Certificate: Road Transport Supervision
  - Short Learning Programmes: Manage customer satisfaction in a road transport activity, Manage road transport work teams
- National Certificate: Wholesale and Retail Operations Supervision
  - Short Learning Programmes: Controlling hazardous and dangerous goods, Packing, handling and securing freight, Handle dangerous goods during warehousing and storage
- National Certificate: Freight Handling
  - Short Learning Programmes: Allocating freight for packaging and grouping, Receiving and dispatching freight, and handling freight returns, Taking basic care of freight handling machinery
- National Certificate: Road Transport
  - Short Learning Programmes: Apply basic road transport managerial principles, Ensure compliance with routing and scheduling
- National Certificate: Freight Forwarding and Customs Compliance
  - Short Learning Programmes: Interpret and apply International Commercial Terms, Explain the administration of a freight forwarding and clearing operations, Handle cargo for import and export, Comply with procedures in respect of lost, discrepant and damaged cargo, Facilitate airfreight clearance and delivery, Uplift stock for return, Dispatch stock
- National Certificate: Wholesale and Retail Distribution
  - Short Learning Programmes: Move, pack and maintain stock in a distribution centre/warehouse, Pick stock in a distribution centre/warehouse
- National Certificate: Wholesale and Retail Operations
  - Short Learning Programmes: Maintain a safe and secure wholesale and retail environment, Implement promotional instructions, Process payment at a Point of Sales (POS), Apply in-bound Contact Centre Operations within a commercial environment

Higher Education & Training

- Bachelor of Business Administration Degree in Logistics and Supply Chain
- Diploma in Logistics and Supply Chain Management
  - Short Learning Programmes: Moderator, Design and Development
- Higher Certificate in Logistics Management
  - Short Learning Programmes: Moderator, Train-the-Trainer, Skills Development Facilitator (SDF)
- National Certificate in Supply Chain Management
  - Short Learning Programmes: Assessor, Trainer, Train-the-Trainer, Skills Development Facilitator (SDF)
- National Certificate: Road Transport Supervision
  - Short Learning Programmes: Manage customer satisfaction in a road transport activity, Manage road transport work teams
- National Certificate: Wholesale and Retail Operations Supervision
  - Short Learning Programmes: Controlling hazardous and dangerous goods, Packing, handling and securing freight, Handle dangerous goods during warehousing and storage
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Accreditation: The Stamp of Quality Approval

When deciding where and what to study, one of the first things that you should consider is whether or not the programme you choose is accredited.

What does accreditation mean?
Accredited programmes have been approved by SAQA (South African Qualifications Authority) as meeting a specific standard of quality education. These organisations evaluate the programme and institution on the basis of the curriculum, the lecturers’ qualifications, the quality of the institution and services they offer, the textbooks they use and the quality of facilities. This accreditation certifies the programme and is that stamp of approval that the qualification is considered valuable in the workplace. Accreditation also contributes to building the skills base and improving the quality of workers in South Africa.

In addition there are numerous accreditation bodies (Sector Education and Training Authorities or SETAs) responsible for accrediting specific programmes offered by an educational institution.

SETA Accreditation
SETA accredited training means that a skills development programme is approved by one of the industry specific SETAs, who set specific standards for training providers to guarantee the quality of the programme within a specific sector.

Once the individual has completed the training, he or she will obtain ‘recognition of competence’ that is valid throughout South Africa. This confirms the level of the student’s proficiency and quality of training undertaken.

What are the benefits of SETA accreditation?

- Employers can be confident that a certain standard has been set and adhered to by the training provider.
- Employees know their training will be recognised throughout South Africa.

Some companies will not employ you without a recognised qualification, because they can not be sure that your programme has equipped you with all of the knowledge and skills you need to perform your duties effectively. Companies often pay more for people with degrees and accredited qualifications because it indicates to them that the person was taught everything they need to know about a particular field.

Other benefits of completing an accredited qualification are:

- Training given to learners is aligned to the national and industry standards.
- Learners gain valuable knowledge which they can competently apply in the workplace.
- Learners gain structured, industry-aligned knowledge and high-quality training.
- Learners receive quality skills training from which they benefit.
- Accreditation helps colleges and other training providers to determine whether credits can be transferred from another institution.
- It also helps colleges and other training providers to implement self-assessment programmes to make sure that they maintain their standards and retain their accreditation.

Accreditation contributes to building the skills base and improving the quality of workers in South Africa.

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Logistics and supply chain management constitute a large part of South Africa’s Gross Domestic Product (GDP).

Over the next 30 years the Logistics Barometer predicts that the South African logistics industry will grow to transport 1.981.4 million tonnes per year. As a result, logistics and supply chain management is quickly becoming a strategic resource for the South African economy and key to providing a global competitive advantage.

The importance of logistics cannot be underestimated. Careful management of logistics improves the efficiency of a business, streamlining its operations and costs and increasing its profitability. While supply chain management helps companies to participate in the global market by enabling them to be a part of the networked economy.

As a result, a career in logistics and supply chain management offers great opportunities for growth. As companies and countries trade goods in ever increasing volumes, those individuals with the right skills and qualifications are becoming even more highly valued.

Logistics and supply chain management skills are scarce and the country is in dire need of skilled talent in this field.

The logistics and supply chain industry demands a diversity of skills and expertise.

To be able to work effectively in a business environment logistic professionals need knowledge and skills such as holistic, integrated thinking, an understanding of operational challenges, communication, collaboration, ethics and proficiency in the application of information technology.

Maintaining service levels and profitability, while moving goods and services, is crucial and if one area of the supply chain breaks down, it has a knock-on effect. Skilled logistics and supply chain management professionals are thus crucial to ensure that customers’ product needs are met, offering varied job opportunities, such as:

- **Demand Planning Analyst**: managing stock levels, purchasing stock and analysing inventory and billing processes. An ideal job for somebody with mathematical skills.
- **Procurement Manager**: buying goods for your company at the most competitive prices. Ideally suited to those with good communication and negotiation skills, and a love for figures and establishing professional networks.
- **Distribution Centre Supervisor**: managing the daily activities of the distribution centre. This would be ideal for a multitasker who can handle stress.

People interested in eventually working in a managerial position in the logistics or supply chain arenas will need to gain as much experience as possible in various aspects of these fields and through ongoing training keep up to date with new developments that take place in practice.

With new technologies and demands, the logistics industry offers unique and rewarding challenges at all levels of the supply chain. These challenges bring opportunities for innovation and influence within the industry, which are needed for South Africa to become globally competitive.
Distance Learning: The flexible option for the future

Some benefits of distance learning:

- Accessibility: makes higher education more accessible and is a possible solution to South Africa’s current skills shortage dilemma.
- Flexibility: students can fit studying into their schedule and can work at their own pace fast-tracking skills enhancement and career growth.
- Develop transferable skills: students learn skills like working independently, planning, research, time management and self-discipline while studying.
- Affordable: distance learning programmes typically cost less than a full-time degree.
- Greater variety: you can study more subjects and enrol for programmes that may not be available in your immediate area.
- Build networks: through online forums students can network with a broad range of people rather than just your immediate class.
- Time saving: no need to travel to class saves time and energy.
- Learn from the best: students get to learn from some of the best speakers and experts in their chosen field.
- Employers benefit: employers gain the benefit of employees who are gaining skills and expertise without losing them to full-time studies.

Education is one of the main factors contributing to a person’s career development and future success. In today’s increasingly competitive marketplace, flexible education options are becoming more attractive to those looking to advance themselves with an accredited qualification while continuing to progress in their career.

One of the most flexible and progressive options with which to achieve this, is distance learning. This mode of learning allows you to fit your studies into your work and home life. Students can set their own pace of study and control when and where they study.

The Open Learning Group (OLG) offers a supportive, blended distance model which substantially enhances the learning experience and takes the “distance” out of distance learning.

Considering all these benefits it is no surprise that this form of study is one of the best ways for people to expand their skills and further their careers in a flexible and rewarding way.
Short Learning Programmes: Towards a Better Skilled South Africa

The South African Qualifications Authority (SAQA) says: “Short course provisioning is one of the most dynamic features of the emerging education and training system of South Africa”.

Short Learning Programmes (SLPs) are an affordable and more accessible way to upskill workers, upgrade their skills and develop multiple skills, thus playing an important part in developing South Africans into more highly skilled professionals.

Accredited short programmes offer condensed content or specific skills training over a short period of time (usually 1-12 months) in any field or subject. These programmes provide learners with flexible pathways to achieving education and training certifications in a short space of time, while they are still working.

Today’s fast-paced and bustling world requires the modern worker to become a jack-of-all-trades. Short learning programmes are an effective way to improve your CV with relevant and marketable skills in a reasonably short time. It also enables students to immediately apply their new skills or knowledge to their current positions.

SLPs are a great way to fill the gaps in your knowledge and they can give you a competitive edge when it comes to job promotions. Short programmes on self-developmental topics (like leadership, workplace communication and conflict resolution) are an ideal way to help you stand out from the crowd and may help you secure a promotion.

Short learning programmes also save employers time and resources, while their employees are upskilled. In return, skilled and passionate employees contribute to the success, profitability and competitive advantage of any business and usually leads to higher staff retention.

On a personal level, short learning programmes allow you to show that you are proactive, hardworking, willing to learn and ambitious, having completed a course independently.

Even if you have a diploma or degree, having completed short courses could make you stand out from other qualified candidates when applying for a job. These programmes can also be used to turn your career in a new direction or open doors for you if you are interested in pursuing entrepreneurial ventures.
Welcome to OLG!
Receive registration confirmation SMS & OLG4ME login details
• Study material delivered to your door
• Receive SMS with tracking number

Did you log into OLG4ME yet?

Missed a class?
Catch up online http://www.olg4me.co.za

Attend an Orientation session, from here on you should know what is expected of you during your studies

Plan your studies
Submit in time and qualify for exams
Online submission on OLG4ME

NB: 2 months to exams - no further exam venue changes allowed
Results within 2 weeks after submission

Personal exam timetable on OLG4ME
Know your venue and exam times

Receive ceremony details by SMS, RSVP and celebrate

Continue studying!
• Write second examination opportunity next semester
• Enroll for 2nd or 3rd year
• Re-register for outstanding modules
• Register for another programme

1. Nice to meet you!
2. Get started
3. Going to class
4. Assignments
5. Examinations
6. Where to next?
OLG offers the following Higher Education and Training qualifications that are affordable, accredited and flexible. These qualifications aim to equip the student with the knowledge and skills for a successful career in logistics and supply chain management.

**Higher Certificate in Logistics Management**

**SAQA ID:** 96798  
**NQF Level:** 5

**About the programme:** The programme is designed to equip students with a wide range of logistics management knowledge as well as the skills and competencies suitable for operational level logistics and supply chain management personnel. At the end of the programme, students will be able to understand the importance of logistics and supply chain operations and its contribution to a productive organisation.

**Admission requirements:**
- National Senior Certificate (NSC) with Higher Certificate endorsement plus English (1st or additional) 40%
- Senior Certificate (SC) English (1st or 2nd language) SG D or HG E
- National Certificate Vocational (NCV) with English 40%
- National Certificate NQF 5 in Supply Chain Management or relevant qualification (120 credits, SAQA listed programme)

**Career opportunities associated with this Higher Certificate:**
- Logistics Engineer
- Supply Chain Manager
- Production Supervisor
- Transportation Manager
- Warehouse Operations
- Inventory Specialist
- Operations Research Analyst
- Consultant

**Modules**
- Business Communication
- Computer Literacy
- Business Management 1
- Transport Economics 1
- Logistics Management 1
- Financial Management 1
- Elective Modules: Supply Chain Management 1/Purchasing Management 1/Marketing Management 1

**Testimonial**

"OLG is an excellent institution to study with, I found that I could work part-time and earn my own money while I was studying, which was a big bonus for me. I studied Logistics as I want to run an Import and Export Business."  

Thabang Mlameo,  
Qualification:  
Higher Certificate, Logistics Management

**Duration**

This programme must be completed within a minimum of one year and a maximum of three years.

**Mode of delivery**

This programme is delivered through a blended mode of delivery, offering limited contact classes combined with open distance learning, which provides much needed flexibility for the full-time employed individual. Students also have an option to apply at an OLG Learning Hub to attend classes for additional distance learning support.

**Please note:**

Students who completed the Higher Certificate in Logistics Management, and do not have university exemption on their NCS/SC, can apply to Universities South Africa (USAF) for complete conditional exemption to register for the BBA degree in Logistics and Supply Chain Management.

**Earning potential**

Managers in this field can earn +/- R40 000 per month. The highest paying skills associated with this job are Leadership, Inventory Management, Supply Chain, Logistics, and Operations Management.*

*Information supplied by www.payscale.com

**Testimonial**

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Thabang Mlameo,  
Qualification:  
Higher Certificate, Logistics Management

**Please note:**

Prospective students over 23 years of age and at least two (2) years’ work experience in a related field (provide CV) or candidates over the age of 45 years, who do not meet the minimum requirements, could apply to the Registrar for possible admission through Recognition of Prior Learning and placement on an access programme.
Diploma in Logistics and Supply Chain Management

About the programme: The Diploma in Logistics and Supply Chain Management aims to develop students in gaining a wide range of professional, vocational and industry-specific intellectual competencies, knowledge and practical skills to be able to critically analyse, interpret and understand logistics and supply chain management principles, processes and procedures. The graduate should be able to take decisions in the context of a logistics and/or supply chain organisation, to analyse relevant information, and produce innovative responses to concrete but often unfamiliar problems based on informed judgement.

Requirement: Students need to have access to a computer with internet.

Admission requirements:
- National Senior Certificate (NSC) with Diploma endorsement English (1st or additional) – 40% (E)
- Senior Certificate (SC) English (1st or 2nd Language) SG or HG-E; 3 subjects SG D or HG E
- National Certificate Vocational (NCV). At least 50% in three fundamental subjects including English plus at least 60% in three vocational subjects
- Completed the OLG Higher Certificate in Logistics Management or other relevant 120 credit Higher Certificate.

SAQA ID: 85028
NQF Level: 6

First year modules
- Business Management 1
- Economics 1
- Logistics Business Communication
- Transport Economics 1
- Supply Chain Management 1

Second year modules
- Business Management 2
- Business Information Systems
- Logistics Management 1
- Transport Economics 2
- Work Integrated Learning 1

Third year modules
- Financial Management 2
- Logistics & Supply Chain Management Systems 1
- Logistics Management 2
- Supply Chain Management 2
- Work Integrated Learning 2

Managers in this field can earn an average of over R400 000 per year. The highest paying skills associated with this job are Leadership, Inventory Management, Supply Chain, Logistics, and Operations Management.

*Information supplied by www.payscale.com

Testimonial:
"I am a manager in the Logistics industry, and my qualification will assist me to further my career in this field. All it takes is hard work and dedication. You also need to be willing to go the extra mile.”
Chantelle Roddan
Qualification: Diploma, Logistics and Supply Chain Management

Career opportunities associated with this diploma
- Logistics
- Warehousing
- Transport
- Supply Chain Management
- Purchasing
- Clearing and Freight Forwarding

Duration
This programme must be completed within a minimum of three years and a maximum of five years with the option of re-registering for outstanding modules.

Mode of delivery
This programme is delivered through a blended mode of delivery, offering limited contact classes combined with open distance learning, which provides much needed flexibility for the full-time employed individual. Students also have an option to apply at an OLG Learning Hub to attend classes for additional distance learning support.

Earning potential

Chantelle Roddan
Qualification: Diploma, Logistics and Supply Chain Management

About the programme: The Diploma in Logistics and Supply Chain Management aims to develop students in gaining a wide range of professional, vocational and industry-specific intellectual competencies, knowledge and practical skills to be able to critically analyse, interpret and understand logistics and supply chain management principles, processes and procedures. The graduate should be able to take decisions in the context of a logistics and/or supply chain organisation, to analyse relevant information, and produce innovative responses to concrete but often unfamiliar problems based on informed judgement.

Requirement: Students need to have access to a computer with internet.

Admission requirements:
- National Senior Certificate (NSC) with Diploma endorsement English (1st or additional) – 40% (E)
- Senior Certificate (SC) English (1st or 2nd Language) SG or HG-E; 3 subjects SG D or HG E
- National Certificate Vocational (NCV). At least 50% in three fundamental subjects including English plus at least 60% in three vocational subjects
- Completed the OLG Higher Certificate in Logistics Management or other relevant 120 credit Higher Certificate.
Bachelor of Business Administration (BBA) In Logistics and Supply Chain Management

About the programme: The BBA in Logistics and Supply Chain Management will give you a solid understanding of supply chain and logistics management from both a South African and global perspective. The degree is designed in response to the growing demand for professionals capable of executing and managing operations in the procurement, warehousing and transportation of goods.

Admission requirements
- National Senior Certificate (NSC) with 8 Degree endorsement plus English (1st or additional) - 40% (E) Math Literacy – 60% (C) Mathematics – 40% (E)
- Senior Certificate (SC) Exemption or conditional exemption plus English (1st or 2nd) SG or HG - E Mathematics pass SG or HG
- National Certificate Vocational (NCV) - At least 60% in three fundamental subjects including English plus at least 70% in three vocational subjects
- Completed OLG Higher Certificate in Logistics Management or other relevant 120 credit Higher Certificate with a minimum aggregate of 60% (Universities South Africa exemption)
- Completed OLG Diploma in Logistics and Supply Chain Management or other relevant 360 credits Diploma (Universities South Africa exemption)

Requirement: Students need to have access to a computer with internet.

SAQA ID: 91114
NQF Level: 7

NQF Level 6

Testimonial
“Toward ending my career, I’ve always had the thought of having a career in logistics. This degree has given me the stepping stone towards that. I found my studies enjoyable and fun and it’s great that you can do it at your own pace.”

John-Leonard Kruger
Qualification: BBA in Logistics and Supply Chain Management

Career opportunities associated with this degree:
- Logistics Engineer
- Supply Chain Manager
- Production Supervisor
- Transportation Manager
- Warehouse Operations
- Inventory Specialist
- Operations Research Analyst

Managers in this field can earn an average of over R400,000 per year. The highest paying skills associated with this job are Leadership, Inventory Management, Supply Chain, Logistics, and Operations Management.

*Information supplied by www.payscale.com

First year modules
- Business Management 1
- Economics 1
- Logistics Management 1
- Business Statistics
- Elective: Transport Economics

Second year modules
- Business Research
- Business Management 2
- Economics 2
- Logistics Management 2
- Supply Chain Management 2
- Financial Management 2

Third year modules
- Business Management 3
- Project Management 1
- Logistics and Supply Chain Management Systems 1
- Logistics and Supply Chain Research: Theory
- Logistics and Supply Chain Research: Project
- Logistics Management 3
- Supply Chain Management 3

Manager in this field can earn an average of over R400,000 per year. The highest paying skills associated with this job are Leadership, Inventory Management, Supply Chain, Logistics, and Operations Management.

*Information supplied by www.payscale.com

Duration
This programme must be completed within a minimum of three years and a maximum of five years with the option of re-registering for outstanding modules.

Mode of delivery
This programme is delivered through a blended mode of delivery, offering limited contact classes combined with open distance learning, which provides much needed flexibility for the full-time employed individual. Students also have an option to apply at an OLG Learning Hub to attend classes for additional distance learning support.

Earning potential

Testimonial
“I would like to become one of the few qualified and skilled Transport Engineers in South Africa. Studying with OLG has given me the stepping stone towards that. I found my studies enjoyable and fun and it’s great that you can do it at your own pace.”

John-Leonard Kruger
Qualification: BBA in Logistics and Supply Chain Management

Career opportunities associated with this degree:
- Logistics Engineer
- Supply Chain Manager
- Production Supervisor
- Transportation Manager
- Warehouse Operations
- Inventory Specialist
- Operations Research Analyst

Managers in this field can earn an average of over R400,000 per year. The highest paying skills associated with this job are Leadership, Inventory Management, Supply Chain, Logistics, and Operations Management.

*Information supplied by www.payscale.com
Further Education and Training (FET) Programmes

If you want to climb the corporate ladder to success we’ll help you take the next step, with our learnership programmes.

We specialise in learnerships and short learning programmes that are aligned primarily to the Transport Sector (TETA) and Wholesale and Retail Sector (W&RSETA) and short learning programmes that are aligned to the Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA).

Individuals are able to progress through our learning pathway in various workplace-orientated programmes.

Learnerships

**National Certificate: Supply Chain Management**

**SAQA ID:** 74149
**Accredited by:** Transport Education and Training Authority (TETA)

**Requirement:** Learners need to have access to a computer with internet.

In addition, the following have been identified as elective areas of specialisation where learners may choose one elective:

- Purchasing, Procurement and Supply
- Strategic Supply Chain
- Distribution and Disposal Management
- Materials and Logistics Management
- Public Sector
- Sales and Services

**About the programme:** This programme is developed to engage the learner in the processes and inter-relationships across the supply chain environment. It aims to improve supply chain management within the organisation and assists learners in adding value by creating good customer relations, assessing risks and applying professional ethics.

**Admission requirements**

Prospective learners should be competent in:

- Mathematical Literacy and Communication at NQF Level 4
- Computer Literacy and the ability to use databases and spreadsheets at NQF Level 3

**Duration**

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

**Mode of delivery**

This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Prospective learners must be competent in:
- Mathematics / Numeracy and Language / Communication skills at NQF Level 3 or the equivalent.

What can learners expect?
The learner will obtain knowledge to apply in the road transport industry to successfully execute crucial outcomes such as the following:
- Managing customer satisfaction in a road transport activity
- Operating a fleet
- Managing road transport work teams
- Applying strategic road transport management principles
- Transporting freight
- Transporting passengers
- Applying occupational health, safety and environmental principles

"This programme provides a bridging opportunity for individuals wishing to pursue a career in road transport operations and management."

Admission requirements
Prospective learners must be competent in:
- Mathematics / Numeracy and Language / Communication skills at NQF Level 3 or the equivalent.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.

Certificate: Further Education and Training Road Transport Supervision

SAQA ID: 48439
Accredited by: Transport Education and Training Authority (TETA)

About the programme: This programme provides a bridging opportunity for individuals wishing to pursue a career in road transport operations and management. It would also serve to formally recognize the experience gained by learners employed in the sector already. This programme equips a learner for employment and/or career advancement opportunities within the transport industry, as well as enables the learner to pursue more advanced levels of study in this specific field.

Learnerships

Further Education and Training (FET) Programmes

SAQA ID: 48439
Accredited by: Transport Education and Training Authority (TETA)

Certificate: Further Education and Training Road Transport Supervision

About the programme: This programme provides a bridging opportunity for individuals wishing to pursue a career in road transport operations and management. It would also serve to formally recognize the experience gained by learners employed in the sector already. This programme equips a learner for employment and/or career advancement opportunities within the transport industry, as well as enables the learner to pursue more advanced levels of study in this specific field.
Prospective learners must be competent in:
Communications at NQF Level 2 or equivalent and
Mathematical Literacy at NQF Level 2 or equivalent.

What can learners expect?
This programme will suit learners interested in:
- Describing basic freight logistic principles
- Taking basic care of freight handling machinery
- Allocating freight for packaging and grouping
- Controlling and locating stock
- Receiving and dispatching freight, and handling freight returns
- Controlling hazardous/dangerous and dangerous goods
- Packing, handling and securing freight

"Learners completing this programme will be able to demonstrate the ability to consider a range of options related to their chosen field."

About the programme: This programme will enable the learner to effectively operate within the freight handling environment. Learners who complete this programme will have the skills required to comply with the relevant procedures. Learners completing this programme will be able to demonstrate the ability to consider a range of options related to their chosen field. This ability will enable them to make decisions and improve performance around freight handling administration, planning, goods handling, storage, transport planning, and basic freight handling equipment maintenance.

Learners can choose one of the following electives:
SAQA ID: 57831
- Convey dangerous goods by road
  (This module is required for a Professional Drivers Permit - PDP, where individuals need to be 24 years or older)
- Controlling hazardous/dangerous and dangerous goods
- Packing, handling and securing freight

OR
SAQA ID: 242983
- Arrange the distribution of small to medium sized consignments door-to-door

Admission requirements
Prospective learners must be competent in:
- Communications at NQF Level 2 or equivalent and
  Mathematical Literacy at NQF Level 2 or equivalent.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Further Education and Training (FET) Programmes

Learnerships

NQF Level 3

National Certificate: Road Transport

SAQA ID: 48437
Accredited by: Transport Education and Training Authority (TETA)

About the programme: The purpose of this programme is to facilitate training and educational opportunities for individuals currently employed in the southern African road transport industry or those wishing to pursue a career in this industry. Individuals specialise in freight-related fields. This training is applicable and appropriate for professionals in companies where transport is a primary or secondary function. This programme has been designed to address the specific needs as expressed by the road transport industry of South Africa.

What can learners expect?
This programme aims to provide learners in the road transport sector with the following skills required in this industry:
- Applying basic road transport managerial principles
- Applying safety, health and environmental protection procedures
- Obtaining and communicating road transport operational information
- Ensuring compliance with routing and scheduling
- Supervising employees
- Operate within a logistics environment
- Oversee the routing and scheduling function

This programme has been designed to address the specific needs as expressed by the road transport industry of South Africa.

Admission requirements
Prospective learners must be competent in:
- Communication and language skills, Mathematics
- Numeracy at NQF Level 2 or the equivalent.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.

Further Education and Training (FET) Programmes

Learnerships

NQF Level 3

National Certificate: Road Transport

SAQA ID: 48437
Accredited by: Transport Education and Training Authority (TETA)

About the programme: The purpose of this programme is to facilitate training and educational opportunities for individuals currently employed in the southern African road transport industry or those wishing to pursue a career in this industry. Individuals specialise in freight-related fields. This training is applicable and appropriate for professionals in companies where transport is a primary or secondary function. This programme has been designed to address the specific needs as expressed by the road transport industry of South Africa.

What can learners expect?
This programme aims to provide learners in the road transport sector with the following skills required in this industry:
- Applying basic road transport managerial principles
- Applying safety, health and environmental protection procedures
- Obtaining and communicating road transport operational information
- Ensuring compliance with routing and scheduling
- Supervising employees
- Operate within a logistics environment
- Oversee the routing and scheduling function

This programme has been designed to address the specific needs as expressed by the road transport industry of South Africa.

Admission requirements
Prospective learners must be competent in:
- Communication and language skills, Mathematics
- Numeracy at NQF Level 2 or the equivalent.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Prospective learners must be competent in:
- Mathematical Literacy and Communication at NQF Level 2.

What can learners expect?
This programme aims to provide learners in the road transport sector with the following skills required in this industry:
- Outlining the legal environment of a selected industry
- Complying with organisation ethics
- Applying geographic principles in mapping a trade route
- Interpreting and applying International commercial terms
- Identifying equipment and infrastructure used in international transport
- Describing and applying the Customs and Excise Act
- Outlining the structure of the airfreight forwarding environment
- Outlining the structure of the surface freight forwarding environment

What can learners expect?
Some elective specialisation areas to choose from include:
- Customs
- Airfreight
- Surface Freight

“...the aim of providing learners with the conceptual framework and the skills necessary...”

Admission requirements
Prospective learners must be competent in:
- Mathematical Literacy and Communication at NQF Level 2.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Prospective learners must be competent in:

- Communication and Mathematical Literacy at NQF Level 1.

**What can learners expect?**

- Counting stock for a stock-take
- Maintaining a safe and secure environment in a distribution centre
- Processing payments at Point of Sales (POS)
- Recording transactions

**SAQA ID:** 58206

**Accredited by:** Wholesale and Retail Sector Education and Training Authority (W&RSETA)

**About the programme:** It addresses skills and competencies that enable learners to access the wholesale and retail operations industry. This qualification is designed to provide the necessary skills and abilities for people working in various wholesale and retail operations functions. The wholesale and retail environment buys and sells a wide range of products and stock from manufacturers and delivers it to the end user. Throughout this process a variety of skills are crucial. The learner will be able to complete basic business functions, learn to interact with customers and solve problems, as well as plan their own self-development.

**Admission requirements**

Prospective learners must be competent in:

- Communication and Mathematical Literacy at NQF Level 1.

**Mode of delivery**

This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Prospective learners must be competent in:
Communication and Mathematical Literacy at NQF Level 1.

What can learners expect?
Learners will gain skills, such as the following:
- Processing payment at a Point of Sales (POS)
- Marking merchandise and maintain displays
- Counting stock for a stock-take
- Implementing promotional instructions
- Dispatching stock
- Uplifting stock for return

SAQA ID: 49280
Accredited by: Wholesale and Retail Sector Education and Training Authority (W&RSETA)

About the programme: This is designed for learners who are already employed in the distribution field and who want to pursue a career in the wholesale and retail industry, or in fields where this is applicable.
The purpose of this programme is to enable learners to understand and familiarise themselves with the underlying principles of all the major areas related to distribution within the wholesale and retail sector.

Admission requirements
Prospective learners must be competent in:
- Communication and Mathematical Literacy at NQF Level 1.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.

Further Education and Training (FET) Programmes
National Certificate: Wholesale and Retail Distribution

Learnerships
NQF Level 2

SAQA ID: 49280
Accredited by: Wholesale and Retail Sector Education and Training Authority (W&RSETA)

What can learners expect?
Learners will gain skills, such as the following:
- Processing payment at a Point of Sales (POS)
- Marking merchandise and maintain displays
- Counting stock for a stock-take
- Implementing promotional instructions
- Dispatching stock
- Uplifting stock for return

Admission requirements
Prospective learners must be competent in:
- Communication and Mathematical Literacy at NQF Level 1.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.

Further Education and Training (FET) Programmes
National Certificate: Wholesale and Retail Distribution

Learnerships
NQF Level 2

SAQA ID: 49280
Accredited by: Wholesale and Retail Sector Education and Training Authority (W&RSETA)

What can learners expect?
Learners will gain skills, such as the following:
- Processing payment at a Point of Sales (POS)
- Marking merchandise and maintain displays
- Counting stock for a stock-take
- Implementing promotional instructions
- Dispatching stock
- Uplifting stock for return

Admission requirements
Prospective learners must be competent in:
- Communication and Mathematical Literacy at NQF Level 1.

Duration
Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Prospective learners must be competent in:

- Mathematical Literacy and Communication at NQF Level 2.

What can learners expect?

The learner will be exposed to the following learning areas:

- Applying theft, fraud and safety controls in a wholesale and retail outlet
- Applying knowledge of self and team in order to develop a plan to enhance team performance
- Demonstrating knowledge of products in own area of operation in a wholesale and retail environment
- Communicating in an assertive manner with clients and fellow workers
- Conducting a structured meeting
- Motivating and building a team
- Prioritising time and working for self and team

“This programme is developed around a planned combination of learning outcomes that will provide learners with the knowledge and applied competence…”

Admission requirements

Prospective learners must be competent in:

- Mathematical Literacy and Communication at NQF Level 2.

Duration

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

Mode of delivery

This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Prospective learners must be competent in:
- Numeracy and First Language Literacy at NQF Level 3.

What can learners expect?
Learners have the opportunity to develop skills such as:
- Supervising sales performance
- Supervising stock counts
- Supervising housekeeping and hygiene in a store
- Supervising implementation of loss control measures
- Supervising customer service standards
- Demonstrating basic understanding of the Primary labour legislation that impacts on a business unit
- Indicating the role of a team leader ensuring that a team meets an organisation’s standards

SAQA ID: 49397
Accredited by: Wholesale and Retail Sector Education and Training Authority (W&RSETA)

About the programme: This programme aims to acquaint learners with the principles of supervision and team leadership within the wholesale and retail sector. Supervision in this context includes all activities ensuring the achievement of desired results and the correct implementation of prescribed policies, procedures and activities. This programme thus aims to build capacity and improve skills at lower management level in the wholesale and retail sector, ensuring the development of competence and increased service delivery in this field. Individuals who would like to enter the supervisory management level in the wholesale and retail sector will benefit from this programme.

Admission requirements
Prospective learners must be competent in:
- Numeracy and First Language Literacy at NQF Level 3.

Mode of delivery
This programme is delivered through contact sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a full list of modules and more information please contact 011 670 4800.
Wholesale and Retail Skills Programmes

The skills programmes outlined in the table below are aligned primarily to the Wholesale and Retail Sector and provide specific job training and skills development.

<table>
<thead>
<tr>
<th>Short Learning Programmes (SLPs)</th>
<th>Description</th>
<th>Duration (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Road Transport</strong></td>
<td>The learner will be exposed to some of the following learning areas:</td>
<td>1-11</td>
</tr>
<tr>
<td></td>
<td>● Apply basic road transport managerial principles</td>
<td></td>
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<tr>
<td></td>
<td>● Ensure compliance with routing and scheduling</td>
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<tr>
<td></td>
<td>● Manage customer satisfaction in a road transport activity</td>
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<tr>
<td></td>
<td>● Manage road transport work teams</td>
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<tr>
<td></td>
<td>● Apply strategic road transport management principles</td>
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<tr>
<td><strong>Freight Handling</strong></td>
<td>The learner will be exposed to some of the following learning areas:</td>
<td>1-11</td>
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<tr>
<td></td>
<td>● Allocating freight for packaging and grouping</td>
<td></td>
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<tr>
<td></td>
<td>● Receiving and dispatching freight, and handling freight returns</td>
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<tr>
<td></td>
<td>● Controlling hazardous/dangerous and dangerous goods</td>
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<tr>
<td></td>
<td>● Packing, handling and securing freight</td>
<td></td>
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<tr>
<td></td>
<td>● Taking basic care of freight handling machinery</td>
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<tr>
<td><strong>Customs Compliance</strong></td>
<td>The learner will be exposed to some of the following learning areas:</td>
<td>1-11</td>
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<tr>
<td></td>
<td>● Interpret and apply international commercial terms</td>
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<td></td>
<td>● Explain the administration of freight forwarding and clearing operations</td>
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<td></td>
<td>● Handle cargo for import and export</td>
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<td></td>
<td>● Comply with procedures in respect of lost, discrepant and damaged cargo</td>
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<td></td>
<td>● Facilitate airfreight clearance and delivery</td>
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<tr>
<td><strong>Stock Control</strong></td>
<td>The learner will be exposed to some of the following learning areas:</td>
<td>1-11</td>
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<tr>
<td></td>
<td>● Move, pack and maintain stock in a distribution centre/warehouse</td>
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<td></td>
<td>● Handle dangerous goods during warehousing and storage</td>
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<td></td>
<td>● Pick stock in a distribution centre/warehouse</td>
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<td></td>
<td>● Uplift stock for return</td>
<td></td>
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<tr>
<td></td>
<td>● Dispatch stock</td>
<td></td>
</tr>
<tr>
<td><strong>Wholesale and Retail</strong></td>
<td>The learner will be exposed to some of the following learning areas:</td>
<td>1-11</td>
</tr>
<tr>
<td></td>
<td>● Maintain a safe and secure wholesale and retail environment</td>
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<tr>
<td></td>
<td>● Implement promotional instructions</td>
<td></td>
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<tr>
<td></td>
<td>● Process payment at Point of Sales (POS)</td>
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<tr>
<td></td>
<td>● Apply in-bound Contact Centre Operations within a commercial environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Apply theft, fraud and safety controls in a wholesale and retail outlet</td>
<td></td>
</tr>
</tbody>
</table>

These Short Learning Programmes (SLP) are ideally suited to individuals who want to upskill in a specific area in the logistics and supply chain industry within the relevant sectors. These SLPs can be done with the aim of completing a full qualification afterwards.

**Mode of delivery**

Contact sessions will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

For a comprehensive list of unit standards, and more information please contact 011 670 4800.
Short Learning Programmes (SLP) are ideally suited to individuals who want to upskill in a specific area in the logistics and supply chain industry. They are also aimed at individuals who have successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the fields of logistics and supply chain management.

What can students expect?
The student will be exposed to some the following learning areas:
- Understanding the role of logistics in the economy and organisation
- Grasping the importance of logistics as a source of competitive advantage
- Understanding a product life cycle in an organisation
- Understanding the importance and path of a customer order
- Designing, selecting and managing a distribution channel
- Applying the principles of logistics management
- Implementing an evaluation of the logistics performance of an organisation and recommend improvements

This SLP is designed for individuals who want to develop intellectual competencies and practical skills in order to make decisions necessary in planning and implementing logistic solutions. This programme will also benefit the individual who requires knowledge of the logistics discipline and its interrelationships with other business functions within and across an organisation.

Duration and mode of delivery
This programme is delivered through:
- Contact sessions that include training from industry experts and practical on-the-job advice.
  OR
- A blended mode, offering limited contact classes combined with open distance learning.
For more detailed information please contact: 011 670 4800

Set your own goals and go the distance with OLG Short Learning Programmes.

What can students expect?
The student will be exposed to some the following learning areas:
- Identify the major drivers of supply chain performance
- Identify the key factors to be considered when designing a distribution network
- Understand how e-business has affected the design and distribution networks in different industries
- Identify the factors influencing supply chain network design decisions
- Develop a framework for making network design decisions
- Use optimisation for facility location and capacity allocation decisions
- Identify the components of a demand forecast
- Forecast demand in a supply chain, given historical demand data and using times series methodologies

This programme is delivered through:
- Contact sessions that include training from industry experts and practical on-the-job advice.
  OR
- A blended mode, offering limited contact classes combined with open distance learning.
For more detailed information please contact: 011 670 4800

Testimonial
“OLG has been an excellent company to work with and provides a comprehensive range of academic logistics support. Their commitment and care to their customer is exemplary and they go the extra mile at all levels. OLG has contributed greatly to streamlining processes as well as facilitation of the academic development programme of our applicants and students. OLG is part of our team!”
Toy Vermaak
Netcare Education Manager: Faculty Of Nursing And Ancillary Healthcare
Short Learning Programmes (SLP) are ideally suited to individuals who want to upskill in a specific area in the logistics and supply chain industry. They are also aimed at individuals who have successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the fields of logistics and supply chain management.

What can students expect?

The student will be exposed to some the following learning areas:
- Undertaking research on cost analysis and explain what it is comprised of
- Understanding the different purchasing services in a supply chain
- Understanding global supply management and the competition surrounding purchasing
- Building and manage a team to successfully negotiate areas relating to purchasing
- Applying and understand the ethical and professional standards of purchasing/procurement in a supply chain

Admission requirements

You must be able to communicate effectively using English in written and/or oral form. There are no further admission requirements for self-enrichment programmes.

Duration and mode of delivery

This programme is delivered through:
- Contact sessions that include training from industry experts and practical on-the-job advice.
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact:
011 670 4800

Purchasing Management in the logistics and supply chain environment involves the development, evaluation and implementation of purchasing principles. This programme will suit an individual who wants to enhance his or her fundamental knowledge on how purchasing can contribute to value creation in a supply chain environment.

Admission requirements

You must be able to communicate effectively using English in written and/or oral form. There are no further admission requirements for self-enrichment programmes.

Duration and mode of delivery

This programme is delivered through:
- Contact sessions that include training from industry experts and practical on-the-job advice.

For more detailed information please contact:
011 670 4800
Short Learning Programmes (SLP) are ideally suited to individuals who want to upskill in a specific area in the logistics and supply chain industry. They are also aimed at individuals who have successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the fields of logistics and supply chain management.

What can students expect?

The student will be exposed to some of the following learning areas:
- Define and conceptualise the concept of project management
- Apply cost estimation and budgeting
- Develop a comprehensive project plan
- Identify and manage associated risks
- Understand and apply project scheduling
- Effectively measure, evaluate and control projects
- Manage project teams
- Provide project leadership
- Utilise MS Project 2010

Individuals who want to gain an understanding of project management concepts, principles and techniques would benefit from this SLP.

Duration and mode of delivery

This programme is delivered through:
- Contact sessions that include training from industry experts and practical on-the-job advice.
  OR
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

Admission requirements

You must be able to communicate effectively using English in written and/or oral form. There are no further admission requirements for self-enrichment programmes.

Intermediate Logistics Management (NQF Level 6)

This short learning programme will suit individuals who want to develop competencies to understand logistics concepts as well as the management of logistics operations within an organisation.

What can students expect?

The student will be exposed to some of the following learning areas:
- Explain how to develop a logistics and supply chain strategy
- Explain the forecasting process and define the various forecasting techniques and when to apply these techniques
- Explain how network integration impacts on supply chain design
- List the stages of supply chain design and implementation
- Explain the various aspects to consider when designing a storage and handling facility
- Define and explain the various cost structures for the different modes of transport
- Distinguish between the different tariff-quoting techniques available in transport costing

Duration and mode of delivery

This programme is delivered through:
- Contact sessions that include training from industry experts and practical on-the-job advice.
  OR
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

Admission requirements

Fundamental knowledge and/or experience in Logistics Management is a prerequisite for this intermediate programme.
Short Learning Programmes (SLP) are ideally suited to individuals who want to upskill in a specific area in the logistics and supply chain industry. They are also aimed at individuals who have successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the fields of logistics and supply chain management.

What can students expect?

The student will be exposed to some of the following learning areas:

- Identify factors that need to be included in total cost when making global sourcing decisions
- Define uncertainties that are particularly relevant when designing global supply chains
- Explain different strategies that may be used to mitigate risk in global supply chains
- Understand decision tree methodologies used to evaluate supply chain design decisions and uncertainty
- Identify the decisions that are best solved by aggregate planning
- Discuss the importance of aggregate planning as a supply chain activity
- Describe the information needed to produce an aggregate plan
- Explain the trade-offs to consider when creating an aggregate plan

This short learning programme will suit managers who want to develop knowledge and skills in areas such as managing supply chain relations, performance measurements and financial analysis, demand management, transportation management, network designs and facility location, managing reverse flow in the supply chain, strategic challenges and change.

Admission requirements

Fundamental knowledge and/or experience in Supply Chain Management is a prerequisite for this intermediate programme.

Duration and mode of delivery

This programme is delivered through:

- Contact sessions that include training from industry experts and practical on-the-job advice.
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

Part Time Studies

Short Learning Programmes

Set your own goals and go the distance with OLG Short Learning Programmes.

Duration and mode of delivery

This programme is delivered through:

- Contact sessions that include training from industry experts and practical on-the-job advice.
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

Admission requirements

You should have intermediate knowledge and/or experience to be able to cope with the advanced programme.

Intermediate Supply Chain Management (NQF Level 6)

This short learning programme will suit managers who want to develop knowledge and skills in areas such as managing supply chain relations, performance measurements and financial analysis, demand management, transportation management, network designs and facility location, managing reverse flow in the supply chain, strategic challenges and change.

What can students expect?

The student will be exposed to some of the following learning areas:

- Describe how information systems and technology relate to logistics and supply chains
- Apply the appropriate information systems applications for different strategic scenarios
- Discuss the importance of logistics channel strategy and network design
- Discuss the traditional approaches to aligning supply and demand
- Apply the systems analysis process methodology to develop a new logistics strategy
- Explain new approaches to solving supply- and demand-related problems
- Discuss the risk management concept and the impact on supply chain management
- Discuss the importance of contract management in logistics
- Define the contract management process activities
- Explain the role of B-BBEE in logistics
- Identify the challenges involved in implementing a B-BBEE strategy
- Explain the importance of strategic management in logistics
- Select a suitable supply chain strategy for different products and services offered

This short learning programme will suit senior managers in the logistics industry who want to enhance their knowledge and skills in relation to the different systems as well as co-dependencies in the environment.

Admission requirements

Advanced Logistics Management (NQF Level 7)

You should have intermediate knowledge and skills in relation to the different systems as well as co-dependencies in the environment.

Duration and mode of delivery

This programme is delivered through:

- Contact sessions that include training from industry experts and practical on-the-job advice.
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

Advanced Logistics Management (NQF Level 7)

Intermediate Supply Chain Management (NQF Level 6)

Admission requirements

Fundamental knowledge and/or experience in Supply Chain Management is a prerequisite for this intermediate programme.

Duration and mode of delivery

This programme is delivered through:

- Contact sessions that include training from industry experts and practical on-the-job advice.
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

Advanced Logistics Management (NQF Level 7)
What can students expect?

The student will be exposed to some of the following learning areas:

- Discussing the various issues to consider when designing, planning or operating a supply chain
- Describing how to create a strategic fit between a competitive strategy and a supply chain strategy
- Understanding the impact that creating a strategic fit between an organisation’s competitive strategy and a supply chain strategy will have on competitiveness
- Explaining the importance of expanding the scope of strategic fit from one operation within a company to all stages of the supply chain
- Defining the logistical and cross-functional drivers of a supply chain
- Describing how the drivers of a supply chain are used in design, planning and operation of the supply chain
- Identifying the key metrics that track the performance of the supply chain in terms of each driver
- Understanding the role that forecasting plays in the supply chain

This short learning programme will suit individuals who want to gain relevant knowledge, skills and applied competence to participate in the strategic management of the supply chain.

The aim of this SLP is to equip the student with knowledge and skills for supply chain performance, supply chain drivers and metrics, demand forecasting, aggregate planning, sales and operation planning, coordination in a supply chain, sourcing decisions and information technology in the supply chain.

Admission requirements

You should have intermediate knowledge and/or experience of Supply Chain Management to be able to cope with the advanced programme.

Duration and mode of delivery

This programme is delivered through:

- Contact sessions that include training from industry experts and practical on-the-job advice.
- A blended mode, offering limited contact classes combined with open distance learning.

For more detailed information please contact: 011 670 4800

NQF Level 7

This short learning programme is ideally suited to individuals who want to upskill in a specific area in the logistics and supply chain industry. They are also aimed at individuals who have successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the fields of logistics and supply chain management.
Coaching and Mentoring

Admission requirements
Experience in education, training and development practices.

Who will benefit from this programme?
Individuals who provide a basic level of support to learners about learning and assessment needs such as HR managers and supervisors.

Accredited by:
Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)

SAQA unit standards ID and title: 117865
Assist and support learners to manage their learning experiences
NQF Level: 4

About the programme:
The purpose of the programme is to provide a basic level of support and assistance to learners during their learning and assessment experiences.

Our training and development skills programmes are ideally suited for professionals who are required to assess, moderate or facilitate learnership programmes within their workplace.

“...for people who assess learners for their achievement of learning outcomes...”

Training and Development Skills Programmes

Assessor

Learners will be exposed to some of the following modules:

Source and maintain information to assist and support learners.
Provide assistance and support to learners.

Who will benefit from this programme?
Individuals who want to conduct assessments in their fields of expertise and who want to achieve a variety of qualifications, particularly in Education Training and Development and Human Resource Development, would benefit from this SLP.

Accredited by:
Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)

SAQA unit standard ID and title: 115753
Conduct outcomes-based assessments
NQF Level: 5

About the programme:
This programme is assessing learners for their achievement of learning outcomes.

Duration
The programme can be completed in 3 days (24 hours) and learners will be given 1 week to complete a portfolio of evidence. Contact sessions are facilitated on Monday, Wednesday and Thursday at 17h00 to 20h00 and Saturdays, 8h00 to 14h00.

Admission requirements
“The credit calculation is based on the assumption that those starting to learn towards this unit standard have no previous assessment experience. It is assumed, though, that the candidate-assessors have evaluative expertise within the area of learning in which they intend to assess.”
SAQA

For more information please contact
011 670 4800

Modules

Demonstrate an understanding of outcomes-based assessment
Prepare for assessment
Conduct pre-assessment
Conduct assessment and record documentation
Evaluate an assessment and record documentation
Evaluate an assessment judgement
Provide feedback to relevant parties
Assessment review process

Who will benefit from this programme?
Individuals who want to conduct assessments in their fields of expertise and who want to achieve a variety of qualifications, particularly in Education Training and Development and Human Resource Development, would benefit from this SLP.

Duration
The programme can be completed in 4 days (32 hours) and learners will be given 1 week to complete a portfolio of evidence. Contact sessions are facilitated on Monday, Wednesday and Thursday at 17h00 to 20h00 and Saturdays, 8h00 to 14h00.

For more information please contact
011 670 4800
Our training and development skills programmes are ideally suited for professionals who are required to assess, moderate or facilitate learnership programmes within their workplace.

Skills Development Facilitator (SDF)

Accredited by: Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)
SAQA unit standards ID’s and titles that the SDF programme is made up of:
15217: Develop an organisational training and development plan
15218: Conduct an analysis to determine outcomes of learning for skills development and other purposes
15227: Conduct skills development administration in an organisation
15228: Advise on the establishment and implementation of a quality management system for skills development practices in an organisation
15232: Coordinate planned skills development interventions in an organisation
NQF Level: 5

About the programme: The programme intends to empower potential SDF’s who oversee or manage education, training and skills development within an organisation according to agreed development plans and legislation.

Modules
- Develop an organisational training and development plan
- Conducting an analysis to determine outcomes of learning for skills development and other purposes
- Conduct skills development administration in an organisation
- Advise on the establishment and implementation of a quality management system for skills development practices in an organisation
- Coordinate planned skills development interventions in an organisation

Admission requirements
- Competency in Communication at NQF Level 4 and mathematics literacy.
- No formal prior training experience required. Should have Numeracy and Literacy at NQF Level 4.

Who will benefit from this programme?
- Individuals performing SDF duties or would want to become a Skills Development Facilitator. The SDF would also benefit individuals who oversee or manage education, training and development within an organisation according to development / workplace skills plans.

Training and Development Skills Programmes

“For individuals who provide support to learners such as HR managers and supervisors.”

Duration
- The programme can be completed in 5 days (40 hours) and learners will be given 3 weeks to complete a portfolio of evidence. Contact sessions are facilitated on Monday, Wednesday and Thursday at 17h00 to 20h00 and Saturdays, 8h00 to 14h00.

For more information please contact 011 670 4800
Design and Develop Moderator

Modules

- Demonstrate understanding of design principles of outcomes-based assessment
- Design outcomes-based assessments
- Develop assessment activities
- Develop assessment guides
- Evaluate assessment designs and guides

Admission requirements

Candidates will need previous assessment experience and in particular recognition for unit standard 115753: Conduct outcomes-based assessments.

About the programme:
The purpose of the programme is to design and develop assessments in order to facilitate consistent, credible, reliable, fair, and unbiased assessments of learning outcomes.

Who will benefit from this programme?

Individuals who design and develop assessments of learning material. The programme will also benefit potential designers of assessment instruments in the formal environment and field of expertise.

Accredited by: Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)
SAQA unit standard ID and title: 115755 Conduct and develop outcomes-based assessments.
NQF Level: 6

Modules

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system
- Plan and prepare for moderation
- Conduct moderation, advise and support assessors
- Report, record and administer moderation
- Review moderation systems and processes

Admission requirements

- Candidates will need previous assessment experience and in particular recognition for unit standard 115753: Conduct outcomes-based assessments.
- The programme can be completed in 4 days (32 hours) and learners will be given 1 week to complete a portfolio of evidence. Contact sessions are facilitated on Monday, Wednesday and Thursday at 17h00 to 20h00 and Saturdays, 8h00 to 14h00.

Who will benefit from this programme?

Candidates who want to moderate assessments in terms of outcome statements and quality assurance requirements as well as potential moderators who want to enter the formal training environment.

Accredited by: Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)
SAQA unit standard ID and title: 115759 Conduct moderation of outcomes-based assessments.
NQF Level: 6

Training and Development Skills Programmes

Our training and development skills programmes are ideally suited for professionals who are required to assess, moderate or facilitate learnership programmes within their workplace.

For more information please contact 011 670 4800

Testimonial

“Open Learning Group has always exceeded the expectations set out. They are always willing to go the extra mile to accommodate any situation that may arise. Their service offering is of very high quality and we are definitely going to make use of them going forward. They always ensure that they meet all regulatory requirements with regards to accreditation, licensing etc. We would highly recommend them.”

Colette Wessels
Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.

Training and Development Skills Programmes

Our training and development skills programmes are ideally suited for professionals who are required to assess, moderate or facilitate learnership programmes within their workplace.

Accredited by: Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)
SAQA unit standard ID and title: 115753: Conduct outcomes-based assessments.
NQF Level: 6

About the programme:
The programme is intended for conducting internal and external moderation of outcomes-based assessments.

About the programme:
The programme is intended for conducting internal and external moderation of outcomes-based assessments.

Modules

- Demonstrate understanding of design principles of outcomes-based assessment
- Design outcomes-based assessments
- Develop assessment activities
- Develop assessment guides
- Evaluate assessment designs and guides

Admission requirements

Candidates will need previous assessment experience and in particular recognition for unit standard 115753: Conduct outcomes-based assessments.

Who will benefit from this programme?

- Individuals who design and develop assessments of learning material. The programme will also benefit potential designers of assessment instruments in the formal environment and field of expertise.
- The programme can be completed in 4 days (32 hours) and learners will be given 1 week to complete a portfolio of evidence. Contact sessions are facilitated on Monday, Wednesday and Thursday at 17h00 to 20h00 and Saturdays, 8h00 to 14h00.

Accredited by: Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA)
SAQA unit standard ID and title: 115759 Conduct moderation of outcomes-based assessments.
NQF Level: 6

Who will benefit from this programme?

- Candidates who want to moderate assessments in terms of outcome statements and quality assurance requirements as well as potential moderators who want to enter the formal training environment.

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Colette Wessels
Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.

Training and Development Skills Programmes

Our training and development skills programmes are ideally suited for professionals who are required to assess, moderate or facilitate learnership programmes within their workplace.

For more information please contact 011 670 4800

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Colette Wessels
Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.

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Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.

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Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.

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Colette Wessels
Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.

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Colette Wessels
Training and Development Executive

Duration

- 4 days (32 hours)
- 1 week to complete a portfolio of evidence.
"Analyse, interpret and apply knowledge relating to basic events marketing concepts and principles."

About the programme: The essential purpose of the Business Management module is to introduce students to the main themes and concepts of business management. On successful completion of the module you should possess intellectual knowledge and applied competence in the understanding of the science of business management, to enable you to manage a wide range of activities aimed at long-term profitability and organisational grow.

About the programme: The purpose of the Events Marketing module is to gain insight into: the main themes and concepts of Events Marketing; and the strategies that underpin the successful marketing of a wide range of events.

This module will equip you to analyse, interpret and apply knowledge relating to basic events marketing concepts and principles.

Admission requirements

- You must be able to communicate effectively using English in written and oral form.

For more information, please contact 011 670 4800.

Study units:

- Introducing business management
- Business ethics and social responsibility
- Entrepreneurship and starting up a business
- Management theories
- The manager as planner
- The manager as organiser
- The manager as leader
- The manager as controller
- Managing an e-business
- What events management is all about
- What event marketing is all about
- Events marketing: a multi-faceted approach
- Events marketing: budgeting & funding
- Events marketing: promotional methods for association
- Corporate event marketing
- Special events marketing
- Events marketing: future approaches

Admission requirements

- You must be able to communicate effectively using English in written and oral form.

For more information, please contact 011 670 4800.
Events Planning and Marketing

“The main purpose of this module is to introduce you to the Events industry...”

About the programme: The main purpose of this module is to introduce you to the events industry and how it is managed. On completion of this module, you will have all the necessary knowledge, skills and capability to research, plan, implement and effectively manage an event.

Admission requirements
- You must be able to communicate effectively using English in written and oral form.

For more information, please contact 011 670 4800.

NQF
Level 5

Study units:
- The events industry
- Understanding events management
- Events planning strategies
- Legislative requirements relevant to events
- Budgets, sponsorships and fundraising
- Logistical process of an event
- Event organising processes
- Effective managerial principles
- Plan and evaluate special events

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Short Learning Programmes

Microsoft Office

Introduction to Personal Computers Using Windows® 7

About the programme: The main purpose of this module is to familiarise the student with the basic components of personal computers, log on to Windows 7, explore the Windows 7 interface, manage files and folders, use the common tools and programs available in Windows 7, customise the Windows 7 desktop, and browse the Internet.

Who would benefit from this SLP?
Individuals who want to familiarise themselves with the basic components of personal computers.

Modules
- There are no admission requirements
- Getting started with personal computers
- Exploring the Windows 7 operating system
- Managing folders and files
- Using common tools and programs
- Customising the Windows 7 desktop
- Browsing the Internet

Admission requirements
There are no admission requirements for this course.

What can students expect?
- Upon successful completion of this course, students will be able to:
  - Examine parts that make up personal computer to familiarise yourself with basic components and individual functions of each component
  - Explore Windows 7 operating system after logging on to it using the personal computer
  - Manage files/folders using Windows Explorer to navigate to folders and manage files
  - Understand application software, use common tools and applications that are part of Windows 7 operating system such as WordPad word processor, Paint tool, Calculator tool
  - Customise Windows 7 desktop using customising tools and shortcuts to personalise desktop to suit your business requirements
  - Examine networking tools and features so that you can browse for information using the Internet

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Microsoft® Windows® 7 – Level 1

About the programme: You will log on to Windows 7, explore its interface, identify the different components in the interface, customise the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Who would benefit from this SLP?
Individuals who want to familiarise themselves with the basic components of Windows 7.

modules
- There are no admission requirements
- Exploring Windows 7
- Customising Windows 7 desktop
- Managing folders and files
- Using common tools and programs
- Browsing the Internet

Admission requirements
To ensure your success in this course you will need to possess equivalent experience to an introductory computer learning programme.

What can students expect?
Students will be exposed to the following modules:
- Exploring Windows 7
- Customising Windows 7 desktop
- Managing folders and files
- Using common tools and programs in Windows 7
- Browsing the Internet

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.

Duration
1 Day

Microsoft Office

Microsoft® Windows® 7 – Level 1

About the programme: You will log on to Windows 7, explore its interface, identify the different components in the interface, customise the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

Who would benefit from this SLP?
Individuals who want to familiarise themselves with the basic components of Windows 7.

modules
- There are no admission requirements
- Exploring Windows 7
- Customising Windows 7 desktop
- Managing folders and files
- Using common tools and programs
- Browsing the Internet

Admission requirements
To ensure your success in this course you will need to possess equivalent experience to an introductory computer learning programme.

What can students expect?
Students will be exposed to the following modules:
- Exploring Windows 7
- Customising Windows 7 desktop
- Managing folders and files
- Using common tools and programs in Windows 7
- Browsing the Internet

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.

Duration
1 Day

“In this course, you will explore the new features available in Office...”
Microsoft® Windows® 7 – Level 2

About the programme: This programme will enable you to work with Microsoft® Windows® 7 to perform advanced tasks.

Who would benefit from this SLP?
Individuals who want to familiarise themselves with the basic components of Windows 7

Admission requirements
To ensure your success in this course you will need to possess equivalent experience to an introductory computer learning programme.

What can students expect?
Students will be exposed to the following modules:
- Exploring Windows 7
- Customising Windows 7 desktop
- Managing folders and files
- Using common tools and programs in Windows 7
- Browsing the Internet

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.

Duration
1 Day

Microsoft Windows 10: Transition from Windows 7

About the programme: In this programme, students with a prior knowledge of Windows 7 will be able to perform common tasks within the Windows 10 environment.

Who would benefit from this SLP?
Individuals who want to familiarise themselves with tasks within the Windows 10 environment.

Admission requirements
To ensure success, you should have a prior working knowledge of the Windows 7 operating system and be proficient in the general use of personal computers and related peripheral devices.
Specific tasks you should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.
To meet these prerequisites, you can take either of the following Logical Operations courses:
- Windows® 7: Transition from Windows® XP
- Microsoft® Office Windows® 7: Level 1

What can students expect?
Upon successful completion of this course, students will be able to:
- Navigate the Windows 10 Environment
- Working with Apps and Desktop Applications
- Using Cortana and Edge
- Managing Windows 10
- Securing your Computer
- Using backup and recovery tools

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.

Duration
1 Day
Microsoft Office

Microsoft® Office® Excel® 2016: Part 1 (Desktop/Office 365™)

About the programme:
This course aims to enable the students to create and develop Excel worksheets and workbooks in order to work with and analyse the data that is critical to the success of your organisation.

What can students expect?
Students will be exposed to the following modules:
- Getting started with Excel
- Performing calculations
- Modifying a worksheet
- Formatting a worksheet
- Printing workbooks
- Managing workbooks

Admission requirements
To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following Logical Operations courses:
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.

Duration
1 Day

Microsoft Office

Microsoft® Office® Word 2016: Part 1

About the programme:
In this course, students will learn fundamental Word 2016 skills.

What can students expect?
Students will be exposed to the following modules:
- Getting started with Word
- Formatting text and paragraphs
- Working more efficiently
- Managing lists
- Adding tables
- Inserting graphic objects
- Controlling page appearance
- Preparing to publish a document

Admission requirements
To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following Logical Operations courses:
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Who would benefit from this SLP?
Individuals who want to familiarise themselves with basic Word 2016 skills.

Who would benefit from this SLP?
Individuals who want to enable themselves with knowledge on Microsoft® Office Excel®.

Duration
1 Day

Mode of delivery
This SLP is delivered through contact sessions.
Microsoft Office 2016: Transition from Office 2007/2010

About the programme: The purpose of this course is to enable students to explore applications in Office 2016 such as:
- Identifying new and enhanced features that are common across all applications in Office 2016.
- Enhancing worksheet data using Microsoft Excel 2016.
- Augmenting a presentation using Microsoft PowerPoint 2016.
- Utilising mail, calendars, contacts, and tasks in Microsoft Outlook 2016.

Who would benefit from this SLP? Individuals who want to enable themselves with knowledge of Office 2016 applications.

What can students expect? Students will be exposed to the following learning areas:
- Identify new and enhanced features that are common across all applications in Office 2016.
- Augment a presentation using Microsoft PowerPoint 2016.
- Create a database using Microsoft Access 2016.
- Utilise mail, calendars, contacts, and tasks in Microsoft Outlook 2016.

Admission requirements
To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers.

Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following Logical Operations courses:
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.
Duration
1 Day

Microsoft Office Outlook® 2016: Part 1 (Desktop/Office 365™)

About the programme: This course aims to enable the students to perform basic work-related tasks on a PC running the Windows 10 operating system.

Who would benefit from this SLP? Individuals who want to enable themselves with knowledge on basic work-related tasks on a PC running the Windows 10 operating system.

What can students expect? Students will be exposed to the following modules:
- Accessing Windows 10
- Using Windows universal apps and desktop publications
- Working with files and folders
- Using Cortana and Edge
- Customising the Windows 10 environment
- Installing and removing devices
- Using Windows 10 security features

Admission requirements
To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers.

Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take either one of the following Logical Operations courses:
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

Enquiries
Contact us on 011 670 4800, e-mail info@olg.co.za or visit www.olg.co.za

Mode of delivery
This SLP is delivered through contact sessions.
Duration
1 Day
## Soft Skills Programme Offerings

### Career Development

<table>
<thead>
<tr>
<th>Topic</th>
<th>Days</th>
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<tr>
<td>Minute taking workshop</td>
<td>1 Day</td>
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<tr>
<td>Critical elements: customer service training</td>
<td>1.5 Days</td>
</tr>
<tr>
<td>Advanced writing skills</td>
<td>2 Days</td>
</tr>
<tr>
<td>Building your self esteem</td>
<td>2 Days</td>
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<tr>
<td>Business etiquette</td>
<td>2 Days</td>
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<td>Business writing that works</td>
<td>2 Days</td>
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<td>Communication strategies</td>
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<td>Dealing with difficult people</td>
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<td>Management skills – admin assistant</td>
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<tr>
<td>Public speaking</td>
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<td>Speaking under pressure</td>
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<tr>
<td>Time management</td>
<td>2 Days</td>
</tr>
<tr>
<td>Working smart</td>
<td>2 Days</td>
</tr>
<tr>
<td>Writing reports and proposals</td>
<td>2 Days</td>
</tr>
</tbody>
</table>

### Human Resources

<table>
<thead>
<tr>
<th>Topic</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anger management</td>
<td>1 Day</td>
</tr>
<tr>
<td>Stress management</td>
<td>1 Day</td>
</tr>
<tr>
<td>Employees discipline</td>
<td>1.5 Days</td>
</tr>
<tr>
<td>Building better teams</td>
<td>2 Days</td>
</tr>
<tr>
<td>Change management</td>
<td>2 Days</td>
</tr>
<tr>
<td>Conduct effective performance reviews</td>
<td>2 Days</td>
</tr>
<tr>
<td>Conflict resolution</td>
<td>2 Days</td>
</tr>
<tr>
<td>Hiring small</td>
<td>2 Days</td>
</tr>
<tr>
<td>Managing customer service</td>
<td>2 Days</td>
</tr>
<tr>
<td>Managing employee performance</td>
<td>2 Days</td>
</tr>
<tr>
<td>Problem solving and decision making</td>
<td>2 Days</td>
</tr>
<tr>
<td>Orientation handbook</td>
<td>2 Days</td>
</tr>
</tbody>
</table>

### Social and Emotional Issues

<table>
<thead>
<tr>
<th>Topic</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building relationships for success in sales</td>
<td>1 Day</td>
</tr>
<tr>
<td>Dynamic sales presentations</td>
<td>1 Day</td>
</tr>
<tr>
<td>Overcoming objections and nailing the sale</td>
<td>1 Day</td>
</tr>
<tr>
<td>Prospecting for leads like a pro</td>
<td>1 Day</td>
</tr>
<tr>
<td>Sales training – selling smarter</td>
<td>1 Day</td>
</tr>
<tr>
<td>Telemarketing</td>
<td>1 Day</td>
</tr>
</tbody>
</table>

### Supervisory and Managerial Training

<table>
<thead>
<tr>
<th>Topic</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abc of supervising others</td>
<td>1 Day</td>
</tr>
<tr>
<td>Inventory management</td>
<td>1 Day</td>
</tr>
<tr>
<td>Meeting management</td>
<td>1 Day</td>
</tr>
<tr>
<td>Becoming management material</td>
<td>2 Days</td>
</tr>
<tr>
<td>Budgeting and managing money</td>
<td>2 Days</td>
</tr>
<tr>
<td>Coaching leadership skills</td>
<td>2 Days</td>
</tr>
<tr>
<td>Human resources for non HR manager</td>
<td>2 Days</td>
</tr>
<tr>
<td>Marketing and sales</td>
<td>2 Days</td>
</tr>
<tr>
<td>Motivating your workforce</td>
<td>2 Days</td>
</tr>
<tr>
<td>Negotiating for results</td>
<td>2 Days</td>
</tr>
<tr>
<td>Develop high performance teams</td>
<td>2 Days</td>
</tr>
<tr>
<td>The art of delegating</td>
<td>2 Days</td>
</tr>
<tr>
<td>The professional supervisor</td>
<td>2 Days</td>
</tr>
<tr>
<td>Understanding project management</td>
<td>2 Days</td>
</tr>
</tbody>
</table>

### Performance Improvement

<table>
<thead>
<tr>
<th>Topic</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural intelligence</td>
<td>1 Day</td>
</tr>
<tr>
<td>Managing anger and violence</td>
<td>2 Days</td>
</tr>
<tr>
<td>Conducting effective performance reviews</td>
<td>2 Days</td>
</tr>
<tr>
<td>National Credit Act</td>
<td>2 Days</td>
</tr>
<tr>
<td>Office ethics</td>
<td>2 Days</td>
</tr>
</tbody>
</table>
Congratulations on deciding to take the next step in advancing yourself and your career!

Once you have chosen a programme, you can:

- Contact us and a consultant will help you apply;
- Complete the application form yourself and send it to us;
- Visit an OLG Learning Hub to apply

Remember to submit all the required documents to avoid any delays in your registration process.

Finance for your studies

When you apply with OLG, you don’t pay any application fees. We also have affordable payment options available through our financing partner Fundi. Should you be interested in this option, please contact us and we will give you more information.

Fundi offers financing for all levels of tuition – school, university and college. Their loan offering also includes funding to cover outstanding balances and registration fees.

Fundi will also help you pay for all your study-related items including textbooks, accommodation, laptops, tablets and other study equipment.
# The Specialist Articulation Pathway

## Higher Education & Training

<table>
<thead>
<tr>
<th>Stage</th>
<th>Qualification</th>
<th>Short Learning Programmes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>National Certificate in Logistics Management</td>
<td>Moderator</td>
<td>Design and Develop</td>
</tr>
<tr>
<td>05</td>
<td>Higher Certificate in Logistics Management</td>
<td>Fundamental Logistics Management</td>
<td>Fundamental Purchasing Management</td>
</tr>
<tr>
<td>04</td>
<td>National Certificate in Supply Chain Management</td>
<td>Assessor</td>
<td>Train-the-Trainer</td>
</tr>
<tr>
<td>04</td>
<td>FET Certificate: Road Transport Supervision</td>
<td>Short Learning Programmes</td>
<td>Manage customer satisfaction in road transport activity</td>
</tr>
<tr>
<td>04</td>
<td>National Certificate: Wholesale and Retail Operations Supervision</td>
<td>Short Learning Programmes</td>
<td>Controlling hazardous and dangerous goods</td>
</tr>
<tr>
<td>04</td>
<td>Coaching &amp; Mentoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Freight Handling</td>
<td>*</td>
<td>Allocating height for packaging and grouping</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Road Transport</td>
<td>*</td>
<td>Apply basic road transport managerial principles</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Freight Forwarding and Customs Compliance</td>
<td>*</td>
<td>Interpreting and applying International Commercial Terms</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Wholesale and Retail Operations – Forecourt Supervision</td>
<td>*</td>
<td>Picking stock in a distribution centre/warehouse</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Freight Forwarding and Customs Compliance</td>
<td>*</td>
<td>Facilitate airfreight clearance and delivery</td>
</tr>
<tr>
<td>02</td>
<td>National Certificate: Wholesale and Retail Distribution</td>
<td>*</td>
<td>Move, pack and maintain stock in a distribution centre/warehouse</td>
</tr>
<tr>
<td>02</td>
<td>National Certificate: Wholesale and Retail Operations</td>
<td>*</td>
<td>Process payment at a Point of Sale (POS)</td>
</tr>
</tbody>
</table>

## Further Education & Training

<table>
<thead>
<tr>
<th>Stage</th>
<th>Qualification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>Bachelor of Business Administration Degree in Logistics and Supply Chain Management</td>
<td>*</td>
</tr>
<tr>
<td>06</td>
<td>Diploma in Logistics and Supply Chain Management</td>
<td>*</td>
</tr>
<tr>
<td>05</td>
<td>National Certificate in Supply Chain Management</td>
<td>*</td>
</tr>
<tr>
<td>05</td>
<td>National Certificate: Wholesale and Retail Distribution</td>
<td>*</td>
</tr>
<tr>
<td>05</td>
<td>National Certificate: Freight Forwarding and Customs Compliance</td>
<td>*</td>
</tr>
<tr>
<td>04</td>
<td>National Certificate: Wholesale and Retail Operations – Forecourt Supervision</td>
<td>*</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Freight Forwarding and Customs Compliance</td>
<td>*</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Road Transport</td>
<td>*</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Freight Handling</td>
<td>*</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Road Transport Supervision</td>
<td>*</td>
</tr>
<tr>
<td>03</td>
<td>National Certificate: Wholesale and Retail Operations</td>
<td>*</td>
</tr>
</tbody>
</table>

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The Specialist Articulation Pathway is a structured educational pathway designed to provide learners with the knowledge, skills, and competencies necessary for a career in logistics and supply chain management. It aligns with the South African Qualifications Framework (SAQF) and offers a range of qualifications from entry-level to advanced levels. Each stage provides specific short learning programmes that contribute towards the attainment of the corresponding qualification. The pathway is designed to be flexible, allowing learners to progress at their own pace and to tailor their learning to their specific career goals.
Head Office
Constantia Office Park, Building 15
Cnr 14th Avenue and Hendrik Potgieter Road,
Roodepoort, 1709
Tel: 011 670 4800
Email: logistics@olg.co.za or info@olg.co.za

Pretoria Learning Centre
421 Pretorius Street,
Curator Building, 3rd Floor
Arcadia
Pretoria
Tel: 010 140 2231

Johannesburg Learning Centre
21 Kruis Street,
Floor 2,
Marshalltown
Tel: 010 140 4491

Durban Learning Centre
22 Dorothy Nyembe Street,
The Marine, Ground Floor
Tel: 031 140 3301

Disclaimer
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Repro/18/05/2017