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RECOGNITION, CENTRE APPROVAL AND ACCREDITATION

- INSTITUTE OF CERTIFIED BOOKKEEPERS (ICB) – INTERNATIONALLY RECOGNIZED
- UMALUSI – THE HIGHEST LEVEL OF ACCREDITATION IN SA FOR GENERAL & FURTHER EDUCATION
- QUALITY COUNCIL FOR TRADES & OCCUPATIONS (QCTO)
- CERTIPOINT QUALIFICATIONS – INTERNATIONAL IT & DESIGN



WHO ARE WE?

QUALITAS CAREER ACADEMY IS A PRIVATE COLLEGE IN SOUTH AFRICA, WITH CAMPUSES IN VARIOUS PROVINCES. THE INSTITUTION DELIVERS ATTENDANCE/CONTACT-BASED TUITION IN TWO MODALITIES; FULL-TIME AND PART-TIME. FULL-TIME CURRICULUM IS AIMED AT HIGH SCHOOL GRADUATES/STUDENTS ACQUIRING THEIR FIRST QUALIFICATION. THE PART-TIME CURRICULUM CENTRES ON SKILLS AND KNOWLEDGE REQUIRED BY THOSE ALREADY EMPLOYED. TRAINING AND CONSULTATION SERVICES ARE PRESENTED TO THE PRIVATE AND GOVERNMENT SECTOR.

THE BUSINESS ENTITY WAS ESTABLISHED IN 1998. IN 2008 ITS ACADEMIC DIVISION, THE "HAIR ACADEMY" PILOTED HAIRDRESSING TRAINING AND HAIRDRESSING APPRENTICESHIPS. BY 2010 QUALITAS HAD ESTABLISHED ITSELF AS A NATIONAL BRAND FOCUSING ON THE HAIR ACADEMY, WITH SITES IN DIFFERENT PROVINCES. THE MODEL FOR ESTABLISHING A CAREER-BASED, EMPLOYMENT-ORIENTATED EDUCATIONAL PROGRAMME WITH A MULTI-SITE REACH WOULD EVENTUALLY FORM THE BASIS FOR FUTURE DEVELOPMENTS AND ADDITIONAL VOCATIONAL TRAINING PROGRAMMES.

TO INTRODUCE THE BRAND, QUALITAS CAREER ACADEMY PARTNERED WITH VENDORS OF ESTABLISHED QUALIFICATIONS AND PROVIDED TUITION TOWARDS QUALIFICATIONS CONFERRED BY EXTERNAL BODIES WITH A HISTORY OF RECOGNITION AND ACCEPTANCE IN SOUTH AFRICA, AND ABROAD. THIS APPROACH ENABLED THE BUSINESS TO RAPIDLY DEVELOP A VARIETY OF PRODUCTS WITHOUT WRITING CURRICULUM FROM SCRATCH. THE RESULT FROM THIS STRATEGY PUT THE ACADEMIC DIVISIONS THE "BUSINESS AND TECHNOLOGY ACADEMY" AND THE "WELLNESS ACADEMY" IN A POSITION TO PROVIDE MULTIPLE FURTHER AND HIGHER EDUCATION QUALIFICATIONS THAT WERE RECOGNISED IN THE REPUBLIC OF SOUTH AFRICA AND INTERNATIONALLY (INCLUDING MOST COUNTRIES OF THE COMMONWEALTH AND THE UNITED STATES OF AMERICA).

WHERE DO WE HAVE CAMPUSES?

BLOEMFONTEIN

GARDEN ROUTE

TABLEVIEW

KIMBERLEY

MIDRAND

VANDERBIJL PARK

NEWCASTLE

AND STILL GROWING...

[HTTP://EN.WIKIPEDIA.ORG/WIKI/QUALITAS_CAREER_ACADEMY](http://en.wikipedia.org/wiki/Qualitas_Career_Academy) (FOR FURTHER READING)

ACCOUNTING CERTIFIED PROFESSIONAL

ACCREDITED BY THE INSTITUTE OF CERTIFIED BOOKKEEPERS

NATIONAL CERTIFICATE NQF 3 SAQA ID 58375	FET CERTIFICATE NQF 4 SAQA ID 58376	NATIONAL DIPLOMA NQF 5 SAQA ID 36213	NATIONAL DIPLOMA NQF 6 SAQA ID 20366
<p><u>CERTIFIED JUNIOR BOOKKEEPER</u></p> <p>MINIMUM GRADE 10 & 16 YEARS OF AGE</p> <ol style="list-style-type: none"> 1. BUSINESS LITERACY 2. BOOKKEEPING TO TRIAL BALANCE 3. PAYROLL & MONTHLY SARS RETURNS 4. COMPUTERISED BOOKKEEPING 	<p><u>CERTIFIED SENIOR BOOKKEEPER</u></p> <p>JNR MODULES COMPLETED OR RPL +</p> <ol style="list-style-type: none"> 1. FINANCIAL STATEMENTS 2. COST AND MANAGEMENT ACCOUNTING 	<p><u>CERTIFIED TECHNICAL FINANCIAL ACCOUNTANT</u></p> <p>JNR & SNR MODULES COMPLETE OR RPL +</p> <ol style="list-style-type: none"> 1. INCOME TAX RETURNS 2. BUSINESS LAW & ACCOUNTING CONTROL 	<p><u>CERTIFIED FINANCIAL ACCOUNTANT</u></p> <p>CERTIFIED TECHNICAL FINANCIAL ACCOUNTANT OR RPL +</p> <ol style="list-style-type: none"> 1. CORPORATE STRATEGY 2. MANAGEMENT ACCOUNTING CONTROL SYSTEMS 3. FINANCIAL REPORTING & REGULATORY FRAMEWORKS 4. ACCOUNTING THEORY & PRACTICE* <p>*BY DISSERTATION</p>

EXECUTIVE CARING (AU PAIR)

NON-CREDIT BEARING GAP YEAR PROGRAM

YOUR IMAGINATION IS BIGGER THAN THE WORLD YOU LIVE IN. WE LIVE IN A GLOBAL VILLAGE. WHAT YOU DREAM, YOU CAN ACHIEVE, AND DO SO JUST ABOUT ANYWHERE IN THE WORLD YOU WANT.

ONE WAY OF ACHIEVING THESE DREAMS IS TO BECOME AN AU PAIR OR AN EXECUTIVE CARETAKER.

CONSIDER THE WORLD WE LIVE IN:

- AS WE BECOME MORE MATURE, ETIQUETTE, SELF-MANAGEMENT, HOW WE DRESS, TALK AND THINK BECOMES MORE AND MORE IMPORTANT.
- DUE TO ECONOMIC CHALLENGES BOTH PARENTS HAVE TO WORK AND THIS CREATES A NEED FOR SOMEONE TO SPEND QUALITY TIME WITH AND TAKE CARE OF OUR YOUNG ONES AND OUR ELDERLY.

THIS ONE YEAR PROGRAMME PROVIDES FOR ALL THOSE NEEDS AND WILL PREPARE YOU TO BE ACCEPTED SOCIALLY AND CULTURALLY IN JUST ABOUT ANY COMMUNITY, WHETHER IT IS IN SOUTH AFRICA OR ABROAD.

ADMISSION REQUIREMENT: GRADE 10

Qualitas VALUE ADD (X 2)
 We're serious about your career. We will add the following to your education, to make you even more desirable in the professional job market.

Office computer ready
 Get certified by Qualitas for the latest Microsoft Office suite.

SA Learner's License
 Assist with preparation for Learner's license.

MODULE 1: IMAGE CONSULTING	MODULE 2: FINISHING	MODULE 3: EXECUTIVE CARING/AU PAIR
<ul style="list-style-type: none"> • MAKE UP SKILLS • SKINCARE • BODY ANALYSIS • NAIL, HAND AND FEET CARE • DRESS CODE • WARDROBE PLANNING • PERSONAL SHOPPING • ACCESSORIES • HAIR CARE AND BASIC STYLING • PERSONAL BUDGETING 	<ul style="list-style-type: none"> • FROM BUFFET TO BANQUET • TABLE ETIQUETTE • TABLE LAYING & DECORATING • MINDING YOUR MANNERS • BASIC HOUSEKEEPING • SOCIAL SKILLS • POSTURE • BODY LANGUAGE 	<ul style="list-style-type: none"> • FIRST AID • CREATIVE SKILLS (HOBBIES) • BASIC NUTRITION • ESSENTIAL ELECTRONIC COMMUNICATION • CV PLANNING AND INTERVIEW SKILLS



CERTIFIED
ASSOCIATE



INTERNATIONAL DESIGN TECHNOLOGY

INTERNATIONAL COMPUTER DRIVER LICENCE & CERTIPORT

WHILE THERE IS STILL A MARKET FOR DESIGNING STATIC GRAPHICS FOR PRINT, PACKAGING & SIGNAGE MEDIA, MORE EMPHASIS IS BEING PLACED ON THE NECESSITY FOR ART AND DESIGN TO COME ALIVE. GRAPHIC DESIGNERS IN INDUSTRY ARE INCREASINGLY REQUIRED TO MAKE THEIR WORK MOVE AND INTERACT WITH A TARGET AUDIENCE. PRINT PUBLISHERS ARE MIGRATING TO AND PRODUCING FOR DIGITAL AS WELL.

THE TECHNOLOGY YOU'LL WORK WITH ONE DAY IS PROBABLY NOT EVEN AVAILABLE YET. WE WANT TO PREPARE YOU FOR THAT. QUALITAS CAREER ACADEMY TAKES YOUR CREATIVE TALENT AND EAGERNESS TO SUCCEED, AND COMBINES THAT WITH OUR EXCELLENCE IN EDUCATIONAL AND MANAGEMENT EXPERTISE TO HELP YOU SHAPE YOUR CAREER IN THIS EXCITING FIELD.

ADMISSION REQUIREMENT: GRADE 10

Year 1:

MICROSOFT OFFICE- WORD

MICROSOFT OFFICE - POWERPOINT

MICROSOFT OFFICE - OUTLOOK

ADOBE: DREAMWEAVER

ADOBE: FLASH

ADOBE: PHOTOSHOP

ADOBE: PREMIERPRO

CORELDRAW BASICS

MINIMUM 100 HOURS WORK EXPERIENCE MUST BE COMPLETED

MICROSOFT OFFICE SPECIALIST (2010)

1. WORD
2. EXCEL
3. POWERPOINT
4. ACCESS
5. ONENOTE
6. SHAREPOINT
7. OUTLOOK

**ADMISSION REQUIREMENT:
NONE**

Microsoft
Office Specialist



INTERNATIONAL INFORMATION TECHNOLOGY

ARE YOU FASCINATED BY THE INNER WORKINGS OF TECHNOLOGY? DO YOU HAVE THE LOGIC MIND REQUIRED TO DIAGNOSE, REPAIR AND UPGRADE COMPUTERS? PERHAPS YOU'RE READY TO QUALIFY AS AN IT TECHNICIAN. THIS PROGRAMME WILL HELP YOU EQUIP YOURSELF WITH THE REQUIRED SKILLS AND KNOWLEDGE. OBTAIN THE RELEVANT SKILLS TO TROUBLESHOOT, REPAIR AND UPGRADE COMPUTERS, AS WELL AS INSTALLING AND FINE-TUNING THE OPERATING SYSTEM.

WE ARE EXPOSED TO NETWORKS MOST OF THE DAY. ON EVERY JUST ABOUT EVERY OFFICE DESK IS A NETWORKED COMPUTER. IN YOUR POCKET – YOUR MOBILE PHONE CONNECTS THREE OR MORE DIFFERENT NETWORK PROTOCOLS AT ANY GIVEN TIME. THIS WORLDWIDE TECHNOLOGY IS A DAILY NECESSITY FOR BUSINESS AND LEISURE AND IT NEEDS A HIGHER LEVEL OF EXPERTISE TO SET IT UP, MONITOR IT AND MAINTAIN IT.

ADMISSION REQUIREMENTS: GRADE 10

MICROSOFT OFFICE SPECIALIST	WORD EXCEL POWERPOINT ONENOTE OUTLOOK ACCESS SHAREPOINT
COMPTIA STRATA	IT FUNDAMENTALS
SECURITY FUNDAMENTALS	SECURITY CONCEPTS, MALWARE, NETWORK SECURITY, SECURE WEB USE, COMMUNICATIONS, SECURE DATA MANAGEMENT
CERTIFIED IT TECHNICIAN COMPTIA A+	COMPTIA A+ 220-801 ESSENTIALS COMPTIA A+ 220-802 APPLICATION
CERTIFIED IT NETWORKING TECHNICIAN COMPTIA N+	COMPTIA N+ N10-005
WORK EXPERIENCE	STUDENTS WILL BE REQUIRED TO DO A MINIMUM OF 100 HOURS WORK EXPERIENCE.

Qualitas VALUE ADD (X 2)
We're serious about your career. We will add the following to your education, to make you even more desirable in the professional job market.

Time Management
Get certified by Qualitas with a Time Management Workshop

+

First job prep!
CV preparation: Build a professional CV

+

Interview skills: We get a pro to interview you and give you professional feedback. Walk into your first interview... super confident, like you've been there before.

OFFICE MANAGEMENT

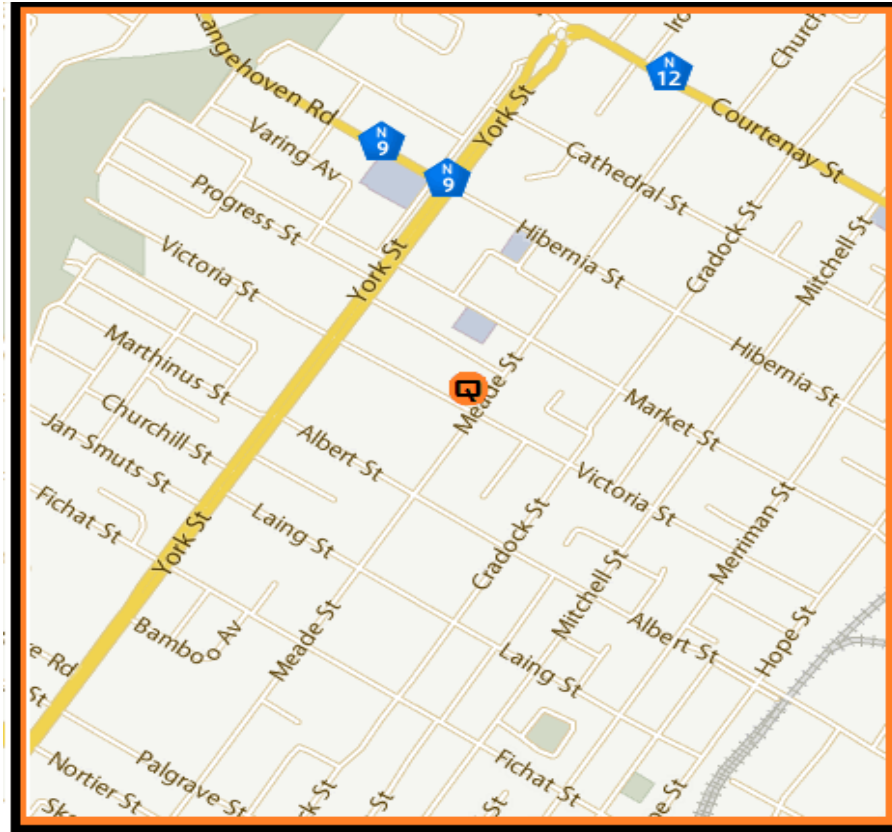
ACCREDITED BY THE INSTITUTE OF CERTIFIED BOOKKEEPERS

ENROL FOR THE ICB OFFICE MANAGEMENT AND YOU WILL UNLOCK MANY DOORS AND PROSPECTS TOWARDS A CAREER IN OFFICE ADMINISTRATION AND MANAGEMENT. EACH SKILLS PROGRAMME PROVIDES YOU WITH A SET OF WORKPLACE RELEVANT SKILLS, AND STANDS ALONE AS A SOLID EDUCATION TO ADD TO YOUR CV. ICB IS INTERNATIONALLY RECOGNISED AND HIGHLY RESPECTED AMONG EMPLOYERS IN SOUTH AFRICA. BESIDES QUALIFYING IN ANY OF THE SKILLS PROGRAMMES LISTED BELOW, YOU WILL BUILD CREDITS TOWARDS NATIONAL QUALIFICATIONS.

ADMISSION REQUIREMENTS: GRADE 12/EQUIVALENT AND AT LEAST 16 YEARS OF AGE. (NO PRIOR ACCOUNTING KNOWLEDGE NEEDED.)

YEAR 1: CERTIFICATE: OFFICE ADMINISTRATION NQF 5 (SAQA ID: 23618)	YEAR 2: DIPLOMA: OFFICE ADMINISTRATION NQF 6 (SAQA ID: 35958)
OFFICE COMMUNICATION	BUSINESS & OFFICE ADMINISTRATION 2
BOOKKEEPING	HUMAN RESOURCE MANAGEMENT & LABOUR RELATIONS
BUSINESS ADMINISTRATION 1	ECONOMICS
MARKETING MANAGEMENT & PUBLIC RELATIONS	BUSINESS & OFFICE ADMINISTRATION 3
BUSINESS LAW & ADMINISTRATIVE PRACTICE	FINANCIAL ACCOUNTING
COST & MANAGEMENT ACCOUNTING	MANAGEMENT


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