



The Virtual Learning PLATFORM

Your gateway to professional excellence

COURSE SCHEDULE 2016

ID	Course	Presenter	Price ZAR	Jan	Feb 8-26	March 7-25	April 4-22	May 9-27	June 6-24	July 11-29	Aug 8-26	Sept 12-30	Oct 10-28	Nov 7-25	Dec 1-19
ACCOUNTING AND ASSURANCE															
AA1	Independent Reviews	Vd Merwe	1000		✓	✓	✓	✓	✓		✓	✓	✓	✓	
AA2	Introduction to the auditor	Bosman	1000		✓	✓	✓	✓							
AA3	Mitigating audit risk	Bosman	1000		✓	✓	✓	✓			✓	✓	✓	✓	
AA4	Practical principle based audits	Bosman	1000		✓	✓	✓	✓			✓	✓	✓	✓	
AA5	Non financial information in Annual Financial statements	Bosman	1500		✓	✓	✓	✓			✓	✓	✓	✓	
AA6	Planning (pre-documentation) considerations of nature, scope, standards and legislation	Bosman	1000		✓	✓	✓	✓			✓	✓	✓	✓	
AA7	Communications with management, board and shareholders	Bosman	1000		✓	✓	✓	✓			✓	✓	✓	✓	
AA8	Using the work of others in an audit	Bosman	1000		✓	✓	✓	✓			✓	✓	✓	✓	
AA9	Concluding and reporting	Bosman	1500		✓	✓	✓	✓			✓	✓	✓	✓	
AA10	Reportable irregularities in an audit or review	Bosman	1000		✓	✓	✓	✓		✓	✓	✓	✓	✓	



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LEGISLATION & REGULATION															
LR1	The Financial Advisory and Intermediary Services Act	Frank	500			✓		✓		✓		✓		✓	
LR2	The Financial Intelligence Centre Act	Frank	500			✓		✓		✓		✓		✓	
LR4	Companies Act and legal remedies	Vd Merwe	2000		✓	✓	✓	✓		✓	✓	✓	✓	✓	
LR8	Mergers, acquisitions and business transfers: legal, employment relations and HR aspects	Jordaan	850			✓		✓		✓		✓		✓	
LR1	The Financial Advisory and Intermediary Services Act	Bosman	1500		✓	✓	✓	✓			✓	✓	✓	✓	
LR10	Employment Equity	Jordaan	850			✓		✓		✓		✓		✓	
LR13	Managing employee under-performance	Jordaan	950			✓		✓		✓		✓			
LR14	Introduction to Exchange Control (Beginner)	Heath	500		✓				✓				✓		
LR15	Investment and disinvestment by non-residents into and from South Africa (Beginner)	Heath	500			✓				✓				✓	
LR16	Non-resident investment and disinvestment and the Local Borrowing Restrictions (Advanced)	Heath	1 000				✓				✓			✓	
LR17	Foreign loans (Loans by residents from Non-Residents (Intermediate)	Heath	750					✓				✓			
LR22	Introduction to Labour Law and Labour Relations	Jordaan	1200			✓		✓		✓		✓		✓	



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TAXATION															
Ta2	Public Benefit Organisations (PBO's)	Frank	950		✓		✓		✓		✓		✓		✓
Ta4	The Tax Administration Act	Frank	950		✓		✓		✓		✓		✓		✓
ETHICS AND PROFESSIONAL SKILLS															
EP1	Minute Taking	Bourgeois	975		✓		✓		✓		✓		✓		✓
EP2	Positive Selling	Bourgeois	975		✓		✓		✓		✓		✓		✓
EP3	Project Management	Bourgeois	975			✓			✓			✓			✓
EP4	Office Administration Management in a Professional Practice	Bourgeois	975			✓		✓		✓		✓		✓	
EP5	Customer Service	Bourgeois	975		✓		✓		✓		✓		✓		✓
EP8	Work Readiness (University students and Professionals)	Bourgeois	975			✓			✓			✓			
EP10	Time Management, assertiveness and Personal productivity	Bourgeois	975			✓		✓		✓		✓		✓	
EP15	Coaching & Mentoring	Bourgeois	975		✓				✓				✓		
EP19	Effective communication: what you need to know	Lategan	950												
EP23	Assertiveness and Negotiation Skills	Bourgeois	975				✓			✓			✓		



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REAL ESTATE ESSENTIALS															
PDE1	Module 1: Estate Agency Compliance	Snyman	500	tba											
PDE2	Module 2: The Estate Agents' Code of Conduct and Ethics	Snyman	500	tba											
PDE3	Module 3: The Law and the Legislative Environment of Real Estate	Snyman	500	tba											
PDE4	Module 4: Estate Agency Marketing	Snyman	500	tba											
PDE5	Module 5: Property Economics, Finance and Statistical Measurement	Snyman	500	tba											
PDE1	Module 1: Estate Agency Compliance	Snyman	500	tba											
CONFLICT AND NEGOTIATIONS															
CN2	Collaboration for better team and company performance	Jordaan	1000			✓		✓		✓		✓		✓	
CN3	Better Manage Emotions & Stress	Bogacz	2390			✓		✓			✓		✓		✓
CN4	Neuroawareness Programme for Executives	Bogacz	5590			✓		✓			✓		✓		✓
HUMAN RESOURCE MANAGEMENT															
HR1	Introduction to Resourcing and Workforce Planning	Wilkinson & Hoare	1000		✓			✓			✓			✓	

