

Academy for Continuous Professional Development



"Education is non-negotiable as knowledge is power"



Accreditation



March - May

- ❖ Epidemiology & Communicable Diseases
- ❖ Food Safety and Quality
- ❖ Computer Training
- ❖ Environmental Management
- ❖ Public & Environmental Health
- ❖ Legislation & Law Enforcement
- ❖ Professional & Personal Development Management
- ❖ ODETDP
- ❖ Services and
- ❖ Additional Information

Our Vision

A one stop, world class training institution for further education and development that provides quality training to all South Africans within their respective scope of profession within a national and international context.

About us

The Academy for Continuous Professional Development is a privately own training institution specializing in Skills Development through high impact Short Learning Programmes and Workshops that is driven in collaboration with subject experts that facilitate teaching & learning. We strive to facilitate further education and training that will lead to a level where a life-long relationship is established to address industry's needs.

The ACPD training platform ensures the development, accreditation and presentation of:

- ❖ Vocational Training
- ❖ Short Learning Programmes, whether credits are awarded or not;
- ❖ Skills programmes that is occupationally based and when completed will constitute towards a possible accredited qualification;
- ❖ Credit bearing short courses and non-credit bearing short courses;
- ❖ Community based training workshops and seminars; and
- ❖ Multimedia-learning (M-learning)

Our Services

- Internal Audits
- HR Services
- Health & Safety Services
- Work Skill Plans and Development of Training matrix for companies
- Needling Brain Instruments for personal and professional growth as well as for organization wellness
- Conference (Events)planning and administration;
- Development of teaching and learning material;
- Facilitation of/or the development of a quality management system (ISO 9001) for training service providers. (Complying with e.g. Seta requirements to register as service provider)
- Database and CEU management system for CPD for professionals. (CPD Manager)

Contact Information

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Epidemiology & Communicable Diseases		3			
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3	Surveillance, Prevention & Control of Communicable Diseases	4			
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QUALIFICATION: OD-ETDP National Certificate: Occupationally Directed Education Training and Development Practices (SAQA ID: 50334) NQF Level 5		5			
Mod 1	Communication skills (Facilitator) - US 115789 & 115790	5			
Mod 2	Design & Develop Learning Programmes – US 123396; 123394; 123400; 10305, 123401	5			
Mod 3	Facilitate & and evaluate learning (Assessor) - US 117871 & 123397	5			
Mod 4	Engage in and promote assessment practices – US 114924 & 115753	5			
Mod 5	Provide learning support to learners and organisations – US 117865 & 117874	5			
Mod 6	Skills Development Facilitator (SDF) - US 15222 & 15221	5			
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Epidemiology & Communicable Diseases					
Programme	Total CEU's	Ethics	Days	When & Where	Price/ Person
Medical Important Vectors and their Control	18	-	3	25-27 March 2013	R3900

Reporting on Foodborne Disease Outbreak Investigations	6	-	1	7 March 2013 15 April 2013 20 May 2013	R1300
Surveillance, Prevention & Control of Communicable Diseases	6	-	1	30 April 2013	R1300
Surveillance, Prevention & Control of Communicable Diseases	30	-	5	Dates on request	R6500
Programme					
Programme	Total CEU's	Ethics	Days	When & Where	Price per Person
Food Safety Management: Managing your PRP/PAS 220 Requirements	18	-	3	4-6 March 2013 9-11 April 2013 6 – 8 May 2013	R3900
HACCP Implementation	18	-	3	18-23 March 2013 22-24 April 2013 20 – 22 May 2013	R3900
HACCP Refresher Course for EHP's	6	-	1	25 March 2013 29 April 2013 27 May 2013	R1300
Internal Auditing: Food Quality /Safety Management Systems	12	-	2	26 – 27 March 2013 18-19 April 2013 28 – 29 May 2013	R2600
ISO 22000	18	-	3	11-13 March 2013 15 – 17 April 2013 13 – 15 May 2013	R3900
Meat Inspection Refresher Course Species available (Game meat, Red Meat, Poultry)	30	-	5	Dates on request	R8500
Meat Safety in Butcheries	6	-	1	13 March 2013 18 April 2013 23 May 2013	R1300
WHO 5 Keys to safer food	12	-	2	14 – 15 March 2013 9 – 10 May 2013	R2600
Environmental Management					
Programme	Total CEU's	Ethics	Days	When & Where	Price per Person
Chemical Safety	6	-	1	22 April 2013 13 May 2013	R1300
Environmental Noise Control	30	-	5	22- 26 April 2013	R6900
Hazardous Waste Management	24	-	4	9-12 April 2013	R5200
Integrated Waste Management	30	-	5	15 – 19 April 2013 27-31 May 2013	R6900
Public Environmental Health					
Programme	CEU's	Ethics	Days	When & Where	Price per Person
Building Control and Environmental Health	6	-	1	16 April 2013 14 May 2013	R1300
Inspection, Measurement & Testing Strategies	6	-	1	26 March 2013 23 April 2013	R1300
Children's Environmental Health	6	-	1	19 March 2013 23 April 2013 16 May 2013	R1300
Ethics, Human Rights, Professional Practice & Self-Development					
Programme	Total CEU's	Ethics	Days	When & Where	Price per Person
Professional Ethics: Environmental Health (One Day)	10	8	1	18 March 2013 25 April 2013 8 May 2013	R1300

QUALIFICATION: OD-ETDP

This qualification is presented on a block basis. All modules are available as individual models as well. Please enquire for the prize once registered for the full qualification.

Module Name	Duration	Unit Standards	Dates	Cost/person
Communication skills (Facilitator, Coach & Mentor)	3 Days	US 115789; 115790	On request	R4500
Design & Develop Learning Programmes	5 Days	US 123396; 123394; 123400; 10305; 123401	On request	R7500
Facilitate and evaluate learning	3 Days	US 117871; 123397	On request	R4500
Engage in and promote assessment practices	3 Days	US 114924; 115753	On request	R4500
Provide learning support to learners and organizations	3 Days	US 117865; 117874	On request	R4500
Conduct skills development facilitation	3 Days	US 15221; 15222;	On request	R4500
Train the Trainer (Facilitate, Coach, Mentor)	5 Days	US 117871; 123397; 117874; 117865; 114924; 115789	On request	R7500

(***) For the combined(fast tracking) modules a selection criteria will apply
Specific rules and regulations of ETDPSeta may also apply

Kobus Neethling Company Wellness and Brain Profile Instrument

In the past measuring the creative environment was a long and cumbersome process and one that was often neglected. We learnt from very successful companies that monitoring the environment is critical in maintaining a business culture that anticipates problems before it happens and rectifies mistakes immediately in order to sustain passion and energy in the organisation.

For a number of years Dr Kobus Neethling studied the most successful Fortune 500 companies in the world to identify methods and approaches to create a positive work ethic. Ten critical factors, essential for achieving success in any creative environment, were identified. He used these factors to develop a model that focuses on the negative and positive aspects of the creative environment. The results are immediate and they act as the barometer indicating where the company is at the moment regarding these factors.

The Organisational Wellness Instrument (OWI) provides one with up-to-date and easy to read measures of the current situation or "state of play" in an organisation – or any part of it. It is easy to use, easy to administer, quick to complete and very responsive in reporting results. Unlike conventional organisational climate surveys, which are expensive, time-consuming and rarely current, the OWI produces comprehensive reports within minutes of one's employees completing the questionnaire online.

The research results regarding the effect of these factors are unambiguous; if any of the factors start moving below the critical point; they begin to affect parts of the organisation, or in severe cases, the entire organisation. We can measure the degree to which each of these factors can contribute or take away – from the "WELLNESS" of your organisation.

The Organisational Wellness Instrument[®] identifies the critical success factors which have a significant impact on the workplace environment and that supports as well as sustains happiness, creativity and productivity. These are:

- Trust
- Learning
- Gratification
- Language
- Ownership
- Energy
- Change
- Interaction
- Creativity and Innovation
- Communication

Each of the ten factors is plotted as 'above the line' (positive) or 'below the line' (negative). Above the line factors contribute to the 'wellness' and creative environment. Below the line factors can destroy the organization if left unchecked!

Available Kobus Neethling Instruments:

Business

Job Instrument
Leadership style Instrument
Creativity style Instrument

Education & Parenting

Young child Instrument
Parenting style Instrument
Teacher/Trainer Instrument
Junior student Instrument
Senior student Instrument
Relationship style Instrument
Learning style Instrument

Personal

Adult Instrument
Personal negativity Instrument

Sport & Lifestyle

Soccer Instrument
Rugby Instrument
Netball Instrument
Golf Instrument
Cricket Instrument
Rugby Referee Instrument
Eating Habits Instrument

All of the Neethling Instruments are available at the ACPD. Nellie Swanepoel is the Registered Practitioner. She can be contacted at 012-5492554 or e-mail: nellie.acpd@telkomsa.net

In-House and Off-Site training

In-house training will only be considered for a minimum of 15 participants.

IN-HOUSE TRAINING

Courses to be presented in-house exclude costs for refreshments, lunches for participants as well as travel and accommodation for the facilitator.

Conditions

ACPD to arrange travel and accommodation:

The ACPD will provide company with invoice on the cost of facilitator. These costs may be reflected on a separate invoice or the cost can be included in the package price per learner.

As an alternative, the company requesting training in-house can arrange travel and accommodation themselves as long as the ACPD requirements for such an arrangement are met:

ACPD requirements:

Flight bookings: SAA or SA Express
Car: With at least Air Conditioning
Accommodation: 3 Star + supper

EXTERNAL TRAINING VENUES

When courses are not presented in-house or at the ACPD training facility, the company will be responsible for the total arrangements for the training. The minimum requirements will be as follows:

Facility requirements:

Secured area with at least floor space to allow for group work, white board, flip chart and data

projector/projection.

Catering including refreshments and lunch accommodating all food preferences

Should ACPD do the bookings for above, an invoice will be submitted additional to the training invoice

Should there be less than 15 participants as minimum requirement, and additional 40% will be charged to the quoted price.

Terms and Conditions

- To this document an agreement is attached to accept the quotation. Once a quotation has been approved, the client has to notify this office in writing of any cancellations or postponements no less than 7 days prior to the confirmed starting date of the course/ programme. A cancellation fee of 50% of the quoted amount (including VAT) will be levied for postponements or cancellations received less than 7 days prior to the confirmed course/ workshop's starting date. It is the responsibility of the client to ensure that the ACPD has received notification of any cancellations/ postponements.
- The Academy for Continuous Professional Development will give a **discount of 3% on all quoted prices** if the full amount is paid two weeks before the start of the relevant course/ workshop. (Proof of payment needs to be presented clearly showing a successful payment at least 2 weeks prior to the starting date of a course/ workshop.)
- Only fully completed & signed forms will be accepted.
- The Academy for Continuous Professional Development reserves the right to refuse admission where evidence of the required deposit, full payment or an order cannot be shown.
- Substitute delegates are welcome.
- Certificates will only be issued once learners have been found competent (where applicable) and full payment has been received.
- Delegates are responsible for their own travel and accommodation arrangements. Courses presented by the ACPD include refreshments and a light lunch .All other expenses are for the account of the delegates.
- The Academy for Continuous Professional Development's liability in the event of the cancellation or rescheduling of a course/ workshop will be limited to a refund of the event fees should the delegate not be able to attend the rescheduled course/ workshop.
- In the case of cancellation or postponement of a course/ workshop the Academy for Continuous Professional Development will not be liable for any incidental costs such as accommodation or travel costs that were incurred by a client in relation to the intended course/ workshop.
- The Academy for Continuous Professional Development reserves the right to change the presentation, content or facilitator for a course/ workshop.
- **Banking details: Academy for Continuous Professional Development**
First National Bank, Business Cheque, Wonderpark, Code: 250066 Account: 62245882198 (Please use invoice number as reference)



Academy for Continuous
Professional Development

REGISTRATION FORM

(Please fill in block letters and mark blocks with "x" where applicable)

YEAR				STUDENT NUMBER										
2	0	1	3	2	0	1	3	S	L	P				
NAME OF THE SHORT LEARNING PROGRAMME/WORKSHOP/SEMINAR											CODE			
THIS COURSE IS PRESENTED AT						AT THE ACPD CAMPUS								
						IN-HOUSE TRAINING AT COMPANY								
WHO WILL BE RESPONSIBLE FOR PAYMENT						PRIVATE								
						EMPLOYER								
POPULATION GROUP				BLACK		WHITE		SA INDIAN		COLOURED				
IF NOT SOUTH AFRICAN, STATE ORIGIN														
TITLE														
INITIALS														
SURNAME														
FIRST NAME IN FULL														
DATE OF BIRTH														
IDENTIFICATION NUMBER														
PROFESSIONAL REGISTRATION NUMBER														
GENDER		M		F										
NAME OF EMPLOYER														
YOUR JOB TITLE														

CATOGORY OF EMPLOYMENT	<input type="checkbox"/> PUBLIC SECTOR	<input type="checkbox"/> PRIVATE PRACTICE
	<input type="checkbox"/> EDUCATION	<input type="checkbox"/> RESEARCH
	OTHER: <input type="text"/>	

EMPLOYER'S ADDRESS

CODE

HOME ADDRESS	POSTAL ADDRESS
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
CODE <input type="text"/>	<input type="text"/>

HIGHEST QUALIFICATION

CONTACT DETAILS

HOME

WORK CELL

FAX

E-MAIL

FOOD PREFERENCE HALAAL KOSHER VEGETARIAN

OTHER:

BANKING DETAILS
PAYMENTS CAN BE DONE EITHER BY ELECTRONIC TRANFER OR CHEQUES PAID INTO ACCOUNT

Academy for Continuous Professional Development
 FIRST NATIONAL BANK (Wonderpark)
 Branch Code: 250066
 Account number: 62245882198

Please indicate your mode of payment: Bank Transfer Internet

Other method:

Please fax proof of payment to: 0865874685 or E-mail to acpd@telkomsa.net

Comments:

Signature

Date



ACCEPTANCE OF QUOTATION

Please fax to: 086-5874685 OR e-mail to joan.acpd@telkomsa.net

I(name and surname)

on behalf of(name of company)

.....(address of company)

Accept the quotation with reference number, dated.....

Agree to pay the full amount (R).....within 10 workings days prior to the commencement of the course/workshop OR with a formal request to the ACPD to pay 50% (R.....) of Invoicewithin 10 days prior to the commencement of the course/workshop AND to pay the outstanding balance within 5 working days after the end date of the workshop/course.

.....
Designation / Capacity	Signature	Date

INFORMATION: (Person responsible for accounts / payment)

Name and surname

Tel no Cell no.....

Company VAT numberE mail address

.....

Postal address

.....

Please acquaint yourself with the terms and conditions as stipulated in this document