

15 Sherborne Road, Parktown, Gauteng, 2193
 P O Box 3322, Houghton, 2041
 Tel: (011) 276 9600, Fax: (011) 276 9623
 E-mail: customer@serviceseta.org.za
 Website: www.serviceseta.org.za



Date: 25 July 2016

Name of Contact Person: Catarina Allison

Training Provider's Address : 2 Bernhard Road, Cresta, Randburg, Johannesburg, 1715

Tel: 011 431 1533/ 083 278 1888

E-mail: info@kumalogreen.co.za

Dear Catarina

Services SETA Accreditation No: 0798

RE - Accreditation of Provider – Kumalo Green cc– 2000/002746/23

This serves as confirmation that **Kumalo Green cc** accreditation no. **0798** has been **awarded Provisional Accreditation until 31 March 2020**, as a Provider of Education and Training for the delivery of the following learning programme/s:

Name of Learning Skills Programme	NQF Level	Number of Credits	Expiry Date	Unit Standards / Qualification aligned to Learning programme		Qualification to which the learning program and unit standards are linked / contextualized
				Qual. / US ID	Title	
A Practical Introduction to Project Management	4	5	2018/06/30	120372	Explain fundamentals of project management	Qualification I.D: 50080 Qualification Title: Further Education and Training Certificate: Project Management NQF Level: 4 Credits:136 Registration start date: 2015/07/01 Registration end date: 2018/06/30 Last date for enrolment: 2019/06/30 Last date for achievement: 2022/06/30

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Business Writing for Office Professionals-Successful Business Writing	4	5	2018/06/30	12153	Use the writing process to compose texts required in the business environment	Qualification I.D: 50080 Qualification Title: Further Education and Training Certificate: Project Management NQF Level: 4 Credits:136 Registration start date: 2015/07/01 Registration end date: 2018/06/30 Last date for enrolment: 2019/06/30 Last date for achievement: 2022/06/30
Complete Guide to Meetings and Minutes	3	4	2018/06/30	13934	Plan and prepare meeting communications	Qualification I.D: 67465 Qualification Title: National Certificate: Business Administration Services NQF Level: 3 Credits:120 Registration start date: 2015/07/01 Registration end date: 2018/06/30 Last date for enrolment: 2019/06/30 Last date for achievement: 2022/06/30
The Professional Receptionist	2	3	2018/06/30	14348	Process incoming and outgoing telephone calls	Qualification I.D: 23833 Qualification Title: National Certificate: Business Administration Services NQF Level: 2 Credits:130 Registration start date: 2015/07/01 Registration end date:

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						2018/06/30 Last date for enrolment: 2019/06/30 Last date for achievement: 2022/06/30
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A comprehensive report in terms of the evaluation of your application for accreditation will be sent to you. Where there are any recommendations and requirements stipulated please ensure that you provide the **SSETA- Services Sector Education Training Authority** with the required information as per the stipulations.

Your accreditation number must be utilised by **Kumalo Green cc** only and may not be used by any other Skills Development Provider.

As an accredited Skills Development Provider you are required to:

1. Complete and submit the attached code of conduct to Services Seta within 7 working days of receipt of this accreditation letter.
2. Submit learner enrolments to Services Seta as soon as learners have been enrolled onto the learning intervention within 21 days of the commencement of the approved training intervention.
3. Conduct training, assessment and moderation on the approved learning intervention.
4. Upload learner achievements to Services Seta in order to complete Services Seta's quality assurance learner achievements process for external moderation to be conducted by the Services Seta.

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Skills Development Provider monitoring site visits will continue to be scheduled in accordance with quality assurance standards and practice.

Finally the Services SETA wishes to congratulate **Kumalo Green cc** on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely

A handwritten signature in black ink, appearing to read "Nozipho Zondo".

Nozipho Zondo

Manager: QMD

(Pre-Accreditation and Qualifications)

E-mail: noziz@serviceseta.org.za