Institutional Brochure 2027

Distance learning has never felt this close.

SACOB
SOUTH AFRICAN
COLLEGE OF BUSINESS

Traditional education, Modern delivery.





Welcome to SACOB

Welcome to SACOB South African College of Business.

Established in 2010, SACOB has built a solid foundation within the educational landscape and has since been well-regarded in the Professional, Occupational, and Higher Education sectors.

At SACOB, we believe education should open doors, not create barriers. Since our early days, we've focused on helping students, working professionals, and organisations access accredited qualifications and programmes, as well as short and micro courses, built for real careers.

Whether you're taking the next step in your journey, just getting started, or developing your team, we're here to help you move forward with clarity and confidence.

Vision

SACOB's vision is to 'produce sought-after graduates with the skills and competencies for optimal employment and wealth creation'. We believe education is more than employability alone. It is about developing graduates who can think critically, act competently and contribute responsibly to their communities and the broader economy.

Mission

SACOB's mission is to offer enrolled students a meaningful and collaborative experience that supports them in overcoming the traditional barriers of distance learning. We are committed to helping you navigate the familiar challenges of distance education, including limited peer interaction and the complexities of digital navigation.

Values

Guided by our values of integrity, quality, commitment, empowerment, and upliftment, we commit ourselves, unambiguously, to quality learning and teaching as we strive to prepare professionals who can contribute confidently to local and international business sectors while participating actively in society.

These statements are not just words; they are the bedrock of everything we do at SACOB. They represent our commitment to providing you with an exceptional educational experience and academic support. Not only does this prepare you for your career, and a lifetime of professional growth and impact, but also ensures that you're never alone in your journey.

Accreditations

SACOB is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE) and registered by the Department of Higher Education and Training (DHET) to offer higher education qualifications.

Our accreditation extends to numerous Professional Bodies including:

- **AT(SA)** - Accounting Technicians South Africa (associate body of SAICA - The South African Institute of Chartered Accountants)
- **CGISA** - Chartered Governance Institute of Southern Africa
- **CIMA** - Chartered Institute of Management Accountants
- **ICB** - International Certifications for Business
- **QCTO** - Quality Council for Trade and Occupations



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Higher Education



Our Higher Certificate programmes provide a solid, career-focused, NQF Level 5 qualification. These programmes equip students with practical, workplace-ready skills for entry-level roles while serving as a direct or alternative pathway to further Higher Education studies.



Credits: 120

NQF Level: 5

Higher Certificate in Applied Accounting

About the Programme:

SACOB's Higher Certificate in Applied Accounting is an online distance learning qualification that equips you with the skills to confidently enter the Accounting field. This undergraduate qualification provides a strong foundation in accounting principles while fostering critical thinking, leadership, and decision-making.

Job Opportunities:

Junior Accountant | Bookkeeper | Financial Administrator | Management Trainee | Assistant Accountant | Credit Control Clerk | Cost Accountant Assistant | Accounts Payable Administrator

Programme Goal:

This qualification prepares graduates with essential accounting skills and knowledge to enter the field of finance. It builds a strong foundation in core principles and practices in finance, so graduates can make a meaningful impact right from the start or further their studies towards diplomas and degrees in accounting-related disciplines.

Articulation:

This qualification provides a formal gateway to both Higher Education (including Advanced Certificates and Bachelor's degrees) and specialised Occupational Qualifications, such as CIMA NQF Level 8. By completing this programme, students create a direct pathway toward professional designations and broader leadership opportunities.

Duration & Study Options:

1 year (Full-time students)

2 years (Part-time students)

3 years (Extended part-time option)

Higher Certificate in Applied Accounting

Alternative Entry Routes:

SACOB recognises that learning occurs in different ways and is committed to broadening access to education.

RPL (Recognition of Prior Learning): If you do not meet the standard admission requirements, you may still be considered for admission to the programme through RPL, for those with equivalent prior qualifications and/or formal/informal experience.

CAT (Credit Accumulation Transfer): CAT allows you to transfer credits from your previous formal studies so you don't have to repeat subjects you've already completed. Students eligible for CAT may receive exemptions or advanced standing for specific programme modules.

Entry Requirements:

The minimum entry requirement for this qualification is: National Senior Certificate (NSC) with admission to Higher Certificate study, or a National Certificate (Vocational) (NC(V)) with admission to Higher Certificate study. Alternatively, mature age with some experience or a postschool qualification may also be considered, for example, an FET/National Certificate, NQF (OQSF) Level 4.



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Traditional education, Modern delivery.



Credits: 120

NQF Level: 5

Higher Certificate in Business Practice

About the Programme:

SACOB's Higher Certificate in Business Practice is an online distance learning qualification that equips you with the skills to confidently enter the Business field. This undergraduate qualification equips you with essential knowledge across key areas such as business management, administration, project management, entrepreneurship, finance, law, and e-commerce, while also building your critical thinking, problem-solving, and workplace skills.

Job Opportunities:

Office Administrator | Trainee Manager | Project Administrator | Junior Project Manager Trainee | Administrative Assistant | Sales and Office Administrator | Department Manager | Store Manager | Retail Supervisor

Programme Goal:

This qualification prepares graduates with essential practical skills and professional confidence needed to succeed in real workplace, commercial or organisational settings. Graduates will be prepared to step into entry-level roles across diverse business fields or further their studies towards diplomas and degrees in business related disciplines.

Articulation:

This qualification meets the minimum requirements for further studies within Higher Education (such as an Advanced Certificate in Business Management and Administration or a relevant Bachelor's degree), which serves as a pathway to Professional designations and broader management roles.

Duration & Study Options:

1 year (Full-time students)

2 years (Part-time students)

3 years (Extended part-time option)

Higher Certificate in Business Practice

Alternative Entry Routes:

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Professional Body Qualifications



Institutions & Partners

ICB
INTERNATIONAL
CERTIFICATIONS FOR BUSINESS

CIMA
Chartered Institute of Management Accountants

Chartered Governance Institute of Southern Africa
Accredited Skills Development Provider

accounting technicians
SOUTH AFRICA
The *confidence* to do more.

QCTO
Quality Council for Trades & Occupations

These relationships ensure that your studies are aligned with industry expectations and recognised by employers.

ICB – International Certification for Business

What is ICB?

ICB is an examining body and a Quality Assurance Partner (QAP) of the Quality Council for Trades & Occupations (QCTO). ICB qualifications are certified by the Financial and Accounting Services Sector Education and Training Authority (FASSET) Skills Education and Training Authority (SETA).

Why Choose ICB?

The Institute of Certified Bookkeepers (ICB) graduates are recognised worldwide by the International Association of Bookkeepers, the Southern African Institute of Business Accountants (SAIBA), the South African Institute of Tax Practitioners (SAIT), the Association of Chartered Certified Accountants (ACCA) and the Chartered Institute of Management Accountants (CIMA).

ICB Programmes:

- Financial Accounting
- Business Management

There are two main programme streams:

Financial Accounting:
Grade 10, 16 years or older, with an understanding of English

Business Management:
Grade 11, 16 years or older, with an understanding of English

Duration & Study Options:

If you start from the Foundation Level, the course usually takes approximately 3 years. You are however able to complete your qualification in a shorter duration.

ICB – International Certifications for Business

Professional Designations:

- **Registered Bookkeeper:** Attained after completing the Foundation Level (National Certificate: Bookkeeping).
- **Certified Senior Bookkeeper:** Attained after completing the Intermediate Level (FET Certificate: Bookkeeping).
- **Technical Financial Accountant: Attained after completing the Upper Intermediate Level (National Diploma:** Technical Financial Accounting).
- **Public Financial Accountant:** Attained after completing the Advanced Level (National Diploma: Financial Accounting).

ACCREDITED BUSINESS QUALIFICATIONS

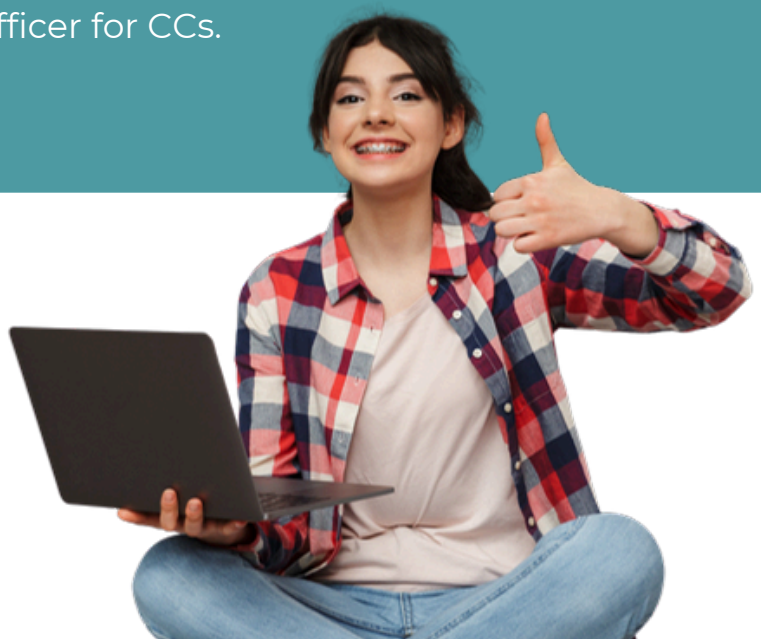
ICB

INTERNATIONAL

CERTIFICATIONS FOR BUSINESS

Career Opportunities:

- **Junior Bookkeeper / Accounts Clerk:** Handling basic journals, debtors, creditors, and monthly SARS returns.
- **Senior Bookkeeper / Payroll Administrator:** Managing the trial balance, payroll functions, and year-end procedures.
- **Technical Financial Accountant / Tax Technician:** Preparing financial statements for small to medium companies and handling complex tax returns.
- **Financial Accountant / Accounting Officer:** Operating as a senior accountant for larger entities or as an independent accounting officer for CCs.



CIMA – Chartered Institute of Management Accountants

What is CIMA?

The Chartered Institute of Management Accountants (CIMA) is the world's largest professional body of management accountants and is the most relevant finance and accounting qualification for business. While traditional accounting often focuses on compliance and "looking backwards" at historical data, CIMA is designed for the industry, teaching students to look forward. It is the most relevant because it is built upon the CGMA Competency Framework, which blends financial expertise with high-level strategic management and digital skills like data analytics. CIMA offers training and qualifications in management accountancy and related subjects. It is focused on accountants working in the industry and provides ongoing support and training for members.

Why Choose CIMA?

Management accountants help businesses all over the world manage their finances. CIMA is UK-based and internationally recognised. The CIMA qualification will empower you to become a business leader, innovator, decision-maker, and forecaster. CIMA teaches you how to interpret financial data, prepare reports, and use business knowledge to help management make decisions.

CIMA Programmes:

- Certificate Level (NQF Level 5)
- Operational Level (NQF Level 6)
- Management Level (NQF Level 7)
- Strategic Level (NQF Level 8)
- CIMA FLP

Levels:

There are 4 levels that form part of the CIMA qualification: Certificate, Operations, Management, and Strategic.

Duration:

If you start from the Certificate Level, the full qualification usually takes approximately 3 years. You are however, able to complete your qualification in a shorter duration.

What is the minimum requirement to enroll in CIMA?

Matric Certificate (NQF Level 4) or equivalent qualification. CIMA FLP – unless you have been exempt from the previous levels, you will need to start at the Operational Level.

CIMA – Chartered Institute of Management Accountants

Professional Designations:

- **CIMA Certificate in Business Accounting:** Entry-level certification for those new to business and finance.
- **CIMA Diploma in Management Accounting (Adv Dip MA):** Awarded upon completion
- of the Operational and Management levels.
- **ACMA (Associate Chartered Management Accountant):** Attained after completing the
- Strategic level and required practical experience.
- **CGMA (Chartered Global Management Accountant):** A globally recognised title powered by AICPA and CIMA, awarded alongside the ACMA.

CIMA®
Chartered Institute of Management Accountants

Career Opportunities:

- **Financial Controller / Junior Accountant (Certificate & Operational Levels):** Managing high-level internal accounts, bookkeeping, and basic financial systems.
- **Management Consultant / Business Analyst (Management Level):** Advising businesses on internal performance, cost management, and risk mitigation.
- **Business Partner / Finance Manager (Strategic Level):** Working alongside CEOs to drive strategic growth and high-level decision-making.
- **Finance Director / CFO (ACMA/CGMA Designation):** Leading the entire financial and strategic direction of a global corporation.



Chartered Governance Institute of Southern Africa
Accredited Skills Development Provider

CGISA – Chartered Governance Institute of Southern Africa

What is CGISA?

The Chartered Governance Institute of Southern Africa (CGISA) qualification is an international qualification that is recognised in over 80 countries. CGISA is the formal professional institute for corporate governance and company secretaryship. CGISA is also the expert commentator and thought leader in Southern Africa on governance matters.

Why Choose CGISA?

A Chartered Secretary plays an important role in enforcing and promoting high standards of ethical behaviour, integrity, and compliance within the workplace. These professionals are highly skilled and perform their administrative roles at an executive level. They are trained in law, finance, governance, risk, and strategy. By completing your CGISA Qualification, you become a valuable staff member.

CGISA Programmes:

- Programme 1
- Programme 2
- Programme 3
- Board Level - two options to choose from, Company Secretarial or Governance Professional

How many levels are there for CGISA?

There are 3 CGISA Levels and a Board Level that students can complete. Once you have completed all 3 Levels you will obtain an NQF Level 7, once the Board Level has been completed you will obtain an NQF 8 qualification. You could choose to complere both Board options too.

What is the minimum requirement to enroll in the CGISA?

Matric or equivalent with Communication, Mathematical Literacy or Accounting. Exemptions may be awarded for previous studies.

CGISA – Chartered Governance Institute of Southern Africa

Duration:

There are 3 CGISA Levels and a Board Level that students can complete. Once you have completed all 3 Levels you will obtain an NQF Level 7.

Once you've conquered the NQF Level 7 foundation (programmes 1-3), you reach the Board Level (NQF 8) programme where you choose your specialisation based on your career goals:

Chartered Secretary Stream: This is the traditional route if you want to be the "right hand" of the Board. You'll become the vital link between the company, its shareholders, and regulators, mastering secretarial practice and corporate law.

Governance Professional Stream: This stream is designed for broader strategic leadership. It's ideal if you're aiming for roles in the public sector or non-profit sector, focusing heavily on enterprise risk management and public sector governance.

Professional Designations:

- Chartered Secretary (CS)
- Chartered Governance Professional (CGP)
- GradCG / ACG / FCG (Graduate, Associate, or Fellow member)

Career Opportunities:

- **Company Secretary:** The primary advisor to the Board of Directors on legal and ethical duties.
- **Governance Advisor:** Ensuring organizations comply with global "King IV" standards.
- **Risk & Compliance Manager:** Designing systems to protect a company from legal or financial failure.
- **Non-Executive Director:** Providing independent oversight on company boards.

Chartered Governance Institute of Southern Africa
Accredited Skills Development Provider

AT(SA) – Accounting Technicians South Africa

What is AT(SA)?

The qualification is designed to take you on a progressive pathway, from a foundational level through to an advanced level of accounting knowledge, skills and competencies, as well as public sector pathways. AT(SA) qualifications are registered with FASSET. All AT(SA) qualifications meet both NQF and Learnership requirements. (from NQF level 3 to NQF Level 5)

Why Choose AT(SA)?

AT(SA) is an associate body of The South African Institute of Chartered Accountants (SAICA) which means you are part of a forward-thinking institute at the helm of developing, influencing and leading the future of the accountancy profession. Our AT(SA) training combines accounting theory with real-world practical experience, enabling you to practically apply newly acquired skills in your own work environment.

AT(SA) Programmes:

There are 3 levels that form part of the AT(SA) qualification: **Level 3** (Certificate), **Level 4** (Further Education and Training Certificate), and **Level 5** (Professional Certificate).

Minimum Requirements

Minimum grade 10 qualification required.

Duration:

If you start from Level 3, the course usually takes approximately 3 years. If you are studying full-time, it can be completed in a shorter period.

AT(SA) – Accounting Technicians South Africa

Career Opportunities:

- **Accounting Technician:** Handling complex bookkeeping and financial reporting for SMEs.
- **Finance Manager:** Overseeing the daily operations of a finance department.
- **Tax Practitioner:** Registering with SARS to handle tax returns for individuals and businesses.
- **Payroll Manager:** Ensuring accurate, compliant salary and benefit systems for large staff complements.

accounting technicians SOUTH AFRICA

The *confidence* to do more.

Professional Designations:

AT(SA) (Member of the Accounting Technicians South Africa endorsed by SAICA – South African Institute of Chartered Accountants)



Public Sector Qualification

What is AT(SA) Public Sector Qualification?

The qualification is designed to take you on a progressive pathway, from a foundational level through to an advanced level of accounting knowledge, skills and competencies specifically tailored for the Public Sector. **AT(SA) is registered with SAQA** and is in association with SAICA where all the qualifications meet both NQF and Learnership requirements.

Why AT(SA)? The Public Sector Edge.

The Public Finance Management Act (PFMA) and Treasury Regulations (TR) have raised the bar for financial management in the public sector. These regulations require finance practitioners with practical, hands-on skills and competencies.

Become a work-ready, high-integrity leader within government departments. This pathway provides you with the professional recognition and belonging you deserve in the public sector.

Level 3 | Certificate: Accounting Technician NQF 3)
Master the essentials of public sector accounting and foundational finance practices.
Entry Requirements: English proficiency and basic numeracy.

Level 4 | FET Certificate: Accounting Technician (NQF 4)
Step into supervisory roles with advanced technical accuracy and departmental reporting skills.
Entry Requirements: Successful completion of Level 3 or equivalent assessed accounting studies.

Level 5 | Certificate: Accounting (NQF 5)
Align with National Treasury standards to manage budgets and evaluate high-level financial performance.
Entry Requirements: Successful completion of Level 4 or equivalent assessed accounting studies.

Local Government Qualification

What is AT(SA) Local Government Qualification?

Developed in partnership with SAICA, this SAQA-registered pathway provides a progressive map of accounting competencies specifically engineered for the municipal environment. It empowers officials with the technical skills to make a critical contribution to local economic success while gaining professional recognition and AT(SA) membership.

Why AT(SA)? The Local Government Edge.

This qualification is championed by SAICA as a direct measure to increase the skills base within municipal finance departments. By focusing on practical, competence-based training, it enables you to apply newly acquired skills directly to your work environment, ensuring you can confidently handle routine and operational tasks. At SACOB, we support this journey with flexible Full-Time, Part-Time, or Distance Learning options, allowing you to balance your professional commitments while building a foundation for national economic success.

Level 3 | Certificate: Local Government Accounting (NQF 3)
Gain a solid grounding in basic accounting practices specifically tailored for the municipal framework. .
Entry Requirements: Open access; competency in literacy and numeracy is assumed.

Level 4 | FET Certificate: Local Government Accounting (NQF 4)
Drive municipal accountability by mastering financial record maintenance and cost evaluation.
Entry Requirements: Open access; initial assessment by the provider to determine readiness.



QCTO Occupational Programmes



SACOB's QCTO-accredited Occupational Qualifications are precision-engineered to meet the specific demands of the South African workforce. Unlike purely academic routes, the QCTO framework focuses on applied competence, blending theoretical knowledge with practical, workplace-based learning. This ensures that graduates don't just hold a certificate but possess the job-ready skills that employers are actively seeking. By choosing a QCTO course, you are investing in a qualification that is nationally recognised, industry-aligned, and designed to accelerate your entry into, or progression within, the professional world. It is the gold standard for students who want their education to translate directly into career impact.

Occupational Certificate: Occupational Health and Safety Officer



NQF Level: 4

Duration: 14 months

Entry Requirements: Grade 10 or equivalent with Basic English.

What is the Occupational Health and Safety Officer qualification?

The Occupational Certificate: Health and Safety Practitioner (SAQA ID 99714) is a nationally recognised qualification accredited by the Quality Council for Trades and Occupations (QCTO).

It is designed to equip learners with the knowledge and practical skills to create and maintain safe, healthy working environments across a range of industries.

This qualification focuses on developing competence in hazard identification, risk assessment, incident investigation, and compliance with occupational health and safety legislation.

Why choose this qualification?

This qualification empowers learners to make workplaces safer, healthier, and more compliant, a key skill set in every modern organisation. It offers both theoretical grounding and practical application, preparing graduates to confidently take on roles that promote workplace well-being and legal compliance.

Accredited by the QCTO, this qualification ensures national recognition and professional credibility. With clear articulation pathways into higher-level health and safety or environmental management programmes, this qualification not only boosts employability but also sets the stage for long-term career growth in workplace safety management.

The Occupational Certificate: Marketing Coordinator



NQF Level: 5

Duration: 18 months

Entry Requirements: NSC or equivalent as minimum entry

What is the Occupational Certificate: Marketing Coordinator qualification?

The Occupational Certificate: Marketing Coordinator (SAQA ID 118706) is a nationally recognised qualification accredited by the Quality Council for Trades and Occupations (QCTO).

It is designed to equip learners with the skills and knowledge to coordinate marketing activities, manage campaigns, and support communication initiatives within both small and large organisations.

This qualification blends theory, practical application, and workplace experience, preparing learners to confidently step into marketing roles and support business growth through strategic marketing coordination.

Why choose this qualification?

This qualification provides a solid foundation in marketing operations, from campaign execution and customer relationship management to communication strategy and sales coordination.

Graduates are skilled in managing marketing deliverables, analysing performance metrics, and supporting a business's brand presence across multiple channels.

Accredited by the QCTO, this qualification ensures national recognition and alignment with South Africa's occupational standards. The qualification also provides articulation opportunities to higher-level marketing diplomas or degrees, opening the door for continued academic and career advancement.

The Occupational Certificate: Human Resource Management Administrator



NQF Level: 5

Duration: 18 months

Entry Requirements: NQF Level 4 with Basic English.

What is the Occupational Certificate: Human Resource Management Administrator qualification?

An HRM Administrator contributes to organisational success by supporting the effective and efficient operation of the Human Resource Function within an organisation by providing ethical and professional HRM administrative services.

This includes collating and processing data for Workforce Planning, Staff Attraction and Procurement, Employee Maintenance and Development and Employment Relations Management.

Why choose this qualification?

The qualification delivers a strong foundation in human resource management administration, covering recruitment support, employee relations, HR compliance, and payroll coordination. Graduates are equipped to manage HR processes efficiently, maintain accurate employee records, and support organisational performance through effective people operations.

Accredited by the QCTO, this qualification ensures national recognition and alignment with South Africa's occupational standards. The qualification offers articulation opportunities to higher-level HRM diplomas or degrees, opening the door for continued academic and career advancement.

QCTO Skills Programmes



SACOB's QCTO-accredited skills programmes deliver short, focused, and practical training designed to build specific job-ready competencies and drive immediate economic value. By seamlessly integrating classroom theory with real-world or simulated workplace applications, these programmes equip learners with the vital skills needed to secure employment or accelerate their current careers. Furthermore, they offer a flexible learning pathway by combining selected NQF unit standards, allowing learners to earn credits that can later stack toward a full formal qualification. Ultimately, this approach not only boosts individual employability but also provides businesses with an agile solution to rapidly upskill or reskill their workforce and close critical competency gaps.

SKILLS PROGRAMME: ASSESSMENT PRACTITIONER



NQF Level: 5

Duration: 10 weeks

Entry Requirements: NQF Level 4 with Basic English.

How does the Skills Programme work?

A Focused Pathway to a Full Qualification
This Skills Programme is a credit-bearing part-qualification derived directly from the Occupational Certificate: Training and Development Practitioner (NQF Level 5, SAQA ID: 101321, 190 Credits).

What you get with the programme:

- Accumulate Credits: The credits earned in this 10 week programme count directly toward the full 190-credit qualification through Credit Accumulation and Transfer (CAT).
- Flexible Learning: Complete targeted skills sets as you need them in your career, rather than committing to a full qualification all at once.
- Immediate Workplace Value: Gain practical competencies you can apply on the job right away, certified by the Quality Council for Trades and Occupations (QCTO).

What is the Skills Programme: Assessment Practioner?

The purpose of this skills programme is to equip learners to plan for, conduct, and administer assessments of learner competence in an occupational context. Assessment skills form the foundation of many qualifications and lead to increased employability and self-employment opportunities as an Assessment Practitioner.

Learners will acquire the competence to supervise performance, utilise assessment tools to promote learning, and provide professional feedback.

SKILLS PROGRAMME: LEARNING AND DEVELOPMENT FACILITATOR

How does the Skills Programme work?

A Focused Pathway to a Full Qualification
This Skills Programme is a credit-bearing part-qualification derived directly from the Occupational Certificate: Training and Development Practitioner (NQF Level 5).

Why choose this programme?

- Accumulate Credits: The credits earned in this 4 month programme count directly toward the full 190-credit qualification through Credit Accumulation and Transfer (CAT).
- Flexible Learning: Complete targeted skills sets as you need them in your career, rather than committing to a full qualification all at once.
- Immediate Workplace Value: Gain practical competencies you can apply on the job right away, certified by the Quality Council for Trades and Occupations (QCTO).

NQF Level: 5

Duration: 4 months

Entry Requirements: NQF Level 4 with Basic English.

What is the Skills Programme: Assessment Practioner?

The purpose of this skills programme is to equip learners to plan, select, and adapt learning resources required for delivering learning interventions within an occupational context. It develops essential competencies for employees operating in human resource management or development roles to drive effective skills development across national, regional, and local levels.

Through this programme, learners acquire the practical techniques needed to facilitate active learning, navigate learning dynamics, and manage diverse adult groups effectively.

Short Courses



Specifically designed to be high-impact and agile, allowing you to master a specific skill set, such as Leadership, Tax, Customer Service or Project Management, in a matter of weeks or months. This "just-in-time" learning approach makes you immediately more competitive in the job market, as it demonstrates to employers that you are proactive about continuous professional development.

Can be done alongside another qualification, during a gap year or used to "test-drive" a new career path or bridge a specific knowledge gap.



How many Short Courses do we offer?

Over 25 Short Courses: ranging from business, finance, marketing, supply chain and many more.

Typical Duration

8 to 14 weeks

Finance & Accounting

- Basic Bookkeeping
- Computerised Bookkeeping (Pastel)
- Taxation
- Cost & Management Accounting
- Financial Management
- Financial Statements
- Payroll Practices
- Cash Management
- Professional Ethics in Accounting & Finance
- Budgeting
- Financial Performance

Business & Operations

- Business Management & Administration
- General Management
- Project Management
- Human Resource Management
- Office Administration
- Governance & Ethics in Business
- Introduction to Commercial Law
- Credit Management
- Customer Service & Call Centre Management

Strategy & Entrepreneurship

- Practical Entrepreneurship
- Fundamentals of Procurement & Supply Chain
- New Venture Creation
- Workplace Essentials
- Marketing Management
- Brand Management
- Conference & Events Management
- Supervision of Leadership in Hospitality
- Leadership
- E-Commerce
- Professional Skills

Digital & Professional Skills

Computer Skills (Windows & MS Office) | Business Communications| Digital Marketing & Social Media| Critical Skills for Studies & the Workplace | Excel (Beginners, Intermediate and Advanced)

Micro Courses



Distance Learning Never Felt This Close



Upgrade your skills or learn something new with our quick and effective micro courses!

Our online platform offers self-contained courses designed to teach specific, high-demand topics in a short timeframe. Perfect for busy professionals, our "just-in-time" learning model fits seamlessly into your schedule, allowing you to achieve your professional goals faster.

- **Duration:** 3-15 hours per course.
- **Format:** 100% Online via our Online Classroom.
- **Access:** Accessible anywhere via computer or mobile device.
- **Assessment:** Final online quiz to validate learning.
- **Certification:** Certificate of Completion from SACOB.
- **Inclusions:** Digital coursebook access, concept videos, section quizzes, and practical examples.

Business Management & Leadership

- General Management
- Communication for Managers
- Interpersonal Skills at Work
- Report Writing

Finance & Bookkeeping

- The Accounting Equation
- Value Added Tax (VAT)
- Budgeting for Business
- Finance for Business Functions

Procurement & Supply Chain

- Procurement Management
- Sourcing Strategy
- Supplier Relationship Management
- Contract Management

Marketing & Digital Presence

- Marketing Essentials
- Social Media Guides

Professional & Academic Readiness

- Mathematical Literacy
- Information Literacy
- Professional Writing
- Getting the Job

Note: SACOB Short Courses and Micro Courses are non-credit bearing and are intended for immediate skill development and professional upskilling.

Corporate Training



What would your business look like if every employee felt more confident, capable, and motivated in their role? If your team isn't growing, your business can't reach its full potential. At SACOB, we help organisations invest in people, because when your employees have the right skills, knowledge, and support, your business performs better, every day.

Stronger Skills. Stronger Business.

Why SACOB

Why settle for generic training when you can get programmes designed to make a real difference?

- **Professional Qualifications:** Accredited programmes from NQF Level 3 to 8 in Finance, Accounting, Management, and IT.
- **Learnerships with Impact:** FASSET-accredited programmes that maximise SETA funding, improve B-BBEE scores, and unlock SARS tax rebates.
- **Short, Focused Courses:** Practical skills in finance, HR, administration, management, and entrepreneurship.
- **Tailored Packages:** Training designed to fit your team, your goals, and your business culture.



At SACOB, we don't just equip you with qualifications, but also train you in soft skills such as:

- **Communication & Active Listening:** Improving clarity in verbal and written interactions and developing empathetic listening skills.
- **Emotional Intelligence (EQ) & Empathy:** Enhancing self-awareness and social skills to better handle stress, manage conflicts, and connect with colleagues or customers.
- **Leadership & Management:** Developing coaching skills, decision-making, and influence, often targeting both new and experienced managers.
- **Conflict Resolution & Negotiation:** Equipping employees with strategies to resolve disagreements constructively.
- **Adaptability & Problem-Solving:** Building resilience to change and enhancing critical thinking for decision-making.
- **Team Building & Collaboration:** Fostering trust and improving interpersonal relationships, especially for remote or cross-functional teams.

Training That Sticks

We make training relevant and engaging. SACOB delivers content your team can apply in ways that are practical and motivating.

When learning feels valuable, people not only remember it, – they use it. And that's when your business sees results. Your business can achieve every goal, if your employees have the right skills, confidence, and support. That's the kind of impact SACOB's corporate training delivers. Your business is only as strong as the people behind it. Invest in their growth and watch the impact ripple through every part of your organisation.



Why Training Isn't Optional Anymore

In an increasingly complex world of work in which competition relies on increasing the capability of every employee upskilling isn't just "nice to have" – it's essential. Ask yourself: Are your employees able to keep up with industry changes? Do they feel confident tackling challenges on their own? How are you actively supporting their growth and ensuring that they feel valued?

The right training can:

- **Build expertise:** Equip staff with practical, up-to-date knowledge.
- **Boost confidence:** Empower employees to take ownership and solve problems.
- **Improve retention:** Show your people they matter, and they'll stick around.
- **Stay compliant:** Keep on top of legislation and industry regulations.
- **Drive performance:** A stronger team delivers better results.

Learnerships



Tailored Learnership Solutions for Real Business Impact

At SACOB, we work with organisations across South Africa to design bespoke learning solutions that align with your company's needs, support your compliance goals, and build real capability within your workforce.



Programmes Designed Around Your Business

Every company is different — and your training strategy should be too. SACOB provides customised training for learnership programmes built around your organisation's unique needs. Whether you're driving compliance, growing talent, or meeting SETA requirements, we align our tuition solutions to support your goals.

- Skills development requirements
- Workplace competencies
- SETA or FASSET priorities
- Strategic growth goals
- HR and compliance obligations

Learnerships are one of the most cost-effective ways to develop your employees, thanks to the generous tax allowances available through SARS. Employers can claim financial benefits each year a learner is enrolled, plus an additional benefit when the learner completes the year.

Your Trusted Learnership Partner

SACOB acts as the tuition (theory) provider and manages the full learnership journey, ensuring compliance, quality, and successful completion. We support learnerships from the following accredited professional bodies.

Qualifications Offered as Learnerships

AT(SA) – in association with SAICA

Accounting Technician Qualifications

- Certificate: Local Government Accounting (NQF 3)
- Certificate: Accounting Technician (NQF 3)
- FET Certificate: Accounting Technician (NQF 4)
- Advanced Certificate: Local Government Accounting (NQF 4)
- FET Certificate: Accounting Technician – Public Sector (NQF 4)
- Certificate: Accounting (NQF 5)Certificate Accounting: Public Sector SAQA (NQF 5)

Chartered Institute of Management Accountants

Management Accounting Qualifications

- National Certificate: Business Accounting (NQF 5)
- National Diploma: Management Accounting (NQF 6)
- Advanced Diploma: Management Accounting (NQF 7)

Chartered Governance Institute of Southern Africa

Governance & Administration

- Professional Qualification: Governance & Administration (NQF 7)

Occupational Health and Safety Officer

- National Occupational Certificate: Occupational Health and Safety Officer (NQF 4)

Human Resource Management Administrator

- Higher Occupational Certificate: HR Administrator (NQF 5)

Companies We've Worked With

FNB First National Bank
Companies and Intellectual Property Commission
cidb Construction Industry Development Board
WOOLWORTHS
CAPE UNION MART Est. 1933
BABLONSTOREN
MUSINA LOCAL MUNICIPALITY
MOTUSFORD
SEBENZA FORWARDING & SHIPPING (PTY) LTD
Progression "transformation enablers"
ram HAND-TO-HAND COURIERS

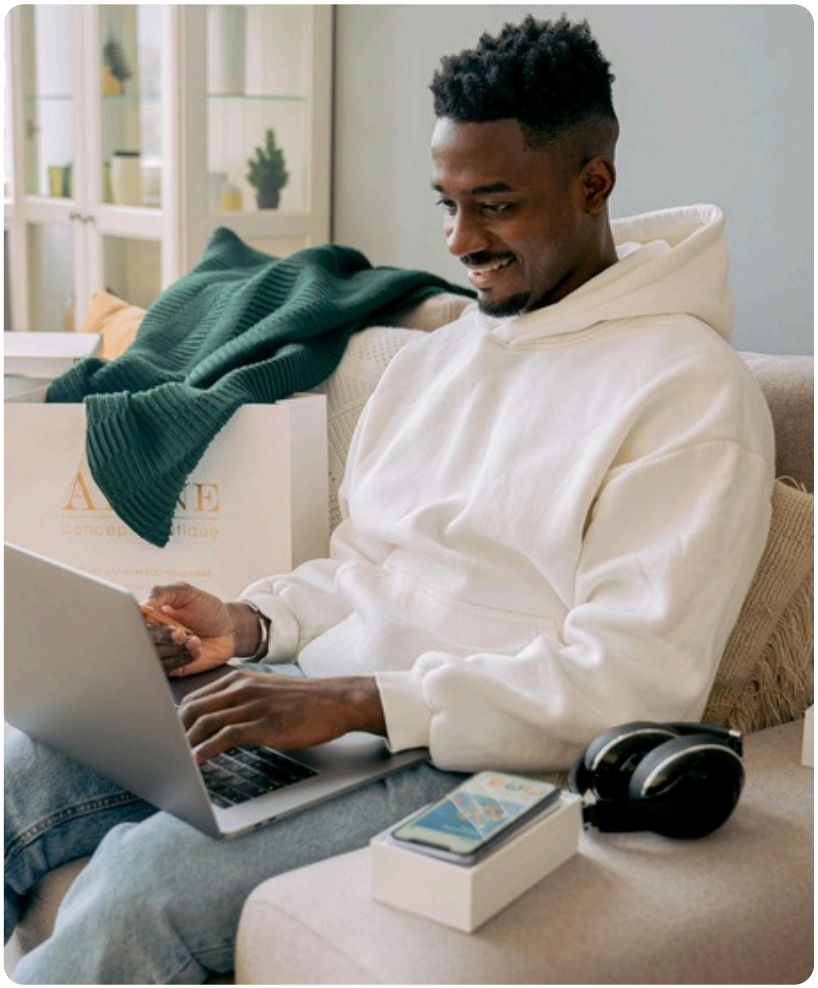
Requirements & Exemptions

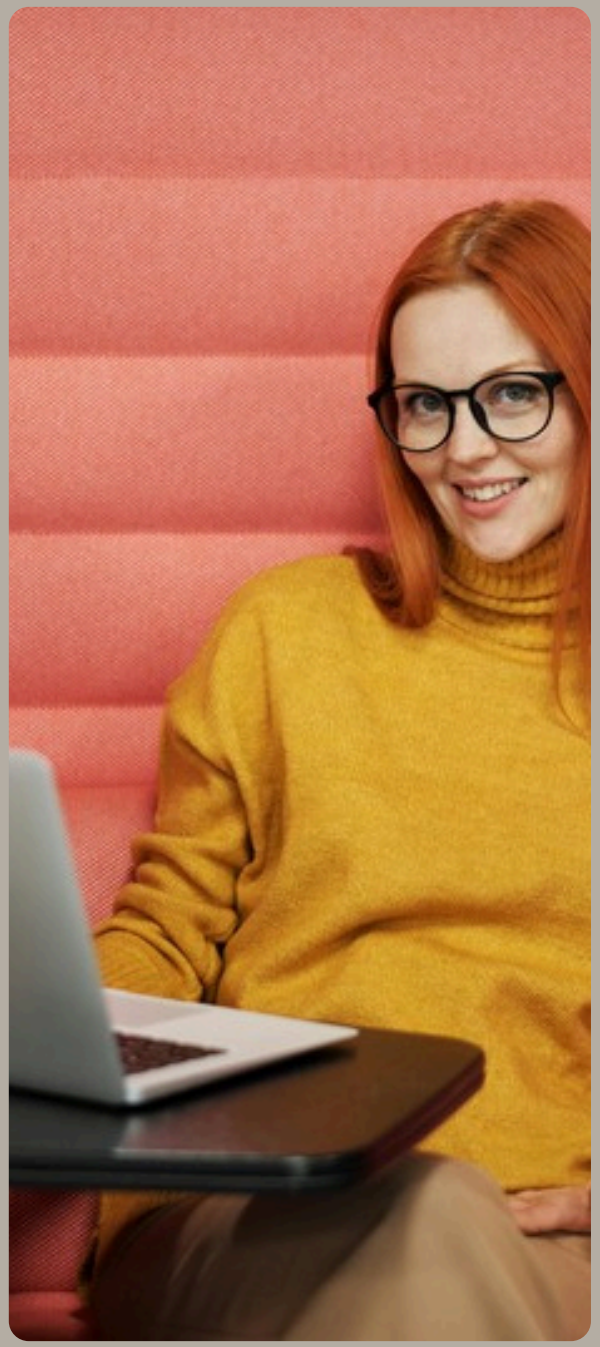
Requirements to study with SACOB?

- Wifi/Internet Connection
- Laptop: MacOS X with MacOS 10.7 (or higher), or Windows 10 Home, Pro, or Enterprise (or higher), Windows 8 or 8.1, Windows 7, Windows Vista with SP1 (or higher), Windows XP with SP3 (or higher), or Ubuntu 12.04 (or higher)
- Webcam
- Microphone
- Headset

Exemptions

In most of the courses that we offer, if you have previous experience or obtained a previous qualification you can be exempt from certain subjects or levels. This means you do not necessarily need to start at the first level for certain courses. We will assist and guide you through the CAT, RPL and exemption application process.





Concluding Remarks

Education is the catalyst for every major career breakthrough. It provides the tools to solve complex problems and the authority to command higher value in the workplace.

Why SACOB? Because we understand that your time is valuable and your goals are ambitious. We have spent over 15 years perfecting a student-centred model that removes the barriers of distance learning, replacing them with modern support, accredited excellence, and real-world results. Success isn't just about what you know; it’s about who supports you while you’re learning it.

Join thousands of successful graduates who have chosen the SACOB way; where your growth is our commitment and your success is essential.

SACOB South African College Of Business (PTY) LTD is provisionally registered as a private higher education institution in terms of section 54(3) of the Higher Education Act, 1997 (Act no. 101 of 1997) (as amended) and Regulation 14(4)(b) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

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SACOB South African College of Business (Pty) Ltd

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