

Week Day Training	Days	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021
<b>1<sup>st</sup> Year Modules</b>															
SAQA 49692 HR NDip Mod 1: Communication	5		3 – 7				8 – 12					30 Nov – 4 Dec			15 – 19
SAQA 49692 HR NDip Mod 2: Budgeting	1		21				5					13			12
SAQA 49692 HR NDip Mod 3: Organisational Needs Analysis	2			30 – 31					11 – 12				14 – 15		
SAQA 49692 HR NDip Mod 4: Facilitator Training Programme	5	13 – 17	10 – 14	9 – 13 30 Mar – 3 Apr		11 – 15	8 – 12 22 – 26	13 – 17	3 – 7	7 – 11	5 – 9	9 – 13 30 Nov – 4 Dec	7 – 11	11 – 15	8 – 9
SAQA 49692 HR NDip Mod 4: Assessor Training Programme	5	20 – 24	17 – 21	16 – 20	20 – 24	18 – 22	22 – 26	20 – 24	17 – 21	14 – 18	12 – 16	16 – 20	7 – 11 14, 15, 17 & 18	18 – 22	15 – 19
SAQA 49692 HR NDip Mod 6: Recruitment, Selection and Induction of Staff	3				14 – 16				17 – 19				1 – 3		
SAQA 49692 HR NDip Mod 7: Draft an Employment Contracts	1				17				20			30			
SAQA 49692 HR NDip Mod 8: Labour & Employee Relations	5				20 – 24			20 – 24			19 – 23				1 – 5
SAQA 49692 HR NDip Mod 9: Compensation and Administration	3	6 – 8			1 – 3					21 – 22				5 – 7	

Week Day Training	Days	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021
<b>2<sup>nd</sup> Year Modules</b>															
SAQA 49692 HR NDip Mod 10: Legislative Requirements and Organisational Policies and Procedures	5	13 – 17				25 – 29				14 – 18				4 – 8	
SAQA 49692 HR NDip Mod 11: Best Human Resource Practices	3		26 – 28				17 – 19				12 – 14				
SAQA 49692 HR NDip Mod 12: Identifying Strengths and Areas for Improvement in Human Resources Management and Practices	5			2 – 6				27 – 31				23 – 27			
SAQA 49692 HR NDip Mod 13: Understanding Outcomes Based Education in Context of the National Framework	1	21		2			1		31			2			1

**ENJO Consultants (Pty) Ltd**

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543  
 Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za  
 Co Reg No: 2016/345549/07



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

ETDP SETA: ETDP10602 | MICT SETA: ACC/2015/07/0048 | SABPP: 58116L125EC | QCTO: QCTOSDP00180907-1302

Week Day Training	Days	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun2020	Jul 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021
<b>2<sup>nd</sup> Year Modules</b>															
SAQA 49692 HR NDip Mod 14: Skills Development Facilitator Training Programme (SDF)	5	13 – 17	10 – 14	9 – 13	20 – 24	11 – 15	8 – 12	13 – 17	3 – 7	7 – 11	5 – 9	9 – 13	7 - 11	11 – 15	8 – 9
SAQA 49692 HR NDip Mod 15: Productivity Improvement	5	20 – 24				4 – 8				28 Sept – 2 Oct				25 – 29	
SAQA 49692 HR NDip Mod 16: Supervise a Project Team	3			9 – 11				6 – 8				18 – 20			

**Time - 1st day of training: Registration 08:00 to 08:30 | Class 08:30 to 16:00**

<b>Training Schedule January 2020 to February 2021</b>	<b>SAQA Qualification 49692: National Diploma: Human Resources Management and Practices - NQF Level 05</b>	<b>Week Day Training Pg 1 – 2 Saturday Training Pg 2</b>
------------------------------------------------------------	------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------

### Saturday Training

Saturday Training	Days	Comment	February/March 2020	May/June 2020	August/September 2020	November 2020
Mod 4: Facilitator Training Programme	5	Training takes place over 5 consecutive Saturdays.	15, 22, 29 Feb & 7, 14 Mar 2020	9, 16, 23, 30 Mar & 6 Jun 2020	15, 22, 29 Aug & 5, 12 Sept 2020	7, 14, 21, 28 Nov & 5 Dec 2020
Mod 5: Assessor Training Programme	5	Training takes place over 5 consecutive Saturdays.	15, 22, 29 Feb & 7, 14 Mar 2020	9, 16, 23, 30 Mar & 6 Jun 2020	15, 22, 29 Aug & 5, 12 Sept 2020	7, 14, 21, 28 Nov & 5 Dec 2020
Mod 13: Understanding Outcomes Based Education in Context of the National Framework Training Programme	1	Training takes place over 1 Saturdays.	15 Februyr 2020			
Mod 14: Skills Development Facilitator Training Programme (SDF)	5	Training takes place over 5 consecutive Saturdays.	15, 22, 29 Feb & 7, 14 Mar 2020		15, 22, 29 Aug & 5, 12 Sept 2020	7, 14, 21, 28 Nov & 5 Dec 2020

*As training schedules are subject to change, please confirm dates with ENJO Consultants. ENJO Consultants reserves the right to reschedule or cancel training.*

**Time - 1st day of training: Registration 08:00 to 08:30 | Class 08:30 to 16:00**

## ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543  
 Web: [www.enjoconsultants.co.za](http://www.enjoconsultants.co.za) | Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)  
 Co Reg No: 2016/345549/07



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng