The Accelerator Programme

SpecCon Holdings

Presented by SpecCon Holdings
Delivered by eLearning.co.za

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SETA QCTO
Registered
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LEVEL 1
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The Accelerator Programme (TAP)

We live in a world where education is a luxury for many. In South Africa, most people cannot afford to study following secondary school, and only some receive bursaries. SpecCon has created an affordable offering while ensuring our quality is not compromised. We have invested many years and significant resources in developing this top-class content and are confident that you will enjoy the benefits of learning with us.

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WHY?

The Aim of The Accelerator Programme
To make skills development accessible, relevant and affordable to everyone
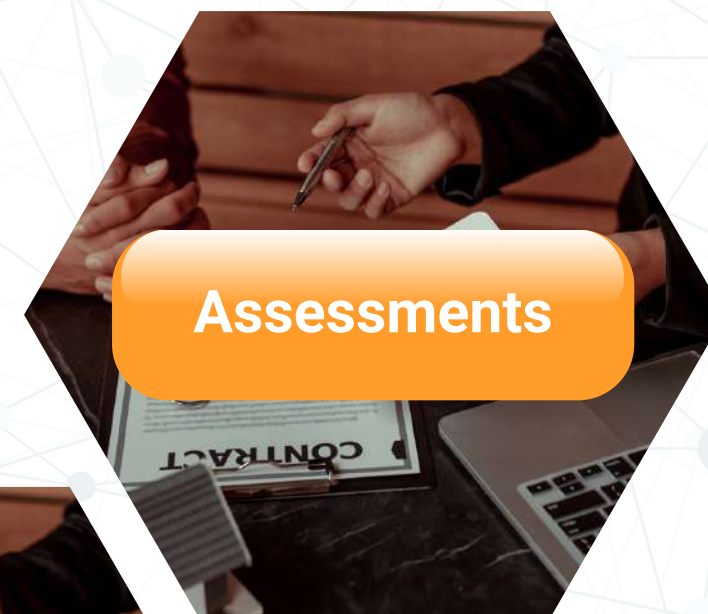
The Accelerator Programme - Explained

- All of The Accelerator Programme (TAP) courses can be accessed online (eLearning.co.za) via smart mobile phone, tablet or computer/laptop (and at established community learning centres).
- Upon enrolment, subscribers will enjoy full access to all listed learning development products for one year, along with all new courses loaded.
- Personalised certificates of completion will be generated by our Learning Management System (LMS); these can be downloaded, saved and printed for future use by the participant.
- SpecCon Holdings is an accredited training provider, registered with various SETAs in South Africa.

Short Courses

Computer Skills

- Basic Computer Skills (1 day)
- Microsoft Excel Basic (1 day)
- Microsoft Excel Intermediate (1 day)
- Microsoft Excel Advanced (2 days)
- Microsoft Word Basic (1 days)
- Microsoft Word Intermediate (1 day)
- Microsoft Word Advanced (2 days)
- Microsoft PowerPoint Basic (1 day)
- Microsoft PowerPoint Advanced (2 day)
- Microsoft Visual Basics (Excel) (2 day)
- Microsoft Outlook (1 day)
- Financial Modeling (2 days)

Soft Skills

- Customer Satisfaction (1 day)
- Personal Development (1 day)
- Sales (2 days)
- Stress Management (1 day)
- Negotiation Skills (2 days)
- Time Management (1 day)

Leadership Skills

- Conflict Management (1 day)
- Communication Skills (1 day)
- Performance Management (2 days)
- Business Ethics (1 day)
- Innovation (1 day)
- Recruitment Process (1 day)
- Empower Team Members (1 day)
- Emotional Intelligence (1 day)
- Promoting a Learning Culture (1 day)
- Talent Management (2 days)
- Coaching (2 days)
- Building Teams (1 day)
- Change Management (2 days)
- Workplace Relations (1 day)
- Diversity (1 day)
- Leadership Theories (1 day)
- Risk Management (2 days)
- Knowledge Management (1 day)
- Brand Mix Elements (1 day)

- Decision Making (1 day)
- Mathematical Analysis (1 day)
- Finance for Non Finance Managers (2 days)
- Operational Planning (1 day)
- Project Planning (1 day)

Learner's Driver Licence (K53)

- Motor vehicle
- Motorcycle

Full Year Qualifications

Administration
- Certificate in Business Administration Level 3
- Certificate in Business Administration Level 4

Contact Centre
- Certificate in Contact Centre Support Level 2
- Certificate in Contact Centre and Business Process Outsourcing Support Level 3

Entrepreneurship
- Certificate in Entrepreneurship (SMME) Level 2
- Certificate in Entrepreneurship Level 4

Information Technology
- Certificate in End User Computing Level 3
- Certificate in Information Technology (System Support) Level 5
- Certificate in IT Business Analysis Level 6

Project Management
- Certificate in Project Management Level 4

Leadership
- Certificate in Management Level 3
- Certificate in Management Level 4
- Certificate in Management Level 5

Logistics
- Certificate in Road Transport Supervision Level 4
- Certificate in Supply Chain Management Level 5

Retail
- Certificate in Wholesale and Retail Operations Level 3
- Certificate in Automotive Sales and Support: Service dept Level 4
- Certificate in Automotive Sales and Support: Passenger Vehicles Level 4
- Certificate in Automotive Sales and Support: Parts Level 4
- Certificate in Automotive Sales and Support: Commercial Vehicles Level 4

Certificates can be upgraded to formal SETA qualifications. Minimum entry requirements per qualification will apply.
Additional work will need to be carried out to meet SETA requirements.

SpecCon Holdings is a registered training provider, accredited by the following SETAs:

merSETA	19-MER/ACC/002048
MICT SETA	ACC/2014/07/114
Services SETA	AC 12270
TETA	TETA06-112
W&R SETA	W&Rseta 2154
ETDP SETA	ETDPS010962
DHET	2009/FE07/081

Short Learning Programmes

Report Writing (3 days)
- Write texts for a range of communicative contexts
- Present information in report format
- Interpret a variety of literary texts
- Read, analyse and respond to a variety of texts
- Write for a wide range of contexts
- Use the writing process to compose texts required in the business environment
- Interpret and use information from texts

Excel on Steroids (5 days)
- MS Excel Advanced Level
- Visual Basics for Excel
- Financial Modeling

Project Management (4 days)
- Work as a project team member
- Apply a range of project management tools
- Develop, implement and evaluate an operational plan
- Develop, implement and evaluate a project plan

Basic Computer Skills (3 days)
- Introduction to computers
- MS Excel Level 1
- MS Word Level 1
- MS Outlook Level 1

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Sales (7 days)

- Identify customers and generate selling opportunities
- Sell products to corporate fleet owners
- Advise customers to optimise choice and benefits
- Apply the skills of customer care in a specific work environment
- Conduct sales and support services
- Evaluate personal sales performance in the retail industry
- Demonstrate knowledge and application of ethical conduct in a business environment
- Describe the interaction with internal departments and external sales support structures

Entrepreneurship (5 days)

- Demonstrate an understanding of an entrepreneurial profile
- Apply basic business ethics in a work environment
- Apply innovative thinking to the development of a small business
- Apply the principles of costing and pricing to a business venture
- Implement an action plan for a new venture

Leadership (5 days)

- Identify the responsibilities of a team leader in ensuring that organisational standards are met
- Apply the organisation's code of conduct in a work environment
- Analyse leadership and related theories in a work context
- Apply the principles and concepts of emotional intelligence to the management of self and others
- Lead people development and talent management
- Devise and apply strategies to establish and maintain workplace relationships

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Compliance Courses

Fire Fighting

First Aid

Occupational Health & Safety (OHS)

Work Readiness Programme

Work Readiness Programme

- MS Outlook - Basic
- MS Word – Basic
- MS Excel – Basic
- MS PowerPoint
- Google Sheets and Forms
- Communication Skills
- Conflict Management
- Diversity
- Business Ethics
- Time Management
- Stress Management
- CV Construction
- Interview Preparation

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Assessments

Work Place Assessments:

- Speed Typing Assessment
- Verbal Reasoning Assessment
- Figure Class Assessment
- Numerical Reasoning Assessment
- Data checking test / Attention to detail
- Situational Judgement Assessment
- Language Proficiency Test (English)
- Interview Skills
- Basic Computer Skills

Excel Assessments:

- Basic Excel Assessment
- Intermediate Excel Assessment
- Advanced Excel Assessment

Behavioral Competencies:

- Effective Data Analysis
- Personal growth and progress
- Strategic and Creative thinking
- Professional Network and Impact
- Effective Communication
- Leadership
- Conflict Resolution
- Adaptability
- Teamwork
- Attentive
- Effective planning and productivity
- Business Opportunities

Achievement Validation Service

The SpecCon Holdings eLearning platform offers individuals completing educational programmes, such as qualifications or skills programmes, the option to validate their achievements.

The eLearning platform simplifies validation, providing individuals and recruitment companies with confirmation of successful participation. In addition, secure integration through the Learning Management System (LMS) ensures real-time updates on individual's achievements, both current and historic.

An individual's certificate can be validated by simply clicking on the link and entering the necessary information.

The certificate's validity and the individual's name will be confirmed once you click the validation link. In addition, a history of all educational programmes completed will be provided. If the Identification Number (ID Number) or Passport Number does not match the name on the certificate, the system will flag the certificate as invalid.

The Protection of Personal Information Act (POPIA) is upheld by SpecCon Holdings.

Click Here to Validate

New Courses For 2023/2024

Education

- Investments
- Instagram Marketing
- Facebook Marketing
- Linkedin Marketing
- TikTok Marketing
- Estate Law and Procedures
- Qualification: Early Childhood Development
- SDF Labournet
- Train The Trainer
- Introduction to LL and BCEA Learner Guides
- Hospitality Cadet Programme: Co-Ordinate the Greeting and Assisting of Guests On Arrival and Departure
- Hospitality Cadet Programme: Provide a Table Drink System
- Hospitality Cadet Programme: Provide a Silver Service
- Hospitality Cadet Programme: Service Guest Bedroom Areas
- Facilitator

Work Environment

- Effective Performance and Discipline Management
- Initiating and Chairing a Disciplinary Hearing
- Assessor
- Moderator
- Basic Supervisory Skills
- Basics of Drafting a Contract
- Sexual Harrasment
- Power BI (Basic)
- Data Analysis
- Financing
- SQL
- Search Engine Optimisation
- Basic Food Safety
- Debt Collection
- Cyber Security
- Data Analysis

Personal Wellness

- Manage Personal Finance
- How to Take Care of a Baby
- Personal Safety Home
- Public Speaking
- VAT Basics
- How to Be Married and Happy
- Divorce Law and Procedures
- How to Be Single and Happy
- How to Be a Great Parent
- How to Handle Someone With Depression
- How to Be an Influencer
- Substance Abuse
- Anger Management
- Consumer Protection Act
- Basic Income Tax
- Photography

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Follow our social media for release dates

Terms & Conditions

The Accelerator Programme - Terms & Conditions

Definitions

- **"TAP"** acronym or abbreviation for The Accelerator Programme
- **"The Accelerator Programme"** – a collection of materials made available on SpecCon Holdings' eLearning platform, in line with industry- specific formal qualifications and academic programmes
- **"Material"** – any document or media representing content produced for and conformant with a specified qualification and or academic programme, and available to self-directed eLearning
- **"Participant"** – someone who has signed up to The Accelerator Programme for self-directed eLearning, and is acquiring learning from online material provided by the SpecCon Holdings-owned eLearning platform
- **"Publisher"** – SpecCon Holdings and/or externally contracted subject-matter experts or SpecCon Holdings' authorised publishers
- **"Sign-up"** – join the education initiative to access materials and start learning
- **"Enrol"/ "register"** – begin the eLearning journey in short courses and/or full qualifications or learning programmes

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No part of the material on this website may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means, whether electronic, mechanical, photocopying, recording, broadcast or otherwise, without the written permission of the publisher and/or SpecCon Holdings.

Use of materials published on site
The participant may only use the site/service for own internal and private use and may not share or make it available to any third party (individual, company or any service provider).

Web & Internet Access
The participant warrants that he/she recognizes and accepts that matters pertaining to web and internet-related access and data transmission rate are for his/her facilitation and are in no way the responsibility of the developer.
Please note there is currently no regulation to support zero-rating of educational websites by service providers as Disaster Management act was repealed.

Material
While extreme care is taken to ensure optimum quality in developing and publishing material for free business education, no claim shall be entertained in respect of any typographical or another kind of error owing to the developers' oversight or omission. Signing up to "The Accelerator Programme" gives the participant the option in whatever distant future, to upgrade to formal studies leading to a full qualification, hence SpecCon Holdings reserves the right to send participants information on full qualification programme options offered by SpecCon Holdings, a registered and accredited training provider.

Termination clauses
SpecCon Holdings reserves the right to change, add, edit, or remove any material at its sole discretion, whether in legislation compliance, conformance to revised curriculum, changes in accreditation terms or other reasons, or as part of the organisational review.

SpecCon Holdings - Programmes Communication
Signing up to "The Accelerator Programme" gives the participant the option in whatever distant future, to upgrade to formal studies leading to a full qualification, hence SpecCon Holdings reserves the right to send participants information on full qualification programme options offered by SpecCon Holdings, a registered and accredited training provider.

User Integrity
While the developer requires minimal information to enable access and recognisable log-in, each participant warrants that all information he/she supplies is true and accurate and that he/she shall not abuse the business education system in any way, including, but not limited to, creating multiple-log-on identities or online sign-on personalities or share log-in information with a third party.

Empowerment Limitation
The participant understands that "The Accelerator Programme", although in line with formal qualifications offered by SpecCon Holdings, is offered to empower individuals for personal and social development, and will by no means nullify or replace minimum requirements or pre-requisites for any formal qualification as stipulated by Education Authorities in any country, including required minimum qualification study duration or registered-student period.

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