



**My Training Academy**

*Let's build your future together*

**COMPANY PROFILE**

# COMPANY PROFILE AND OVERVIEW

## ABOUT US

My Training Academy (Reg. No. 2016/152610/07) was established in 2016 by Santie Swart. Our slogan says it all “Let’s build your future together”, and we believe that our training courses does just that for both course participants and organisations as a whole.

## OUR VISION

Our vision is to train and develop learners for a better future. As a new generation training company we are committed to our learners. We want to ensure that there is a measurable impact and sustainable change from the learning experience so that the learning can be applied to real life and business.

## OUR MISSION

To build long term relationships with our clients and learners and provide exceptional customer services. We aim to provide innovative training and development solutions that will enable our clients to maximize the growth of human capital within their organisations.

## CORE VALUES

We believe in treating our customers with respect and trust. We grow through creativity, development and innovation. We integrate honesty, integrity and business ethics into all aspects of our business functioning.

## B-BBEE STATUS

My Training Academy has been evaluated in terms of section 9 (1) of the Broad-Based Economic Empowerment Act 53 of 2003, as an EXEMPT MICRO-ENTERPRISE. We area level 4 Contributor with a 100% B-BBEE procurement recognition

### COMPANY PROFILE

Tel: 074 976 6403 / 084 710 5291

Fax: 086 4653357

Email: [info@mytrainingacademy.co.za](mailto:info@mytrainingacademy.co.za)

Website: [www.mytrainingacademy.co.za](http://www.mytrainingacademy.co.za)

## OUR ETQA

With more than 20 years of training and development experience between our staff, our Quality Management System is managed by our managing member. This ensures that our clients get the support that is required. All learner and client data is captured onto our customised learner management system.

## OUR TRAINING SERVICES

Our training services are divided into the following categories:

- **ETDP**
- **Accredited Qualifications**
- **53 Short Courses**
- **Occupational Health and Safety**
- **Operator Training Programmes**
- **Value Adding Operator Training Programme**
- **Construction**
- **Accredited Soft Skills**
- **Life Skills Training**

*Our Training courses are class room based (Public and On site), online and blended depending on the client's needs as well as Seta requirements.*

## MOBILE MEDICAL UNIT

We also offer a mobile medical service for full medicals at any site. We have a registered nurse and doctor part of the team at all times.

## ETDP

- Facilitator Training (Unit standard 117871: Facilitate learning using a variety of given methodologies)
- Assessor Training (Unit Standard 115753: Conduct outcomes-based assessment)
- Moderator Training (Unit Standard 115759: Conduct moderation of outcomes-based assessments)

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## QUALIFICATIONS

- Business Administration (SAQA ID: 61595, NQF 4)
- Contact Centre Operations (SAQA ID: 71489, NQF 4)
- Debt Recovery (SAQA ID 49021, NQF 4)
- Marketing (SAQA ID 67464, NQF 4)
- Project Management (SAQA ID 50080, NQF 4)
- Short Term Insurance (SAQA ID 66610 NQF 4)
- Retail Insurance (SAQA ID 66609, NQF 4)
- Long Term Insurance (SAQA ID 49649, NQF 4)
- Wealth Management (SAQA ID 66613, NQF 4)
- Wealth Management (SAQA ID 66611, NQF 5)
- Motor Retail Sales (SAQA ID 64289,

## SHORT COURSES

- Business and Office Administration
- Business Communication
- Intro to Business English
- Intro to Business Accounting
- Skills of the Admin Assistant
- Management Principles
- Effective Communication
- Self-Management
- Human Resources
- Marketing Management
- Call Centre Agent
- Computer Basics
- Conflict Resolution
- Controlling Anger
- Customer Service
- How to Avoid Debt
- How to Budget
- How to get out of Debt

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- How to write a press release
- Human Resources Skills Programme
- Instant Cash Flow
- Interview Tips
- Labour Relations
- Leadership Skills for Supervisors
- Negotiation Skills
- Office Communication
- Performance Management
- Personal Finance
- Product Management
- Productivity Hacks
- Project Management
- Public Management
- Quality Management
- Stress Management
- The minute – Taker's notes
- Time Management
- Tourism Management
- Train The Trainer
- Writing Reports and proposals
- Computer Basics – Foundation
- Computer Basics – Intermediate
- Computer Basics – Advanced
- Computer Basics – Expert
- Conducting Effective Performance Reviews
- Hiring for success
- Dealing with difficult people
- Stress Relief
- Generation Gap
- Business Succession Planning
- Getting a Good Start
- Getting Along
- Secrets of Change

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## OCCUPATIONAL HEALTH AND SAFETY

- Apply firefighting techniques (SAQA ID 252250)
- Controlling hazardous & dangerous goods (SAQA ID 8020)
- Move and store a hazardous load (SAQA ID 260837)
- Conduct a continuous risk assessment in the workplace (SAQA ID 120330)
- Conduct an investigation into workplace incidents (SAQA ID 259617)
- Perform basic life support and first aid procedures (SAQA ID 119567)
- The functions of the health and safety representative (SAQA ID 259622)
- Introduction to Occupational health and safety (DoL)
- Maintain occupational health and safety and general housekeeping (SAQA ID 8016)
- Apply Occupational health, safety and environmental principles (SAQA ID 113852)
- Evacuation Procedures (SAQA ID 254217)
- Explain and perform fall arrest techniques when working at heights (SAQA ID 229998)
- Application of health, safety, environmental protection procedures (SAQA ID 13224)
- Demonstrate knowledge and understanding of HIV in a workplace (SAQA ID 13915)
- Handle dangerous goods during warehouse and storage (SAQA ID 242996)
- OHS Act and responsibilities (SAQA ID 242668)

## OPERATOR TRAINING PROGRAMMES

- Operate a counter balanced (Forklifts) lift truck (SAQA ID 242976)
- Operate advanced purpose (Reach) lift trucks (SAQA ID 242972)
- Operate an overhead gantry crane (SAQA ID 242976)
- Operate a truck mounted crane (SAQA ID 242978)
- Operate defined purpose (Pallet) lift trucks (SAQA ID 242981)
- Operate rough terrain, earthmoving and agricultural equipment (SAQA ID 260762)
- Operate a telescopic boom handler (SAQA ID 260781)
- Operate a mobile elevated work platform (SAQA ID 243272)
- Operate a side loader lift truck (SAQA ID 260797)

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- Operate a mobile crane (SAQA ID 116254)
- Load general freight (SAQA ID 123262)
- Operate a front end loader (SAQA ID 262747)
- Operate a backhoe/ loader (SAQA ID 262727)
- Operate an excavator (SAQA ID 262744)
- Operate a tractor (SAQA ID 262804)
- Operate an articulated dump truck (SAQA ID 262745)
- Convey dangerous goods by road (SAQA ID 123259)

## VALUE ADDING OPERATOR TRAINING PROGRAMME

- Sling and communicate during crane operations (SAQA ID 253638)
- Lift and move a load using manual lifting equipment and tackle (SAQA ID 253582)
- Safe Lifting Practice (NON US)
- Racking and Stacking (NON US)
- Operate moving equipment to stack, de-stack & position materials (SAQA ID 12207)
- Meet the requirements of being a safe driver to obtain a valid driving license for a motor vehicle (SAQA ID 243666)

## CONSTRUCTION RELATED TRAINING PROGRAMMES

- Erect, use and dismantle access equipment for construction work (SAQA ID 261664)
- Implement roadside safety procedures (SAQA ID 14561)
- Apply Health and Safety to a work place (SAQA ID 9964)
- Work in confined spaces on a construction site (SAQA ID 15034)
- Procure resources (SAQA ID 244493)
- Hand Tools (SAQA ID 12877)
- Power Tools ( SAQA ID 12878)

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## ACCREDITED SOFT SKILLS

- Foster and Maintain customer relations (SAQA ID 123258)
- Apply knowledge of self in order to make a personal decision (120308)
- Manage expenditure against a budget (SAQA ID 242810)
- The core and support functions of an organisation (SAQA ID 242814)
- Develop a business plan for small business (SAQA ID 117241)
- Implement training needs to upgrade skills (SAQA ID 15223)
- Manage administration records (SAQA ID 110009)
- Perform one on one training on the job (SAQA ID 117877)
- Conduct a structured meeting (SAQA ID 242816)
- Manage time productively (SAQA ID 114589)
- Solve problems, make decisions and implement solutions (SAQA ID 242817)
- Use communication skills to handle and resolve conflict (SAQA ID 9533)
- Communicate verbally and non-verbally in the workplace (SAQA ID 9960)
- Understanding of employment relations in an organisation (SAQA ID 10170)
- Investigate life and work related problems (SAQA ID 9012)
- Apply basic business principles (SAQA ID 8000)
- Interpret basic financial statements (SAQA ID 117156)
- Operate in a team (SAQA ID 8420)

## CONCLUSION

My Training Academy is your one stop shop for all your training needs. We also assist with your customised training needs.

We do not only deliver but pride ourselves with our continuous support and commitment to our clients and learners.

## CONTACT DETAILS

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