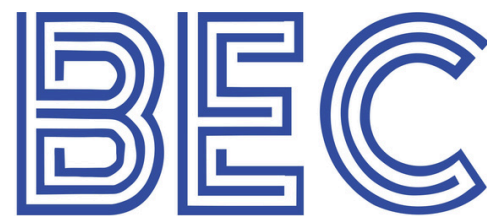


BEC Training & Organisational Development



TRAINING CONSULTANTS

Empowerment through Skills Development

Occupational Qualifications Skills Programmes Executive Training RPL

Training solutions portfolio

2026 Edition



Our Learning Solutions

Comprehensive learning and workforce development solutions designed to build capability, improve performance and support organisational success.

Occupational Qualifications

Nationally recognised QCTO occupational qualifications that develop job-ready competence through integrated knowledge, practical skills and workplace experience.

Skills Programmes

Accredited and customised short learning programmes that address targeted workplace skills gaps and support continuous professional development.

Executive & Professional Development

Executive education, leadership development, professional masterclasses and management workshops designed to strengthen leadership capability, management effectiveness and organisational performance.

Recognition of Prior Learning (RPL)

Assessment and recognition of workplace knowledge, skills and experience towards nationally recognised occupational qualifications.

Organisational Development

Solutions that strengthen organisational capability through workforce planning, organisational effectiveness, performance improvement, talent development and change management.

Consulting Solutions

Strategic consulting services that support organisations in learning and development strategy, workforce capability, skills development, QCTO implementation, quality assurance, curriculum development, Recognition of Prior Learning (RPL), and organisational performance improvement.

Customised Corporate Learning

Tailor-made learning solutions designed to address organisational priorities, industry requirements and workforce capability needs through flexible and client-focused delivery.

QCTO Occupational Qualifications

Full Qualification Name	SAQA Code	NQF Level	QCTO Affiliated SETA
National Certificate: Generic Management Strategic Management	57721 LP 96102	5	Bank SETA
National Certificate: Generic Management: Skills Development	57721 LP 96101	5	Bank SETA
National Certificate: Generic Management: General Management	57721 LP 96100	5	Bank SETA
National Certificate: Generic Management: Customer Management	57721 LP 96099	5	Bank SETA
Further Education Training Certificate: Real Estate	59097	4	Services SETA
National Certificate: New Venture Creation (SMME)	49648	2	Services SETA
Occupational Certificate: Office Administrator	102161	5	Services SETA
Occupational Certificate: Project Manager	101869	5	Services SETA
Certificate: Municipal Financial Management	48965	5	LG SETA
National Diploma: Public Finance Management and Administration	49554	6	LG SETA
Further Education Training Certificate: Leadership Development	50081	4	LG SETA
National Certificate: Ward Committee Governance	57823	2	LG SETA
National Certificate: Local Government Councillor Practice	58578	3	LG SETA
Occupational Certificate: Dispatching and Receiving Clerk	99446	3	W&R SETA
Occupational Certificate: Sales Assistant (General/Retail Sales Advisor)	99669	3	W&R SETA
Occupational Certificate: Store Person	99703	2	W&R SETA
Occupational Certificate: Retail Supervisor	99573	4	W&R SETA
Occupational Certificate: Shelf Filler	118731	2	W&R SETA
Occupational Certificate: Office Administrator	102161	5	PSETA
Occupational Certificate: Public Service Administrator	118766	5	PSETA
Occupational Certificate: General Manager Public Service	118791	6	PSETA
Occupational Diploma: Senior Government Official	121166	7	PSETA
Higher Occupational Certificate: Immigration Officer	120684	5	PSETA
Occupational Certificate: Artificial Intelligence Software Developer	118707	5	MICT SETA
Occupational Certificate: Training and Development Practitioner	101321	5	ETDP SETA
Skills Programme Name	SAQA Code	NQF Level	QCTO Affiliated SETA
Basic Computer Skills	SP-240201	3	MICT SETA
Intermediate Computer Skills	SP-240202	4	MICT SETA
Advanced Computer Skills	SP-240203	5	MICT SETA
Conflict Management	SP-210502	5	Services SETA
New Venture Creation	SP-210401	2	Services SETA

Our accredited occupational qualification portfolio is designed to respond to industry demand, client requirements and evolving workforce development priorities.

Choose a learning pathway that fits your organisation and your workforce, with face-to-face, blended and online delivery options designed to provide accessible, practical and workplace-focused learning.

About BEC

Building Workforce Capability Through Learning Excellence

BEC Training & Organisational Development partners with public and private sector organisations to build workforce capability through accredited occupational qualifications, skills programmes, executive learning, Recognition of Prior Learning (RPL), and organisational development solutions.

Our integrated learning solutions equip individuals and organisations with the knowledge, skills, and capabilities needed to improve performance, enhance productivity, and respond to evolving workforce and industry demands.

We tailor every solution to align with organisational strategy, legislative requirements, and business objectives, ensuring practical learning experiences that deliver measurable and sustainable results.



Accredited Training

Occupational qualifications and skills programmes.



Organisational Development

Performance improvement and workforce capability.



Executive Learning

Leadership development and management capability.



Recognition of Prior Learning

Workplace knowledge recognition and assessment

Executive & Skills Programmes

Develop workforce capability through accredited qualifications, executive education and customised learning solutions designed to improve organisational performance, productivity and future readiness.

Leadership & Management

- Future-Ready Leadership: Leading People, Performance and AI
- Conflict Management
- Emotional Intelligence
- Performance Management
- Coaching & Mentoring
- Emerging Supervisors Programme
- ESG for leaders
- Corporate Governance (King V™ Principles)
- Strategic Thinking and Decision-Making
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Business & Professional Skills

- Business Communication
- Customer Service Excellence
- Professional Report Writing
- Business Writing
- Problem Solving & Decision Making
- Time Management
- Office Administration Skills
- Project Management
- Presentation Skills

Supply Chain & Operations

- Dispatching & Receiving
- Contract Management
- Inventory Control
- Procurement Fundamentals
- Demand Planning
- AI in SCM

Business & Entrepreneurship

- New Venture Creation
- Business Planning
- Entrepreneurial Skills
- Small Business Management
- Finance for non-financial managers
- Strategic Selling Skills

Digital & Future Skills

- AI in the Workplace
- AI productivity tools
- Digital Transformation
- Microsoft Office Productivity
- Remote Working Skills
- Remote & Hybrid Work Leadership
- Cybersecurity Awareness
- Business Continuity Management

HR & Workplace Development

- Diversity, Equity & Inclusion
- HR Metrics & Analytics
- Workplace Ethics
- Talent Management
- Change Management
- Labour relations & dispute resolution
- Workplace Wellness & Mental Health

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) enables experienced employees to obtain nationally recognised qualifications by recognising the knowledge, skills and competencies gained through workplace experience.

BEC provides end-to-end RPL services, from candidate screening and portfolio development to assessment support and workplace competency recognition.



Your Benefits of RPL

- Recognises existing workplace knowledge and skills
- Accelerates access to nationally recognised qualifications
- Reduces unnecessary repeat training
- Improves employee motivation and retention
- Supports career progression and succession planning
- Builds organisational capability
- Maximises return on workforce development investment

Suitable for

- Public Sector
- Municipalities
- State-Owned Entities
- Private Organisations
- Industry Professionals
- Experienced Employees
- Unqualified but Competent Workers

Why Choose BEC?

- Experienced RPL Specialists
- QCTO Occupational Qualification Expertise
- Workplace-based Assessment Approach
- Candidate-Centred Support
- Quality-Assured RPL Processes
- National Project Delivery Capability

Scan to watch video



Helping organisations transform workforce capability, strengthen governance and achieve measurable business outcomes through practical, evidence-based consulting.

Learning & Workforce Strategy

Align workforce capability, learning strategies and talent development with organisational and business objectives.

Skills Development Facilitation (SDF)

Support for Workplace Skills Plans (WSPs), Annual Training Reports (ATRs), mandatory grants, skills planning and SETA engagement.

QCTO Accreditation & Quality Assurance

End-to-end support for QCTO accreditation, quality management systems (QMS), curriculum alignment and compliance.

Curriculum & Learning Design

Development of occupational curricula, skills programmes, learning materials, facilitator guides, learner guides and assessment resources.

Recognition of Prior Learning (RPL) Systems

Design and implementation of workplace RPL frameworks, policies, assessment systems and candidate support processes.

HR Analytics & Workforce Planning

Data-driven workforce planning, skills gap analysis, succession planning, workforce dashboards and strategic decision-making.

Organisational Development

Organisation design, operating models, performance improvement, change management and organisational effectiveness.

AI Workforce Transformation

Integrate artificial intelligence into learning, HR, workforce planning and organisational capability while supporting responsible AI adoption.

Monitoring, Evaluation & Learning (MEL)

Measure programme effectiveness, organisational impact, ROI and continuous improvement through practical evaluation frameworks.

Governance, ESG & Ethics Advisory

Support organisations with governance, ESG capability, ethics, compliance culture and responsible leadership practices.

Our Delivery Approach

Building capability through practical, flexible and measurable learning solutions. We work closely with organisations to design and deliver learning experiences that improve workplace performance and support organisational objectives.

We Deliver Through

On-site Corporate Training

- **Delivered at your premises nationwide.**

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Virtual Instructor-Led Training

- **Interactive live online sessions.**

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Blended Learning

- **Classroom, online learning and workplace application.**

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Workplace-Based Learning

- **Practical application aligned to occupational qualifications.**

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Executive Masterclasses

- **Leadership development for managers and executives.**

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Assessment & Moderation

- **Registered assessors and moderators ensuring quality outcomes.**

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Learning Management System (LMS)

- **Online learner portal, digital assessments and progress tracking.**

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Post-Training Support

- **Coaching, mentoring and implementation support.**

Why Organisations Choose BEC

- ✓ National Delivery Capability
- ✓ Experienced Facilitators
- ✓ QCTO-Aligned Programmes
- ✓ Workplace-Focused Learning
- ✓ Flexible Delivery Options
- ✓ Practical Business Outcomes
- ✓ Quality Assured Processes
- ✓ Customised Learning Solutions

Contact Us

Let's Build a Future-Ready Workforce Together

Whether you require accredited occupational qualifications, executive education, Recognition of Prior Learning (RPL), organisational development or customised corporate learning, BEC is ready to partner with your organisation.

Contact Information

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