



MAKARIOS LEADERSHIP ACADEMY
QUALITY LEARNING!

OUR VISION

To assist our learners globally achieve their full potential through quality education, training, development and recognition of prior learning.

P R O S P E C T U S

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OUR MISSION

To exceed our learners' expectations globally by continuously improving and updating the skills and resources needed for demand driven Education, Training and Skills Development.



WELCOME TO MLA

WHAT WE STAND FOR

OUR VALUES

- Quality Learning and Training
- Professional ethical Conduct
- Transparency
- Excellency
- Honesty
- Integrity

OUR BBBEE STATUS:
LEVEL 01

MAKING YOUR DREAM A REALITY

Start where you are! Each step you take with us, gets you closer to making your dream a reality. It is imperative for one to enhance their academic knowledge through quality learning and support. The world is in short supply of effective decision makers, competitive business leaders and professionals with mental and emotional intelligence. **Makarios Leadership Academy**, herewith referred as **MLA** has designed its learning programmes to inspire and transform the learners mind, heart and soul. Our academic qualifications equip our learners with techniques and tools to be empowered to create wealth, be influential and change their economic environment ethically.

OUR ACCREDITATION NUMBER:
12809

OUR CONTACT

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ADDRESS

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MESSAGE FROM THE



EXECUTIVES DESK

The greatest investment you can do for yourself is to invest in continuous quality

Makarios Leadership Academy, known as MLA ensures that its learners become independent, confident and skilled individuals through quality learning. This is to ensure that they have sound knowledge to tackle real life situations. Our aim is to make visible difference and add value to the life of our learners.

ABOUT US

Makarios Leadership Academy (Pty) Ltd is a 100% black female owned institute with a BBBEE Level 1 Status. All our training programmes are accredited with the Services SETA and we are affiliated with other accredited professional institutes.

Our training programmes are designed to ensure that our candidates receive quality learning which equips them to successfully apply the embedded knowledge to real life situations. We aim to empower, make visible difference and add real value to the life of our candidates.



Our team is made up of professional, qualified and accredited individuals, who provide support and guidance to our candidates and clients. The academy provides assistance to unemployed learners, learners who have completed Matric with the desire to enter the labour environments and those who are professional, desiring to acquire new and developmental goals.

We have a national footprint with our head office based in Johannesburg, Gauteng.

WHY CHOOSE MAKARIOS LEADERSHIP ACADEMY



- We are an Accredited Institute
- Our Qualifications are Accredited
- We are registered with SAQA
- We have support for distance learning
- We only work with subject matter experts in every field
- Electronic Resource Guides
- We have an RPL program
- We develop career centered & competitive skills
- Our environments are intellectually stimulating
- Affiliation with other institutes



OUR TRAINING METHODOLOGIES

Our Training materials are fully accredited and our activities are customised and aligned to clients realistic needs. We have a high impact training conducted on a 40% theory, 60% practical preference. A post training evaluation is conducted, learners inputs analysed and results given to a client. Assessment, Moderation and SETA verification is mandatory and we ensure that there is no compromise is the quality of this process. Statements of Results and accredited Certificates are issued accordingly.

A “learn by doing” approach is our standard training methodology; we encourage this interactive training method to support behavior change. Through the use of customised case studies, simulations, role plays, clip reviews, drills, feedbacks, and other exercises, we ensure that participants apply the skills and strategies learned and receive intensive coaching and feedback during and after the training.

Group discussions in addition to training and facilitation are part of our learning interventions.

MLA STUDENT SERVICES

The student support services provides a comprehensive support to all registered students via online services, telephonic and email correspondences as well as a variety of academic information and support.



APPLICATION PROCESS

Step 1: Select your qualification study choice (Ensure you meet the admission requirements as set out in this prospectus.)

Step 2: Complete the academic application form

Step 3: If your application meets the necessary requirements, you will be informed on whether your application has been successful or not. Please note that all official communication will be sent via email.

NB: If you receive a conditional acceptance letter, your matric results will determine final admission into the programme you have applied for. Only then will you be allowed to register.

INTERNATIONAL STUDENTS

Registration of admitted international applicants is subject to compliance requirements as stipulated by the Immigration Act No.13 of 2002, the regulations made there under and the Academy's policy.

Please note: All international applicants are advised not to make any payments whatsoever to any person. Online application is free.

All international applicants should take note of the following:

- Submit a completed application form with certified supporting documents as indicated on the **MLA** web,
- The **MLA** offers applicants a first and second choice in terms of what they wish to study. Applicants should fill in both choices on the application form.

MLA FEES

All accepted applicants who are privately or self-funded are required to pay their Fees prior to or during registration as follows;

TUITION FEES

- a) An upfront payment of 30% of tuition fees to be paid at registration.
- b) 35% of the tuition fees to be paid by 30 April.
- c) 35% of the tuition fees to be paid by 31 July.
- d) The Academy will offer a **5% discount** should all fees be paid at registration. Fees generally increase between 10 and 15 percent per year.

HOW TO MAKE PAYMENTS

Payments can be made in the form of electronic transfer into the following account:

Account Holder: Makarios Leadership Academy

Branch: Parktown, Johannesburg, Gauteng

Account Number: 62800134025

Account Type: Business Cheque

Bank: First National Bank

LANGUAGES OF INSTRUCTION

Makarios Leadership Academy is a multilingual institution and promotes the preferred languages of RSA, namely English, SeTswana, IsiZulu, Sesotho, Afrikaans, amongst others. The language of instruction in all programmes is English. However, some programmes /modules also provide for instruction of other languages. Details are provided in the various faculty sections.



QUALIFICATION TITLE:

National Certificate: Labour Relations Practice

DURATION: 12 months (1 full year)

SAQA QUALIFICATION ID: 93993, **LP:** 48641

NQF LEVEL: 05 **CREDITS:** 121

LEARNERS ACCESSING THIS QUALIFICATION

ADMISSION REQUIREMENTS:

Grade 12 (old Standard 10, NQF Level 4, or equivalent);
Communication at NQF Level 4; Mathematical Literacy
at NQF Level 4.

EXIT LEVEL OUTCOMES

- Communicate effectively in the workplace with internal and external clients.
- Screen and refer cases.
- Operate the case management process and manage the flow of information.
- Apply knowledge of applicable Labour legislation to real or simulated cases.
- Apply the Rules of the Commission for Conciliation, Mediation and Arbitration.
- Understand the regulations of the Labour Relations Act relating to Collective Agreements and Bargaining Councils.

- Analyse referred disputes and select appropriate resolution process.
- Apply knowledge of the Compensation for Occupational Injury and Disease Act of 1993 (COIDA).
- Demonstrate an understanding of the transformative elements of the Human Resource Development Legislation.
- Conduct a pre-conciliation by telephone

QUALIFICATION TITLE:

**National Diploma: Labour Relations Practice,
Disputes Resolutions**

DURATION: 24 months (2 full years)

SAQA QUALIFICATION ID: 93994, **LP:** 49784

NQF LEVEL: 05 **CREDITS:** 241

LEARNERS ACCESSING THIS QUALIFICATION ADMISSION REQUIREMENTS:

Grade 12 (old Standard 10, NQF Level 4, or equivalent);
Communication at NQF Level 4; Mathematical Literacy
at NQF Level 4.

TARGET GROUP / OCCUPATIONAL LINK:

- The Commission for Conciliation, Mediation and Arbitration (CCMA).
- The Department of Labour.
- Labour law, labour courts (including appeal courts) and labour consultants.
- Bargaining and statutory councils.
- Private labour agents.
- Public and private labour advice offices.
- Law firms, particularly labour lawyers.
- Commercial organisations.

QUALIFICATION TITLE:

National Certificate: Generic Management

DURATION: 12 months (1 full year)

SAQA QUALIFICATION ID: 59201, **LP:** 60269

NQF LEVEL: 05 **CREDITS:** 162

LEARNERS ACCESSING THIS QUALIFICATION

ADMISSION REQUIREMENTS:

Grade 12 (old Standard 10, NQF Level 4, or equivalent);
Communication at NQF Level 4; Mathematical Literacy
at NQF Level 4.

PROGRAMME STRUCTURE

Skills Programme 1 - Operational and Project Management
Skills programme 2 - Managing Organisational Improvement
Skills programme 3 - Leadership and People Management
Skills programme 4 - Managing Workplace Relationships
Skills programme 5 - Financial and Risk Management

RECOGNITION OF PRIOR LEARNING (RPL) FOR ALL **MLA** QUALIFICATIONS...

This Qualification can be achieved wholly or in part through the Recognition of Prior Learning and the Qualification may be granted to learners who have acquired the skills and knowledge without attending formal courses providing they can demonstrate competence in the outcomes of the individual Unit Standards as required by the Fundamental, Core and Elective areas stipulated in the Qualification and by the Exit Level Outcomes.

TRAINING DELIVERY

- Videos
- Tutorials
- Online Support
- Distance Learnings
- Assessments (Incl, Assignments, Projects and Exams)



QUALIFICATION TITLE:

**General Education and Training Certificate:
Business Practice**

DURATION: 12 months (1 full year)

SAQA QUALIFICATION ID: 61755,

NQF LEVEL: 01 **CREDITS:** 121

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING:

It is assumed that the learner attempting this qualification is competent in:

- Communication at ABET Level 3.
- Mathematical Literacy at ABET Level 3.

EXIT LEVEL OUTCOMES

1. Use fundamental skills in a business environment.
2. Make appropriate use of Information and Communications Technology in an office setting.
3. Understand and apply entrepreneurial and business knowledge and attitude
4. Incorporate life skills in an employment or self-employment situation.

OUR SERVICES AND QUALIFICATIONS

- **National Diploma** - Labour Relations Practice, Disputes Resolution - NQF Level 5
- **National Certificates:** Labour Relations Practice - NQF Level 5
- **National Certificate:** Generic Management - NQF Level 5
- **General Education and Training Certificate:** Business Practice - NQF Level 1
- **Compiling and submissions of Workplace Skills Plan and Annual Training Reports**
- **Skills Development Facilitation, Assessing and Moderation**
- **Customised Programmes and Learning Materials**
- **Variety of Soft Skills & customized Trainings**
- **Skills Audits and Training Needs Analysis**
- **Quality Learning, Education & Training**
- **Recognition of Prior Learning**
- **Material Development**
- **Training Consulting**
- **Learnerships**
- **SDF functions**

OUR LANGUAGE SCHOOL

Makarios Leadership Academy is in partnership with **Destiny Connectors** Language and Training Institute who specialize in a variety of Languages.

The school takes individuals who have no knowledge or competence and training them to a **level of proficiency in the following languages:**

- French,
- Portuguese,
- Chinese
- Swahili and
- English

THE LANGUAGE SCHOOL ALSO OFFERS THE BELOW SERVICES:

- One on One Interpretation
- Telephonic Interpretation
- Sign Language Interpretation
- Simultaneous Interpretation and
- Documents Translations