



HEEDMORINE INSTITUTE

ACADEMIC & PROFESSIONAL TRAINING AT PARTICIPATING MUNICIPALITIES
ACCREDITATION N° AG / c / p / 0218 / 08 WITH HEAD OFFICE IN JOHANNESBURG; www.heed.org.za

HEEDMORINE INSTITUTE IS SEEKING COLLABORATIONS WITH THE FOLLOWING INSTITUTIONS:



University of Pretoria



UNIVERSITY
OF
JOHANNESBURG



UNIVERSITY OF CAPE TOWN



UNIVERSITY OF THE WITWATERSRAND

Our Online/Distance Home Study Education via e-mail Study with Full Time Residential Contact Study in:

- Animal Production Certificates & Plant Production Certificates (12 Months each NQF 1, 2, 3 & 4)
- Applied Project Management - including Project Design (6 Months Certificate - NQF 4)
- Bookkeeping (i.e. 6 Months Basic Debtors & Creditors Clerk Course - NQF 4)
- Bridging Tuition Program to support Matric Rewrite Candidates for up to 12 Months
- Call Centre Operations (6 Months Certificate - NQF 4)
- Computer Skills (6 Months Basic Certificate - NQF 3)
- Day Care Communication Skills (6 Months Basic Certificate - NQF 1)
- Internships, Learnerships & Mentorships (Max 1 year with stipend, Terms & Conditions Apply)
- Marketing & Goods Delivery (6 Months Certificate - NQF 2)
- Postgraduate Research Support Program from Proposal writing to Thesis Compilation & Publishing
- Receptionist Skills (6 Months Certificate - NQF 4)
- Restaurant Food Serving Safety & Quality Management (6 Months Certificate - NQF 4)
- Route Mapping (6 Months Route Mapping Certificate Course recommended for Exchange Students - NQF 1)
- Supermarket Counter Sales and Stock Control (6 Months Certificate - NQF 2)
- Supervision (6 Months Active Supervision Certificate Course - NQF 2)
- Vehicle Driving (including Code 8 and Code 10 and 6 Months K53 Theoretical Driving Lessons - NQF 4)
- Vehicle Maintenance (6 Months Basic Course - NQF 3)

Advertise in our 2022 Prospectus For Free. Send Advert Materials by 27 Sept to exhibitions@heed.org.za



Accreditation Body



Sponsor Representative



PROSPECTUS

With Newsletter & Bursary Guide

2022

(1.0) FOREWORD FROM THE CHANCELLERY

We warmly welcome you, our esteemed readers of our Prospectus which has been enhanced with the inclusion of our **Newsletter** and **Bursary Guide** both which contain information that is intended to support lifelong learning. Suffice it to point out that the dawn of a new education and training era has heralded the ushering in of lifelong training programs that are both user friendly and fully accredited and as such are suitable **for implementation within participating Municipalities**. It is however essential to point out that, potential trainees who wish to access our programs must be both functionally literate and functionally numerate. Being that our training is “*Learner Centred*,” we have introduced Bridging Tuition Programs via Matric Rewrite and/or Recognition of Prior Learning (*i.e. RPL*) for potential learners who do not meet our entry requirements.

More so, the introduction of a cohesive National Qualification Framework (NQF) has entrenched the direly needed “*Level Descriptor*” sanctity. The latter means that the level pegging of the various accredited training programs will henceforth be adjudicated only by the NQF and not by the flare of individual accredited training institutions that elect to offer any accredited training program. In response to the new education and training landscape, Heedmorine Institute has designed a Curriculum Delivery System that is befitting to new lifelong accredited training programs in Agricultural and Industrial Disciplines.

We are pleased to reveal that our agricultural programs both in Animal Production and Plant Production have been designed to accommodate students at different entry levels starting with NQF1 to NQF 4. Industrial programs that we offer on the other hand comprise our Managerial Core that is largely targeted at employed individuals which include Applied Project Management, Applied Project Design and Applied Mentorship whereas our Commercial Core include “*Employment Ready Youth Training Programs*” in Receptionist Skills, Call Centre Operations, Day Care Communication Skills, Restaurant Food Serving Safety & Quality Management, Supermarket Counter Sales & Stock Control, Marketing & Goods Delivery, Active Supervision, Basic Bookkeeping (*i.e. Debtors & Creditors Clerk Course*) and K53 Theoretical Driving Lessons which will compliment 3 major HARD SKILLS that we are also offering which include Computer Basics, Vehicle Maintenance and Driving.

Your attention is drawn to the fact that Trainees who will successfully complete the 6 months Online/Distance training in Commercial Short Courses and thereafter undergo our Vehicle Driving training, Basic Vehicle Maintenance training and Basic Computer Skills training will further be trained in ***How to Write Winnable CVs*** in addition to being trained in ***Interview Skills***. In cases where we manage to secure funding from donors, we engage graduates in Internship and Work Experience Programs which run for 1 year with salaries and stipends. Thereafter, the trainees will be introduced to potential employers so that trainees negotiate for employment themselves in a work environment that prefers to employ youth who possess relevant commercial skills that they acquire from accredited institutions and accredited NGOs in addition to receiving extra training in Computer Basics, Vehicle Maintenance and Driving.

More exciting is that our student support system has introduced online delivery of academic programs which has effectively introduced worldwide Distance Home Study Education with assignments being submitted via our e-mail (assignments@heed.org.za) and study materials being obtainable from our website (www.heed.org.za) both which will be coupled with Full Time Residential Contact Study whose bookings for bed-space and meals will now be made via e-mail to our Accommodation Booking Office on accommodation@heed.org.za. Suffice it to mention that booking for accommodation using our e-mail portal will also benefit Backpacking Exchange Students from the United Kingdom, Europe, South East Asia, Australia and America who will register for our accredited 6 months Certificate course in Route Mapping which is pegged at NQF 1.

Additionally, you will find it inevitable to note that both our Prospectus and Website will display adverts of organizations, government departments, Municipalities and business houses that we deem as being “*Useful to Our Students*” for their individual and several supportive contributions to development of our students.

Suffice it to point out that the cornerstone of the said Curriculum Delivery System in my opinion as Chancellor is our operational structure and its human resource base. The latter, thus inevitably compels Heedmorine Institute to meticulously scrutinize both its operational structure and human resource base on a perpetual basis. The intention is to annually ratify both the operational structure and the human resource base of Heedmorine Institute. Academic and Support staff who are accepted and/or retained after the review process are thus in my view fit for the individual and several purposes for which they are contracted to Heedmorine Institute. To all my members of staff, I am sincerely indebted to your tireless contributions to Heedmorine Institute. You all have added true meaning to our Motto “*Non Solus Nobis*” which in Latin literally means “*Not Only For, Us But Also For Others*.”

(2.0) HOW TO ADVERTISE IN OUR PROSPECTUS

To advertise in our October to December Prospectus obtain procedures and quotation **NOW** by writing to exhibitions@heed.org.za so that you submit your advert photo and caption to us by 27th September annually.

HOW TO RECEIVE THE FULL VERSION OF OUR PROSPECTUS

Our Prospectus is too big to be uploaded on our website. Inevitably, people requiring an electronic version of our Prospectus are encouraged to send an e-mail with the SUBJECT: ***REQUEST FOR PROSPECTUS*** to registrar@heed.org.za

Best Regards,

Chancellery.