

Website

bcstraining.co.za

Email

bcsainfo@bcstraining.co.za

Tel: {011} 053 9038



**BELIEVERS CARE
SOCIETY ACADEMY {BCSA}**
Reg. No.: 2011/008893/08

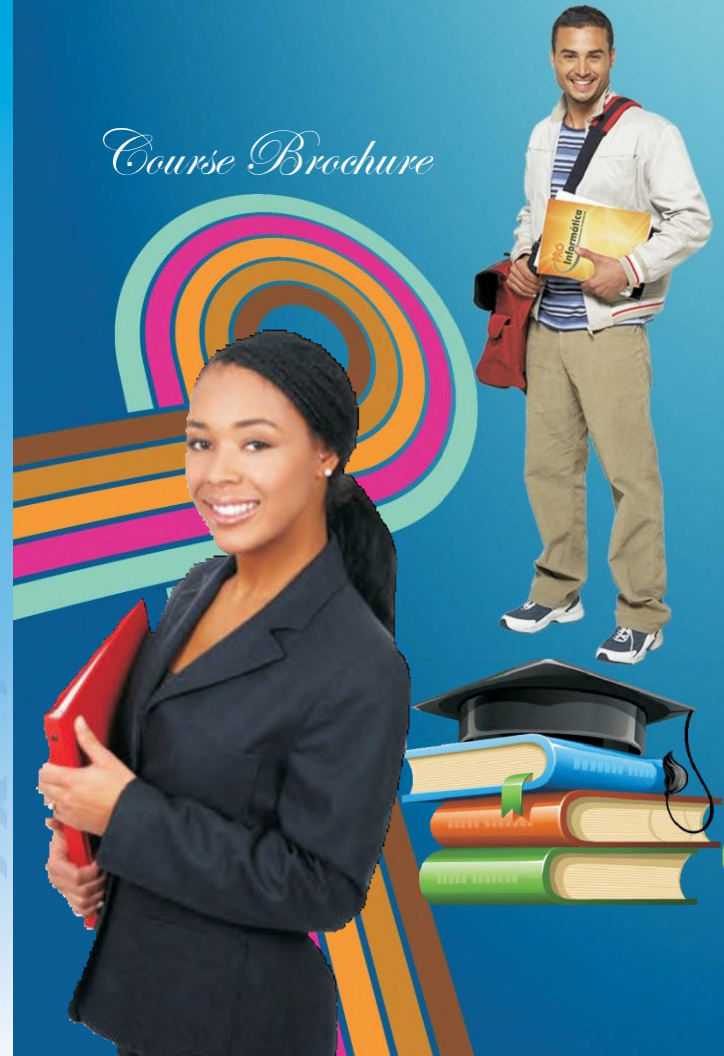
Tel: {011} 053 9038
Cell: +27-73 538 2855
10 David Street Denver JHB
P.O.Box 1080 Southdale
2135

Email: bcsainfo@bcstraining.co.za
Website: www.bcstaining.co.za



**BELIEVERS CARE
SOCIETY ACADEMY**
Reg. No.: 2011/008893/08

Course Brochure





About

BCS ACADEMY is a learning and development project of Believers Care Society; a non profit organization focusing on developing unskilled and unemployed youth of SA.

As a renowned accredited training centre and provider, BCS Academy aims to bridge skills gaps at the workplaces by extending its training programme to the business world, which in turn serves as a means of income generation and sustainability for its community development projects / Youth development centres.

Registered as section.21 company and section 18a Public benefit organization, tax deductible and as a non-profit organization.

Vision

Quality training programme that exceeds set standard

Benefits of training with BCSA

- ✚ Your fees go towards our community development charity work, meaning you are supporting a cause by training with us.
- ✚ All our fees are 60% below the actual market prices
- ✚ All courses are accredited through the respective SETAs
- ✚ Study at your convenience with amazing learner support system.
- ✚ Your company can earn B-BBEE points by sponsoring unskilled and underprivileged young people through our community skills development projects.

LIST OF ACCREDITED COURSES ON OFFER

Careers in Projects and Management

- Project Administration and Documentation
- Project costing and Budgeting
- Project Initiation and Execution
- Project management fundamentals and team building
- Project monitoring and Quality control
- Project Risk management
- Project Team Supervision and management
- Community based sports management
- FETC Project management- level.4{SAQA.ID:50080}

Careers in office management and Administration

- Computer Course {End-User Computing}
- Office skills and Administration
- Business and Office Administration 1 (BOA1)
- Bookkeeping to Trial Balance (BKTB)
- Business Literacy (BUSL)
- Marketing Management and Public Relations (MMPR)
- Business Law and Administrative Practice (BLAP)
- Cost and Management Accounting (CMGT)

Careers in Sales and Marketing

- Call Centre Course

Careers in Accounting and Bookkeeping

- Bookkeeping to trial Balance
- Payroll and Monthly SARS Returns
- Computerized Bookkeeping
- Business LITERACY



HOW TO APPLY

- Visit our Website and apply online- **www.bcstraining.co.za**
- Contact our sales Rep and a Booking form will be emailed to you.
- You can contact us to come to you for a course presentation / Booking

HOW THE BOOKING WORKS

Choose a course of your interest, complete a booking form, make a payment {reference is your name and surname}, email your completed form with your proof of payment to corporate.a@bcstraining.co.za, you will receive a confirmation of payment within 24 hours and a call from one of our consultants to finalize your training arrangement.

HOW THE TRAINING WORKS

Depending on your course of choice and duration, you will mostly have 2 days contact session {face to face session and completing of your work {POE} on your own. Once we receive your booking and payment. A Portfolio of Evidence will be delivered to you either at your premises or at the first day in class. A facilitator is assigned to guide you on your course and is also available to provide online or telephonic support to you on the course. The next time we will meet with you is on the 2nd contact session day, We will review your POE to ensure that all activities and assessment were completed. You will then submit your POE { your work} to the Assessor.

Once assessment is completed, a feedback will be given to you concerning your work

CERTIFICATION

Once found competent {passed}, certification takes about 3 months to be issued.

Payment arrangement can be discussed with our Consultants for two installments.