

Course:	The Learning Group Short Course Certificate in Effective Business English
Programme Type:	Provider Programme
Partner Institute:	None
Award Type:	The Learning Group Short Course Certificate
Award Issued by:	The Learning Group
Accredited by:	Not accredited
SAQA ID:	Not accredited
NQF Level:	Not accredited
Credits	Not applicable
Course Duration:	3-6 Months
Entrance Criteria:	<ul style="list-style-type: none">• Grade 10 AND• Learners must be at least 16 years of age AND• Strong English language skills

The Learning Group Short Course Certificate in Effective Business English covers the following topics:

Effective Business English

- An introduction to communication
- Non-verbal communication
- Business Writing
- Speaking, listening and reading skills
- Meetings
- Presentations
- Work readiness

How is this course assessed?

In order to complete this course successfully, learners will be expected to complete specific assignments AND/OR a Portfolio of Evidence (PoE). There are no exams for this course.

What is a Provider Programme Course?

A provider programme is a course that is developed, curriculumed and assessed by The Learning Group. A provider programme carries **no external accreditation** and it has no link to any academic institute. It is a programme intended to provide a learner with knowledge and skills.

The Learning Group Short Course Certificate in Effective Business English

A learner is welcome to make reference to his or her successful completion of the provider programme course on his or her CV. Most employers would be happy to see current or potential employees showing interest in improving their skills and knowledge.

According to the *South African Qualifications Authority (SAQA)*, non credit-bearing programmes (such as The Learning Group's provider programmes) can help learners in the following ways:

- They can provide practical or hands-on learning.
- They can increase employability, self-employment opportunities, and mobility within workplaces and sectors.
- They can provide occupationally-directed learning.
- They can contribute towards closing the skills gap as identified in the Workplace Skills Plan, the Sector Skills Plan, and the National Skills Plan.

The Learning Group Short Course Certificate in Effective Business English is a Provider Programme.

Call Now

0801 12 12 12