

ENJO Consultants (Pty) Ltd

Targeted Training Solutions and Services

Company Profile

Accreditation:

Quality Council for Trades and Occupations (QCTO)

About Us

ENJO Consultants (Pty) Ltd is a B-BBEE Level 1 provider of educational, training and skills development services which focus on meeting training needs in a large variety of sectors. Since the inception of ENJO Consultants, we have been driven by a passion of making a difference in the training and development environment.

From humble beginnings in 2007, offering only 3 accredited programmes we grew to offering a variety of qualifications and skills programmes with various QAP's and now we are offering a variety of qualifications and skills programmes accredited with Quality Council for Trades and Occupations (QCTO).

Our personal touch and commitment to offering quality targeted training solutions to clients as well as our continuous quality assurance resulted in credibility amongst our clients and various other professional bodies. Our growth was built on the credibility our commitment to offering quality targeted training solutions instilled in our clients and the various. Our expertise and experience in the training field has equipped us to assist our clients with their unique set of training and educational requirements.

Our Mission	Our Vision
<p>To meet the targeted training needs of businesses, corporates and individuals at the highest quality possible whilst maintaining affordability.</p> <p>Our mission statement reflects this: "To render quality services and affordable training".</p>	<p>"To play a leading role in the development of Practitioners in Education Training and Development within all the sectors in Africa and South Africa".</p> <p>We will achieve this by rendering services and training to the best of our ability at the best price and quality possible. We have chosen to build a business in our field of expertise and believe we have the knowledge and experience to assist you to achieve success.</p>

The Importance of ENJO Consultant's QCTO Accreditation

- ENJO Consultants (Pty) Ltd has gone through a rigorous process of compiling and implementing a QMS (Quality Management System) that was verified and approved by the relevant Quality Assurance Partner.
- ENJO Consultants (Pty) Ltd training material is aligned with the unit standards and qualifications registered on the NQF. The material was thus verified and approved by the Quality Council for Trades and Occupations (QCTO) and various QAP's.
- ENJO Consultants (Pty) Ltd uses only qualified and registered training and assessment personnel.
- ENJO Consultants (Pty) Ltd training premises and administration services have been approved by the QCTO.
- Assessment results of learners are verified by the QAPs and uploaded on the NLRD (National Learner Record Database). This means that all successful learners will be awarded the relevant credits for the unit standards.
- Learners accumulate credits towards full qualifications.
- Statement of results are issued once the QAP has finalised their processes.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

Tel: (012) 667-1985 | Cell: 084 620 0437

Email: training@enjoconsultants.co.za

Web: www.enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Block 8, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

Additional Affiliations/Registrations

Besides being accredited with the QCTO, ENJO Consultants (Pty) Ltd is also registered and approved with the following professional bodies:

- Unashamedly Ethical
- Association of Private Providers of Education, Training and Development (APPETD)
- Chartered Institute of Professional Practitioners and Trainers (CIPPT)

Training Programmes Offered

ENJO Consultants offer a variety of qualifications and skills programmes which includes:

- Accredited Qualifications
- Accredited Skills Programmes (Short Courses)
- Non-Accredited Training Programmes

Accredited training programmes can be presented as following:

Skills Programmes	Are credit-bearing programmes that are based on registered unit standards or clusters of unit standards that are registered on the NQF.
Qualifications	Credit bearing qualifications ranging from NQF Level 4 to NQF Level 7.
Learnerships	There are various ways of enhancing a company's B-BBEE score and training and development. ENJO Consultants can provide learnerships to companies who wish to improve their B-BEE scorecard by means of training and development spending. Companies and Skills Development companies and consultants are welcome to contact ENJO Consultants for various strategies with regards to the training and development spending.

Accredited Training

ENJO Consultants are accredited with the following qualifications:

The Quality Council for Trades and Occupations (QCTO) Full Qualifications				
ID		NQF Level	Credits	Accreditation No:
97542	Occupational Certificate: Early Childhood Development Practitioner	4	130	07-QCTO/SDP110822-7183
97154	Occupational Certificate: Occupational Trainer	4	124	07-QCTO/SDP080922065846
101321	Occupational Certificate: Training and Development Practitioner	5	190	07-QCTO/SDP110822-7183
101258	Occupational Certificate: School Principal (School Manager)	6	285	07-QCTO/SDP080922065846
118774	Occupational Certificate: Learning and Development Advisor	7	195	07-QCTO/SDP150124040340

ENJO Consultants are accredited with the following skills programmes:

The Quality Council for Trades and Occupations (QCTO) Skills Programmes				
ID	Skills Programme Title	NQF Level	Credits	Accreditation No:
SP-220319	Occupational Skills Programmes :Learning and Development Facilitator	5	36	07-QCTO/SDP241023044504
SP-220320	Occupational Skills Programmes :Assessment Practitioner	5	20	07-QCTO/SDP241023044504
SP-220321	Occupational Skills Programmes :Skills Development Facilitation Practitioner	5	40	07-QCTO/SDP241023044504
SP-211007	Occupational Skills Programmes :Learning Support Facilitator	5	20	07-QCTO/SDP241023044504

ENJO Consultants are accredited to offer the following the learnerships:

The Quality Council for Trades and Occupations (QCTO) Learnerships				
ID		NQF Level	Credits	Accreditation No:
97542	Occupational Certificate: Early Childhood Development Practitioner	4	130	07-QCTO/SDP110822-7183
97154	Occupational Certificate: Occupational Trainer	4	124	07-QCTO/SDP080922065846
101321	Occupational Certificate: Training and Development Practitioner	5	190	07-QCTO/SDP110822-7183

ENJO Consultants have applied for accreditation for several other qualifications and skills programmes and will add those qualifications and skills programmes as approval is received from QCTO.

Non-Accredited Training / Workshops

- Training Committee Workshops
- Communication & Presentation Skills
- Conflict Management Training Programme
- Emotional Intelligence
- Report Writing
- Demonstrate Knowledge and Understanding of HIV/AIDS in a Workplace
- Telephone Etiquette
- Assertiveness
- Business Writing Skills
- Tendering for Business
- Customer Queries and Complaints
- Introduction to Budgeting
- After-Sales Customer Service
- Minutes Taking
- Customer Service
- Business Etiquette
- Time Management

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Computer / Microsoft Training Programmes

- Introduction to Computers & Windows
- Microsoft Word: Basic
- Microsoft Word: Intermediate
- Microsoft Word: Advanced
- Microsoft Excel: Basic
- Microsoft Excel: Intermediate
- Microsoft Excel: Advanced
- Microsoft Access: Basic
- Microsoft PowerPoint: Basic
- Microsoft PowerPoint: Intermediate/ Advanced
- Emails (Outlook)
- Email Etiquette & Email Management
- Outlook Calendars
- Using the Internet

HR Related Training Programmes

- Draft Employment Contracts
- Labour and Employee Relations
- Disciplinary Hearings
- Labour Relations Act
- Employment Equity Act
- Basic Conditions of Employment Act

