



THE FINISHING COLLEGE
**COMPANY
PROFILE**
THINK EMPLOYMENT!

Background

The Finishing College is a fully accredited, South African College which provides students with professional knowledge and behavioural skills. Our qualifications are designed with practical components for students to meet the needs of employers in different industries. All TFC qualifications have an in-built, world-class training in etiquette to give students an added advantage both academically and professionally.

The Finishing College has onboarded a team of Excellent, Qualified, SETA Registered, Well-Trained and Experienced Lecturers with proven track records of delivery in the education, training, and skills development programmes.

We are the epitome of the finishing touch required to achieve academic goals and climb the corporate ladder higher and faster.

There is a strong demand for our graduates because we only employ high performing-lecturers with experience in the workplace, and we have loyal relationships with companies and entrepreneur incubators.

Vision

To provide all students with a guaranteed path to a brilliant career.

Mission

We build the foundation for our students to achieve their full potential.

We provide high quality education and confidence-building through our unique etiquette for business model.

We make it possible for diligent, professionally behaved, hardworking and ambitious youngsters to excel.

Values

- Professionalism
Maintaining consistent standards
- Image
Carrying ourselves proudly
- Commitment
Keeping our promises
- Knowledge
Contributing to learning

Accreditation



Qualifications Accredited For:

End User Computing, Systems Development, Systems, Support, Advertising, Business Analysis

*Early Childhood Development
OD ETDP*

Food and Beverage handling, not limited to manufacturing, processing and packaging

*Textile, Clothing, Fashion and Design
Carpentry and Wood Manufacturing*

Public administration level 3 to 5

*Tourism and Hospitality
Accommodation Services, Fast Food*

*Wastewater, reticulation, process control
Water and wastewater treatment*

*English
Mathematics Fundamental*

*Bookkeeping
Accounting*

*Finance
Office Administration*

Nated (N4 - N5)

Nated (N4 – N6)

Accreditation and Registration

We have identified the most in-demand fields of study for corporate South Africa and have obtained full accreditation in these fields.

The Finishing College is fully accredited with a variety of education training and quality assurance bodies.

(DHET, QCTO, SETAs and Professional Bodies). We are also a registered exam centre with the Department of Higher Education.

Our Commitment to Students

Getting a good job and keeping it is a powerful goal to achieve. So when you qualify with us, you will put yourself at the front of the queue when you enter the job market.

All you have to do, once you have registered, is pay attention, get involved and do all the assignments to the very best of your ability. We will take care of the rest.



Objectives

The Finishing College aims to deliver critical skills and knowledge that students can use as tools in their chosen field of study and work.

We also ensure that students embrace etiquette to equip them with correct mannerisms, which will give them an added advantage for their career.

We strive to put out accuracy of information within all the faculties.

We want to promote workplace readiness and workplace exposure to enable students to grow and succeed in their professional careers.

Our training programmes incorporate international standards, enabling our students to work anywhere in the world.

Our Staff

The Finishing College has a team made-up of well experienced and trained professionals. The team went through a rigorous training on good etiquette which covers the business language, image and body language. ses you to a world-class education.

The team also has an active Academic Training Committee, which operates at an advisory level, as well as our Academic Mentor who will engage with our students prior to registering for a course.

Learnerships (Employed / Unemployed)

Our training sessions are meticulously planned by our trainer and are designed in a manner geared toward the maximization of efficiency. Time is valuable, so our goal is to best prepare our clients while taking up the least amount of their time possible.

Bursaries

We work with numerous companies to try and minimize students missing out on education due to lack of funds.



Product Offerings

FULL QUALIFICATIONS

Our Faculties offer a range of options from a minimum of one year to a maximum of three years duration. These study programmes have between 120 and 320 credits. Your selection is based on your career choice and will lead to a national certificate or diploma.

DIPLOMAS

Diploma: Office Administration

Diploma: Public Sector Accounting

N4 - N6 Diploma: Tourism

N4 - N6 Diploma: Public Relations

N4 - N6 Diploma: Business Management

N4 - N6 Diploma: Chemical Engineering

N4 - N6 Diploma: Mechanical Engineering

N4 - N6 Diploma: Civil Engineering

N4 - N6 Diploma: Electrical Engineering

N4 - N6 Diploma: Human Resource Management

N4 - N6 Diploma: Management Assistant

N4 - N6 Diploma: Marketing Management

National Diploma: Financial Accounting

National Diploma: Technical Financial Accounting

National Diploma: Early Childhood Development

National Diploma: Manufacturing Management: Food and Beverage

National Diploma: Occupationally Directed Education, Training and Development Practices



HIGHER CERTIFICATION

Higher Certificate: Office Administration (NQF 5)

NATIONAL CERTIFICATION

INFORMATION TECHNOLOGY AND MEDIA

National Certificate: Advertising (NQF 5)

National Certificate: Business Analysis (NQF 6)

National Certificate: Information Technology: End User Computing (NQF 3)

National Certificate: Information Technology: Systems Development (NQF 5)

Further Education and Training Certificate: Information Technology: Technical Support (NQF 4)

MANAGEMENT SCIENCES

Further Education and Training Certificate: Generic Management (NQF 4)

National Certificate: Project Management (NQF 5)

TOURISM/HOSPITALITY

National Certificate: Tourism Guiding (NQF 2)

National Certificate: Fast Food Services (NQF 2)

National Certificate: Accommodation Services (NQF 2)

National Certificate: Professional Cookery/Chef (NQF 4)

National Certificate: Food & Beverage Services (NQF 3)

Further Education and Training Certificate: Tourism Guiding (NQF 4)

OFFICE ADMINISTRATION/ACCOUNTING AND FINANCE

National Certificate: Bookkeeping (Level 3,4)

National Certificate: Office Administration (NQF 5)

National Certificate: Public Administration (Level 3, 4 ,5)

National Certificate: Public Sector Accounting (Level 4)

National Certificate: Small Business Financial Management (NQF 4)

HEALTH AND COMMUNITY DEVELOPMENT

National Certificate: Health Promotion Officer (NQF 3)

National Certificate: Community Development Worker (NQF 4)

FOOD AND BEVERAGE (PACKAGING AND MANUFACTURING)

National Certificate: Food and Beverage Manufacturing Technology: Spray Dried Food Product Technologist (NQF4)

National Certificate: Bread and Flour Confectionery Baking (NQF 2,3)

National Certificate: Food and Beverage Packaging Operations (NQF 3)
General Education and Training Certificate: Food and Beverage Handling Processes (NQF 1)

TEACHING

National Certificate: Adult Literacy Teacher (NQF 5)
Educare/Early Childhood Development (Diploma)
Train the Trainer /OD ETDP (Diploma)

CLOTHING, FOOTWEAR AND FURNITURE MAKING

General Education and Training Certificate: Clothing Manufacturing Processes (NQF 1)

National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes (NQF 2)

National Certificate: Furniture Making: Wood (NQF 2, 3)

FARMING AND AGRICULTURE

National Certificate: Animal Production (NQF 4)

National Certificate: Plant Production (NQF 4)

National Certificate: Poultry Production (NQF 2)

National Certificate: Horticulture (NQF 2)

National Certificate: Landscaping (NQF 3)

ENERGY AND WATER

National Certificate: Water and Wastewater Treatment Process Operations (NQF 2)

National Certificate: Water and Wastewater Reticulation Services (NQF 2)
Further Education and Training Certificate: Wastewater and Water Reticulation Services (NQF 4)

National Certificate: Water and Wastewater Process Control (NQF 3)

Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision (NQF4)

SHORT COURSES

We offer short, soft, and hard, accredited courses on popular and critical corporate skill areas. Courses can be taken at convenient times. Companies may attend courses that match their needs. We can custom design courses especially for individuals or companies.

ALL SHORT COURSES

COMPUTER LITERACY

Basic Information Communication Technology Skills
Microsoft Word – Introduction, Intermediate and Advanced
Microsoft Excel – Introduction, Intermediate and Advanced
Microsoft PP – Introduction, Intermediate and Advanced
Microsoft Access – Introduction, Intermediate and Advanced

MANAGEMENT SKILLS

Risk Management
Change Management
Project Management
Principles of Management
Leadership and Supervisory Skills
Management and Leadership Skills

ADMINISTRATIVE AND CLIENT LIAISON SKILLS

Administrative Skills
Call Centre Skills
Communication Skills
Protocol and Diplomacy
Business Report Writing Skills
Reception and Telephone Etiquette Skills
Business, Corporate and Social Etiquette Skills

EDUCATION AND TRAINING PRACTICES

Assessment and Evaluation Skills
Moderation and Evaluation Skills
Coaching and Mentoring Programme
Presentation, Facilitation and Evaluation Skills
Design and Develop Learning Material (SAQA / SETA)
Skills Development and Facilitation Programme (SDF / SDL)

GRADUATE COURSES

Interview Skills
First Impressions
Graduate Workplace Readiness

LANGUAGES

French - Basic
Mandarin - Basic
German - Basic
English – Basic, Intermediate
SASL (South African Sign Language)

TOURISM/HOSPITALITY

Assistant Chef
Table Attendant
Room Attendant

LEARNERSHIPS (EMPLOYED / UNEMPLOYED)

We work with companies by sourcing suitable candidates or taking on their existing learnership candidates and providing them with both specific skills as required by the company and practical experience at other companies if necessary.

Our (Skills Development Clients) receive regular progress reports and are given a letter from the relevant SETA (Client's home SETA / Qualification SETA) confirming learnership registration by the specified deadline.

Our training sessions are meticulously planned by our trainers and are geared towards efficiency.

BURSARIES AND EDUCATIONAL LOANS

We cooperate with our bursary and educational loan associates to help raise finance for underfunded students.



WHERE EDUCATION AND BUSINESS MEET ETIQUETTE

THINK EMPLOYMENT!




JOHANNESBURG
Tel: 011 786 0425

**580 Louis Botha, Gresswold Centre, Johannesburg,
2090**

CAPE TOWN
Tel: 021 203 3012

**47 Blaauwberg Road, Table View
7441**

info@thefinishingcollege.co.za
www.thefinishingcollege.co.za

Connect with us on social media  @thefinishingcollege

