



THINK EMPLOYMENT!



THE FINISHING COLLEGE

COLLEGE PROFILE

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 as we employ high performing- lecturers with proven experience.

In addition, we have loyal relationships with employers and business 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



Department of Higher Education and Training



Quality Council for Trades and Occupations



Media, Information and Communication Technologies Sector Education and Training Authority



Fibre Processing and Manufacturing Sector Education & Training Authority



Public Service Sector Education and Training Authority



Culture, Art, Tourism, Hospitality, and Sport Sector Education and Training Authority



Energy and Water Sector Education and Training Authority



Agricultural Sector Education and Training Authority



Services Sector Education and Training Authority



Education, Training and Development Practices Sector Education and Training Authority



Food and Beverages Manufacturing Sector Education & Training Authority



International Secondary Certificate (IEB-ISC) Qualification



International Certificate for Business

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.



Did you know?

' Our students sit for DHET exams nation wide '



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.

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.



PRODUCT OFFERINGS

- N4 - N6 DIPLOMAS -

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. The programmes listed below are accredited by the Quality Councils for Trades and Occupation (QCTO) and quality assured by the Department of Higher Education Training (DHET).

N4 - N6 DIPLOMAS

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

N4 - N6 Diploma: Legal Secretary

N4 - N6 Diploma: Medical Secretary

N4 - N6 Diploma: Clothing Production

N4 - N6 Diploma: Art and Design

N4 - N6 Diploma: Public Management

N4 - N6 Diploma: Hospitality and Catering

N4 - N6 Diploma: Financial Management

N4 - N6 Diploma: Fertilizer Manufacturing

N4 - N6 Diploma: Farming Management

N4 - N6 Diploma: Educare

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 360 credits.



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
49077	National Certificate: Information Technology: End User Computing	Level 3	130
58820	National Certificate: Advertising	Level 5	124
48872	National Certificate: Information Technology: Systems Development	Level 5	131
78964	Further Education and Training Certificate: Information Technology: Technical Support	Level 4	163
63909	National Certificate: Business Analysis	Level 6	149
73298	Further Education and Training Certificate: Photography	Level 4	128
62069	National Certificate: Radio Production	Level 5	159
48671	National Certificate: Music Industry: Sound Technology	Level 5	139
83026	National Certificate: Information and Communications Technology (ICT) Software Testing	Level 5	138
48792	Certificate: Broadcast Engineering	Level 5	120
65874	Further Education and Training Certificate: Telecommunication Systems	Level 4	132
58394	National Certificate: Film and Television Production	Level 4	122
50479	Further Education and Training Certificate: Advertising	Level 4	148
63769	National Certificate: Business Analysis Support Practice	Level 5	138

PRODUCT OFFERINGS

• FULL QUALIFICATIONS •

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ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
23118	National Diploma: Early Childhood Development	Level 5	240
50333	National Diploma: Occupationally Directed Education, Training and Development Practices	Level 5	240



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
50307	National Certificate: Bread and Flour Confectionery Baking	Level 2	124
50308	National Certificate: Bread and Flour Confectionery Baking	Level 3	140
58345	Further Education and Training Certificate: Generic Management (FMS)	Level 4	150
58026	General Education and Training Certificate: Food and Beverage Handling Processes	Level 1	128
20206	National Certificate: Food and Beverage manufacturing Technology: Spray Dried Food Product Technologist	Level 4	140
57694	National Certificate: Food and Beverage Packaging Operations	Level 3	120
21847	National Diploma: Manufacturing Management: Food and Beverage	Level 6	240

PRODUCT OFFERINGS

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ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
50584	General Education and Training Certificate: Clothing Manufacturing Processes	Level 1	120
58227	National Certificate: Clothing, Textile, Footwear and Leather Manufacturing Processes	Level 2	120
49091	National Certificate: Furniture Making: Wood	Level 2	125
49105	National Certificate: Furniture Making: Wood	Level 3	122



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
57804	National Certificate: Public Administration	Level 3	157
57824	Further Education and Training Certificate: Public Administration	Level 4	146
50060	National Certificate: Public Administration	Level 5	141



PRODUCT OFFERINGS

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ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
14110	National Certificate: Accommodation Services	Level 2	120
14111	National Certificate: Professional Cookery	Level 4	145
14113	National Certificate: Food & Beverage Services	Level 4	133
14115	National Certificate: Fast Food Services	Level 3	138
17174	National Certificate: Tourism Guiding	Level 2	134
71549	Further Education and Training Certificate: Tourism Guiding	Level 4	134



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
58951	National Certificate: Water and Wastewater Treatment Process Operations	Level 2	136
60169	National Certificate: Water and Wastewater Reticulation Services	Level 2	124
60189	Further Education and Training Certificate: Wastewater and Water Reticulation Services	Level 4	135
60190	National Certificate: Water and Wastewater Process Control	Level 3	138
61709	Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision	Level 4	166

PRODUCT OFFERINGS

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ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
57712	National Certificate: Generic Management	Level 4	150
59201	National Certificate: Generic Management	Level 5	162
58395	National Certificate: Project Management	Level 5	120
93994	National Diploma: Labour Relations Practice: Dispute Resolution	Level 5	241
49648	National Certificate: New Venture Creation	Level 2	138
66249	Further Education and Training Certificate: New Venture Creation	Level 4	149



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
49582	National Certificate: Poultry Production	Level 2	133
66589	National Certificate: Horticulture	Level 2	120
66649	National Certificate: Landscaping	Level 3	120
49009	National Certificate: Plant Production	Level 4	142
48979	National Certificate: Animal Production	Level 4	140



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 360 credits.



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
94597	Occupational Certificate: Health Promotion Officer	Level 3	163
97708	Occupational Certificate: Community Development Worker	Level 4	150
101709	Occupational Certificate: Adult Literacy Teacher	Level 5	198
102161	Occupational Certificate: Office Administrator	Level 5	445



QUALIFICATION TITLE - FOUNDATIONAL LEARNING COMPETENCE	NQF/CREDITS
Communication in English	N/A
Mathematical Literacy	N/A



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 360 credits.



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
58375	National Certificate: Bookkeeping	Level 3	120
58376	Further Education and Training Certificate: Bookkeeping	Level 4	130
36213	National Diploma: Technical Financial Accounting	Level 5	251
20366	National Diploma: Financial Accounting	Level 6	280
20352	National Certificate: Public Sector Accounting	Level 4	120
20353	Diploma: Public Sector Accounting	Level 5	137
23618	Certificate: Office Administration	Level 5	120
23619	Higher Certificate: Office Administration	Level 5	240
35958	Diploma: Office Administration	Level 6	360
48736	National Certificate: Small Business Financial Management	Level 4	120



- SHORT COURSES -

We offer both soft and hard skills courses.

These short courses can be offered either as accredited or non-accredited, depending on the client's requirements. Our short courses are specifically designed to suit the need of our clients.

COMPUTER LITERACY

Basic ICT Skills / PC Overview
Microsoft Word – Basic, Intermediate and Advanced
Microsoft Excel – Basic, Intermediate and Advanced
Microsoft Power Point – Basic, Intermediate and Advanced
Microsoft Access – Basic, Intermediate and Advanced
Microsoft Outlook – Basic, Intermediate and Advanced

TRAINING AND DEVELOPMENT

Assessment Skills
Moderation Skills
Coaching and Mentorship
Facilitation and Evaluation Skills
Design and Develop Learning Material
Skills Development and Facilitation (SDF / SDL)

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



- FREE EMPLOYMENT READINESS CLASS -

All TFC qualifications have an in-built, world-class training in etiquette to give students an added advantage both academically and professionally.

- INTERNSHIPS -

Our qualifications are designed with practical components for students to meet the needs of employers in different industries.

- GRADUATION COURSES -

Interview Skills
First Impressions
Graduate Workplace Readiness



Enquire With Us for Our Upcoming Degrees & Book Your Registration Now!

We provide our students with quality education
to ensure a successful career platform.

**For more information on our Tertiary Education
offering, contact us:**

Email: registration@thefinishingcollege.co.za

Tel: +27 11 786 0425

Cell: +27 68 067 2801

Website: www.thefinishingcollege.co.za

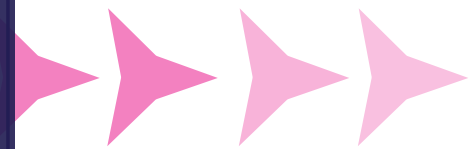
JOIN US



Upcoming events are posted on the TFC Facebook,
Instagram and Whatsapp to keep you informed on
the registration schedules, events, competitions and many
more offerings.



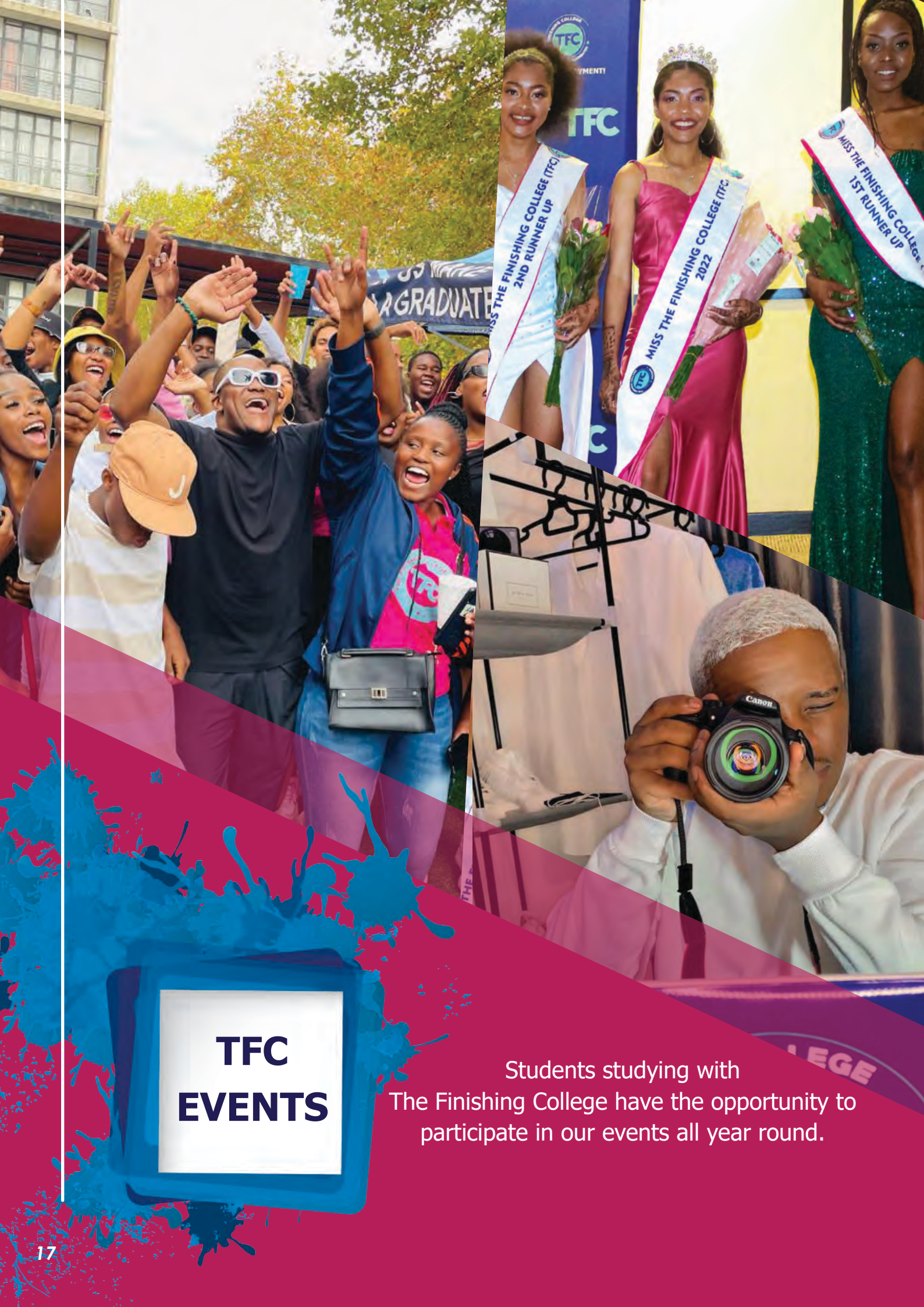
THINK EMPLOYMENT!



**Want to know
more about our
Events?**

- Freshers Ball-
- Mr & Miss TFC-
- Sports Tournaments-
- Parades-
- Graduations-
- Mask Balls-
- Roof Top Fridays-





TFC EVENTS

Students studying with The Finishing College have the opportunity to participate in our events all year round.



JOIN US

Events: Freshers Ball | Mr & Miss TFC
Sports Tournaments | Parades
Graduations | Mask Balls
Roof Top Fridays

TFC
EVENTS



**WHERE EDUCATION
AND BUSINESS
MEET ETIQUETTE**



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Contact Us

Tel: +27 11 786 0425

Cell: +27 68 067 2801

Email: registration@thefinishingcollege.co.za

Website: www.thefinishingcollege.co.za

JOHANNESBURG

TFC Corporate Head Office

580 Louis Botha, Gresswold Centre, Johannesburg, 2090

TFC Campus (College)

10 Station Street, Braamfontein, Johannesburg, 2017

CAPE TOWN

Western Cape Province
Constantia | Camps Bay
Tel: +27 71 979 1330



www.thefinishingcollege.co.za

@thefinishingcollege

