



LeMark Training & Development Training Schedule 2026



Contact Us for a No Obligation Quotation for Groups or In-house Training at: 012 654 4288 or admin@lemark.co.za

MOU:



Terms and conditions apply for all courses and programs.

Lemark QCTO Accredited Programmes Available

	QUALIFICATION	NQF LEVEL	No	Credits	SETA	Accredited End DATE
1	OFFICE Administrator: Public Service Administrator	5	91994	52	PSETA	to Nov 2028
2	Occupational Certificate: Project Manager	5	101869	240	SSETA	to April 2029
3	OFFICE Supervisor	5	118740	240	SSETA	to Sep 2029
4	OFFICE Administrator	5	102161	445	SSETA	to Sep 2029
5	Supply Chain PRACTITIONER	5	110942	180	TETA	to May 2029
6	Diplomat	7	99054	159	PSETA	to April 2029
7	Occupational Certificate: General Manager Public Service	6	118791	150	PSETA	to Dec 2026
9	Occupational Certificate: Public Service Administrator	5	118766	120	PSETA	

March 2026	Unit Standard	NQF	Credit	Date	Venue	Price
Asset Management <i>3-Day Services SETA Accredited Skills programme (R8 325.00 VAT Incl.)</i>	243265	5	12	9-11 Mar	Centurion / CBD Pretoria	R7 239.13 (VAT Excl.)
Conflict Management <i>3-Day LG SETA Accredited Skills Programme (R8 230.00 VAT Incl.)</i>	114226	5	8	11-13 Mar	Centurion / CBD Pretoria	R7 156.52 (VAT Excl.)
Basic Office Administration <i>3-Day LG SETA Accredited Skills Programme (R8 700.00 VAT Incl.)</i>	242900	4	6	11-13 Mar	Centurion / CBD Pretoria	R7 565.22 (VAT Excl.)
Emotional Intelligence & Leadership <i>3-Day LG SETA Accredited Skills Programme (R8 475.00 VAT Incl.)</i>	120305	5	8	11-13 Mar	Centurion / CBD Pretoria	R7 369.57 (VAT Excl.)
Effective Communication Skills <i>3-Day LGSETA Accredited Skills Programme (R7 095.00 VAT Incl.)</i>	119346	5	10	11-13 Mar	Centurion / CBD Pretoria	R6 169.57 (VAT Excl.)
SCM Acquisition <i>(Implementing Effective & Efficient Supply Chain Management in Public Sector Departments/Entities) 3-Day PSETA Accredited Skills Programme (R8 105.00 VAT Incl.)</i>	377898	5	11	16-18 Mar	Centurion / CBD Pretoria	R7 047.83 (VAT Excl.)
Knowledge Management <i>5-Day P SETA Accredited Skills Programme (R10 950.00 VAT Incl.)</i>	115405	5	10	16-20 Mar	Centurion / CBD Pretoria	R9 521.74 (VAT Excl.)



Enquiries: Tel: (012) 654 4288. Compliments and Complaints to: management@lemark.co.za. Sales Team: sales@lemark.co.za; sales1@lemark.co.za; admin@lemark.co.za or info@lemark.co.za. Sales Cell: 083 417 3090. PO Box 1404, Clubview, 0014. Website: www.lemark.co.za.



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March 2026	Unit Standard	NQF	Credit	Date	Venue	Price
Successful Events Management <i>3-Day SETA SSETA Accredited Skills Programme (R7 750.00 VAT Incl.)</i>	115214	4	5	16-18 Mar	Centurion / CBD Pretoria	R6 739.13 (VAT Excl.)
NEW! Public Administration (Demonstrate a knowledge and understanding of the basic principles of public administration and management in terms of Ethical Principles, Standards and Professional Conduct in Public Sector Management and Administration) <i>3-Day LGSETA Accredited Skills programme (R8 490.00 VAT Incl.)</i>	119342	5	8	16-18 Mar	Centurion / CBD Pretoria	R7 382.61 (VAT Excl.)
Appraisal and Disposal of Records <i>3-Day Short Course (R7 795.00 VAT Incl.)</i>	LeMark Course	NA	NA	18-20 Mar	Centurion / CBD Pretoria	R6 778.26 (VAT Excl.)
Office Management (Demonstrate an understanding of professional Values and ethics) <i>3-Day LG SETA Accredited Skills Programme (R8 485.00 VAT Incl.)</i>	8648	5	4	23-25 Mar	Centurion / CBD Pretoria	R7 378.26 (VAT Excl.)
Front Desk Operations & Telephone Skills <i>2-Day SSETA Accredited Skills Programme (R6 940.00 VAT Incl.)</i>	14338 14348	2 2	2 3	26-27 Mar	Centurion / CBD Pretoria	R6 034.78 (VAT Excl.)
Risk Management <i>3-Day LG SETA Accredited Skills programme (R8 315.00 VAT Incl.)</i>	120303	5	8	23-25 Mar	Centurion / CBD Pretoria	R7 230.43 (VAT Excl.)
Office Management (Demonstrate an understanding of professional Values and ethics) <i>3-Day LG SETA Accredited Skills Programme (R8 485.00 VAT Incl.)</i>	8648	5	4	23-25 Mar	Centurion / CBD Pretoria	R7 378.26 (VAT Excl.)
Time Management (Apply Efficient Time Management to the Work of a Department/Division/Section) <i>3-Day LG SETA Accredited Skills Programme (R8 695.00 VAT Incl.)</i>	15234	5	4	30 Mar - 1 Apr	Centurion / CBD Pretoria	R7 560.87 (VAT Excl.)
Prepare a Budget for use in Public Sector/Entity/Department/Section <i>3-Day PSETA Accredited Skills Programme (R8 575.00 VAT Incl.)</i>	377900	5	15	30 Mar- 1 Apr	Centurion / CBD Pretoria	R7 456.52 (VAT Excl.)
Interview Skills (Recruit and Select Candidates to Fill Defined Positions) <i>3-Day PSETA Accredited Skills Programme (R8 465.00 VAT Incl.)</i>	12140	5	9	30 Mar- 1 Apr	Centurion / CBD Pretoria	R7 360.87 (VAT Excl.)





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April 2026						
	Unit Standard	NQF	Credit	Date	Venue	Price
Minute Taking <i>2-Day LG SETA Accredited Skills Programme (R6 950.00VAT Incl.)</i>	13934	3	4	13-14 April	Centurion / CBD Pretoria	R6 043.48 (VAT Excl.)
Report Writing <i>2-Day LG SETA Accredited Skills Programme (R6 945.00 VAT Incl.)</i>	110023	4	5	15-16 April	Centurion / CBD Pretoria	R6 039.13 (VAT Excl.)
Policy Management <i>(Policy Formulation, Implementation, and Institutional Governance) 3-Day PSETA Accredited Skills Programme (R8 650.00 VAT Incl.)</i>	120307	5	10	13-15 April	Centurion / CBD Pretoria	R7 521.74 (VAT Excl.)
SCM: Bid Committees <i>(Demonstrate Knowledge & Insight into a Bid Committee System Applicable to an Organ of State in SA) 4-Day LG SETA Accredited Skills Programme (R9 850.00 VAT Incl.)</i>	337061	5	15	14-17 April	Centurion / CBD Pretoria	R8 565.22 (VAT Excl.)
Contract Management <i>(Administer Contracts for Goods, Works, and Services in the Public Sector) 3-Day P SETA Accredited Skills Programme (R8 570.00 VAT Incl.)</i>	337896	5	15	11-13 May	Centurion / CBD Pretoria	R7 452.17 (VAT Excl.)
Change Management <i>3-Day LGSETA Accredited Skills Programme (R8 480.00 VAT Incl.)</i>	115407	5	10	20-22 Apr	Centurion / CBD Pretoria	R7 373.91 (VAT Excl.)
HRM: Effective Supervision/ People Management <i>5-Day Services SETA Accredited Skills Programme (R10 310.00 VAT Incl.)</i>	252037	5	6	20-22 Apr		R8 965.22 (VAT Excl.)
Strategic Management <i>Develop and Implement a Strategic Plan to Improve Business Performance, Create and manage an environment that promotes innovation) 3-Day SSETA Accredited Skills Programme (R8 235 VAT Incl.)</i>	252020	5	6	22-24 Apr	Centurion / CBD Pretoria	R7 160.87 (VAT Excl.)
PFMA/Financial Management for Non-Financial Managers <i>(Demonstrate an Understanding of the Public Finance Management Act (PFMA) & Related Treasury Regulations. Special Attention Is Given To Unauthorised, Irregular, Fruitless and Wasteful Expenditure) 5-Day PSETA Accredited Skills Programme (R10 825.00 VAT Incl.)</i>	377913	5	15	22-24 Apr	Centurion / CBD Pretoria	R9 415.00 (VAT Excl.)
May 2026						
Apply Basic Public Financial Management <i>Apply basic financial procedures to PFMA principles 3-Day WORKSHOP (R7 070.00 VAT Incl.)</i>	Based On: 114873	5	3	04-06 May	Centurion / CBD Pretoria	R6 147.83 (VAT Excl.)
Records Management <i>3-Day LG SETA Accredited Skills programme (R8 530.00 VAT Incl.)</i>	115855	5	5	04-06 May	Centurion / CBD Pretoria	R7 417.39 (VAT Excl.)
Electronic-Records Management <i>(E-Records) 2-Day LG SETA Accredited Skills programme (R7 275.00 VAT Incl.)</i>	110009	4	4	07-08 May	Centurion / CBD Pretoria	R6 326.09 (VAT Excl.)



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Asset Management 3-Day Services SETA Accredited Skills programme (R8 325.00 VAT Incl.)	243265	5	12	04-06 May	Centurion / CBD Pretoria	R7 239.13 (VAT Excl.)
Professional Business Communication Skills for the Executive Secretary & Personal Assistant 3-Day SERVICE SETA Accredited Skills Programme (R8 690.00 VAT Incl.)	110021	4	6	04-06 May	Centurion / CBD Pretoria	R7 556.52 (VAT Excl.)
Time Management (Apply Efficient Time Management to the Work of a Department/Division/Section) 3-Day LG SETA Accredited Skills Programme (R8 695.00 VAT Incl.)	15234	5	4	06-08 May	Centurion / CBD Pretoria	R7 560.87 (VAT Excl.)
Contract Management (Administer Contracts for Goods, Works, and Services in the Public Sector) 3-Day P SETA Accredited Skills Programme (R8 570.00 VAT Incl.)	337896	5	15	11-13 May	Centurion / CBD Pretoria	R7 452.17 (VAT Excl.)
Emotional Intelligence & Leadership Skills 3-Day LGSETA Accredited Skills Programme (R8 475.00 VAT Incl.)	120305	5	8	11-13 May	Centurion / CBD Pretoria	R7 369.57 (VAT Excl.)
Business Writing Skills 3-Day LG SETA Accredited Skills Programme (R8 440.00 VAT Incl.)	12153	4	5	11-13 May	Centurion / CBD Pretoria	R7 339.13 (VAT Excl.)
Monitoring & Evaluation (Demonstrate Knowledge and Insight into the Principles of Monitoring & Evaluation in Assessing Organisation and/or Programme Performance in a Specific Context) 3-Day LGSETA (R8 550.00VAT Incl.)	337063	5	5	11-13 May	Centurion / CBD Pretoria	R7 434.78 (VAT Excl.)
SCM Acquisition (Implementing Effective & Efficient Supply Chain Management in Public Sector Departments/Entities) 3-Day PSETA Accredited Skills Programme (R8 105.00 VAT Incl.)	377898	5	11	13-15 May	Centurion / CBD Pretoria	R7 047.83 (VAT Excl.)
Effective Communication Skills 3-Day LGSETA Accredited Skills Programme (R7 095.00 VAT Incl.)	119346	5	10	13-15 May	Centurion / CBD Pretoria	R6 169.57 (VAT Excl.)
Public Sector Project Management, NQF level 5 (Advanced - Level 1) 5-Day PSETA Accredited Skills Programme (R11 750.00 VAT Incl.)	243824	5	8	11-15 May	Centurion / CBD Pretoria	R10 217.00 (VAT Excl.)
Basic Project Management 3-Day LG SETA Accredited Skills programme (R8 240.00 VAT Incl.)	120385	4	7	18-20 May	Centurion / CBD Pretoria	R7 165.22 (VAT Excl.)





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May 2026	Unit Standard	NQF	Credit	Date	Venue	Price
Prepare a Budget for use in Public Sector/Entity/Department/Section <i>3-Day PSETA Accredited Skills Programme</i> <i>((R8 575.00 VAT Incl.))</i>	377900	5	15	18-20 May	Centurion / CBD Pretoria	R7 456.52 (VAT Excl.)
HRM: Effective Supervision/People Management <i>5-Day Services SETA Accredited Skills Programme</i> <i>(R10 310.00 VAT Incl.)</i>	252037	5	6	18-22 May	Centurion / CBD Pretoria	R8 965.22 (VAT Excl.)
Conflict Management <i>3-Day LG SETA Accredited Skills Programme</i> <i>(R8 230.00 VAT Incl.)</i>	114226	5	8	20-22 Mar	Centurion / CBD Pretoria	R7 156.52 (VAT Excl.)
Customer Care & Service Excellence <i>3-Day PSETA Accredited Skills Programme (R8 505.00 VAT Incl.)</i>	120310	3	4	20-22 May	Centurion / CBD Pretoria	R7 395.65 (VAT Excl.)
Public Administration (Demonstrate a knowledge and understanding of the basic principles of public administration and management in terms of Ethical Principles, Standards and Professional Conduct in Public Sector Management and Administration) <i>3-Day LGSETA Accredited Skills Programme</i> <i>(R8 490.00 VAT Incl.)</i>	119342	5	8	20-22 may	Centurion / CBD Pretoria	R7 382.61 (VAT Excl.)
Advanced Project Management <i>(Adv PM NQF level 6 – Level 2)</i> <i>5-Day PSeta Accredited skills Programme</i> <i>R10 905.00 VAT Incl.)</i>	242914	6	12	25-29 May	Centurion / CBD Pretoria	R9 482.60 (VAT Excl.)
Presentation and Public Speaking Skills <i>3-Day ETDP-SETA Accredited Skills Programme</i> <i>(R8 990.00 VAT Incl.)</i>	242839 242840	4	2	25-27 May	Centurion / CBD Pretoria	R7 817.39 (VAT Excl.)
Knowledge Management <i>5-Day PSETA Accredited Skills Programme</i> <i>(R10 950.00 VAT Incl.)</i>	115405	5	10	25-29 May	Centurion / CBD Pretoria	R9 521.74 (VAT Excl.)
Strategic Management Develop and Implement a Strategic Plan to Improve Business Performance (Aligned to US:-Create and manage an environment that promotes innovation) <i>3-DaySSETA Accredited Skills Programme</i> <i>(R8 235 VAT Incl.)</i>	252020	5	6	27-29 May	Centurion / CBD Pretoria	R7 160.87 (VAT Excl.)
COACHING & MENTORING <i>3-Day Service SETA Accredited Skills Programme</i> <i>(R8 470.00 VAT Incl.)</i>	252035	5	8	27-29 May	Centurion / CBD Pretoria	R7 365.22 (VAT Excl.)
Minute Taking <i>2-Day LG SETA Accredited Skills Programme</i> <i>(R6 950.00VAT Incl.)</i>	13934	3	4	25-26 May	Centurion / CBD Pretoria	R6 043.48 (VAT Excl.)



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May 2026	Unit Standard	NQF	Credit	Date	Venue	Price
Report Writing 2-Day LG SETA Accredited Skills Programme (R6 945.00 VAT Incl.)	110023	4	5	27-28 May	Centurion / CBD Pretoria	R6 039.13 (VAT Excl.)

Cannot Find the Course You Are Looking For & You Have More Than 7 Learners Who Would Like To Attend? Contact Us And We Will Gladly Schedule It For You!





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Accredited Courses available up to End of May 2026: 7 or more Learners @ our venue or your own venue; After May Lemark Cert of Competence	Unit Standard	NQF	Credit	Date	Venue	Price
Knowledge Management 5-Day SETA WORKSHOP (R10 950.00 VAT Incl.)	115405	5	10	Book your own date for your group	Centurion or CBD Pretoria	R9 521.74 (VAT Excl.)
Interview Skills (Recruit and Select Candidates to Fill Defined Positions) 3-Day SSETA Accredited Skills Programme (R8 465.00 VAT Incl.)	12140	5	9			R7 378.26 (VAT Excl.)
Negotiation Skills 2-Day LGSETA Accredited Skills Programme (R7 095.00 VAT Incl.)	13948	4	5			R6 169.57 (VAT Excl.)
Successful Events Management 3-Day WORKSHOP (R7 750.00 VAT Incl.)	115214	4	5	Book your own date for your group		R6 739.13 (VAT Excl.)
Appraisal and Disposal of Records 3-Day Short Course (R7 795.00 VAT Incl.)	LeMark Course	NA	NA			R6 778.26 (VAT Excl.)
Conflict Management 3-Day LGSETA WORKSHOP (R8 230.00 VAT Incl.)	114226	5	8			R7 156.52 (VAT Excl.)
Basic Office Administration 3-Day WORKSHOP (R8 700.00 VAT Incl.)	242900	4	6	Book your own date for your group		R7 565.22 (VAT Excl.)
SCM: Bid Committees (Demonstrate Knowledge & Insight into a Bid Committee System Applicable to an Organ of State in SA) 4-Day WORKSHOP (R9 850.00 VAT Incl.)	337061	5	15			R8 565.22 (VAT Excl.)
Front Desk Operations & Telephone Skills 2-Day Workshop (R6 940.00 VAT Incl.)	Based on 14338 14348	2	2 3			R6 034.78 (VAT Excl.)
Contract Management (Administer Contracts for Goods, Works, and Services in the Public Sector) 3-Day WORKSHOP (R8 570.00 VAT Incl.)	Based on 337896	5	15			R7 452.17 (VAT Excl.)
Basic Project Management 3-Day WORKSHOP (R8 240.00 VAT Incl.)	Based on 120385	4	5			R7 165.22 (VAT Excl.)





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15 Reasons to Use Us:

- HIGHLY QUALIFIED AND EXPERIENCED TRAINERS** - Our facilitators are highly skilled in their field. All our trainers have recognised qualifications as well as knowledge in specialised business fields.
- QUALITY COURSE MATERIALS** - All our materials have been developed by trainers with years of experience and who are subject matter specialists. The materials are both comprehensive and easy to follow.
- OUTCOMES BASED TRAINING** – We keep it simple. Our courses teach learners practical skills that they can implement at the workplace. All our programmes and courses are aligned to or based on unit standards.
- ACCREDITED TRAINING PROVIDER** - We are fully accredited by Services SETA - Accreditation SAQA. Decision No: 0149 and have a licence agreement with Potchefstroom Business School (PBS) as a Training Partner.
- CUSTOMISATION OF TRAINING PROGRAMMES & COURSES** - We specialise in Flexible Design and Delivery We will then either tailor existing courses or create new bespoke (personalised) courses for you. We know that every business faces challenges. Therefore we contextualise the challenges you identify to us in the training we deliver to you. All our course design and delivery is quality monitored through existing assurance processes.
- EXTENSIVE RANGE OF COURSES** - We offer a huge range of courses, from finance for non-financial managers, presentation skills, effective letter writing to Managing and Communicating Change. Please **contact us** for a copy of our Updated Career Guidance.
- COMPATIBILITY** - Matching your project with the right facilitator or consultant. Experience has taught us that compatibility is a critical factor to success.
- YOU DON'T HAVE TO TRAVEL – CONVENIENCE: - IN-HOUSE TRAINING** – The training can be organised at your premises or a venue you organise in your town/city. We operate **in all 9 provinces of South Africa**. You have the ability to talk about confidential company matters.
- COST EFFECTIVE** - You receive Special Group Rates AND
- MORE SAVINGS** - You save on travel and time costs.
- THE RIGHT TO CHOOSE** - You get to choose dates that suit yourself.
- SMALL CLASSES – SEATS ARE LIMITED** - We recommend not more than 25 learners per training intervention. By doing this each Learner is given the opportunity to get individual attention should they need it and their participation can be monitored by the facilitator
- GET SOME \$\$\$ MONEY BACK – FOR INVESTING IN YOUR STAFF - CLAIM YOUR LEVIES BACK** – We are fully SETA accredited and that means you claim back up to 50% of the course fee from your Seta. Terms and conditions of your seta apply.
- BEE COMPLIANT** - We are BEE Compliant.
- PROUDLY SOUTH AFRICAN** – We are members of the Proudly South Africa campaign. We love what we are doing-Developing South Africa.

TERMS, CONDITIONS & DISCLAIMER

- ❖ **Admission conditions and cancellation policy applies.** For full details contact LeMark Training & Development (Pty) Ltd or visit our web site: www.lemark.co.za.
- ❖ LeMark reserves the right to postpone/reschedule or cancel SCHEDULED skills programmes or courses should the number of bookings not justify the presentation of the event. **The liability** of LeMark Training & Development in the event of a skills programme, seminar or course being cancelled will be limited to a refund of the event fees to the delegate.
- ❖ We reserve the right to change the venue and the order of the presentation or if absolutely necessary to substitute a **facilitator or presenter**.
- ❖ LeMark Training & Development is **ACCREDITED by the SERVICES SETA** as an institution delivering quality education and training Provider. Entity Number: (0149)2010/002646/02 (was2001/025985/23). **Price and availability** subject to change without notice, although we try to assure accuracy, LeMark cannot be responsible for typographical or photo error on our web site, electronic and printed material.

