

## WOODWORK

**Registration fee:** R150  
**Total Course fee:** R700  
**Times:** 08h30 - 16h30 Mon - Thurs  
08h30 - 15h30 Fri  
**Duration:** 19 Weeks  
**Entry requirements:** Grade 10  
Accredited by the FPM SETA as NQF Level 2  
**Cost to Learn to Earn:** R23 300

### Modules covered include:

- Perform breakout operations
- Produce basic hand-crafted furniture
- Produce machine sanded timber and board product components and products
- Produce planed timber product components and products
- Produce sawn timber and board product components and products
- Apply health and safety standards to a work area
- Comply with good housekeeping practices
- Read and interpret basic engineering drawings

## Ground UP Barista Academy

**Registration fee:** R100  
**Total Course fee:** R400  
**Times:** 08h30 - 13h00 Mon - Fri  
**Duration:** 8 weeks  
**Entry requirements:** Grade 10 and desire to work in hospitality industry.  
**Cost to Learn to Earn:** R9 600  
**Venue:** Learn to Earn Claremont

Ground UP Academy is a Learn to Earn initiative to train and equip unemployed people in becoming entry level Baristas. Coffee is one of the most traded commodities in the world and is one of the fastest growing sectors in the South African economy.

## BUSINESS ESSENTIALS

**Registration fee:** R150  
**Total Course fee:** R400  
**Times:** two days a week,  
day one 08h30 - 16h30  
day two 08h30 - 13h00  
**Duration:** 8 weeks  
**Cost to Learn to Earn:** R4000  
**Entry requirement:** Grade 10, operating business (minimum operational time: 3 months)

### Modules covered include:

- The business idea
- Do you have what it takes?
- Business planning
- Money sums
- Costing & Pricing
- Stock
- Selling
- Marketing your business
- Business finances
- The Business Plan



Fashion for Change is an innovative social enterprise aimed at equipping unemployed South Africans with practical skills and experience to secure a job and a successful career in the retail industry

The training programme has three training options: Retail, Garment Repair and Warehouse/Distribution

Contact the Fashion for Change Admin Office on 021 363 4374 for info on how to apply for the programme.



## Khayelitsha Training Centre

We seek to develop people, especially unemployed people, socially, economically, emotionally and spiritually.

**June 2018**

**LtE Khayelitsha offers courses in the following:**

Bake for Profit, Basic Computers, Basic Office Skills, Business Essentials, Graphic Design, Sewing, Sewing Production Line and Woodwork

**Khayelitsha Training Centre**  
30 Sixwayikati Street, Ilitha Park

Khayelitsha

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Est 1989



**A hand up not a hand out**

## BAKE FOR PROFIT

Registration fee:	R150
Total Course fee:	R300
Times:	Twice a week for 8 hours
Duration:	9 weeks
Entry requirements:	Grade 9
Cost to Learn to Earn:	R8 800

This course is designed so that both baking and business skills learnt in theory are put into practice in real life

### Modules covered include:

- Basic baking business skills – recipe costing, basic business plan etc
- Safety & hygiene
- Cooking & mixing methods
- Measuring techniques

## BASIC COMPUTERS

Registration fee:	R100
Total Course fee:	R200
Times:	13h30 - 16h30 Mon - Thurs 13h30 - 15h30 Fri
Duration:	3 weeks
Entry requirements:	Grade 10
Cost to Learn to Earn:	R3 000

Using computers in everyday life - the main aim of this course is to provide a stepping stone to other training opportunities.

## LIFE SKILLS

Developing people's life skills is an integral aspect of Learn to Earn's mission to develop people holistically. **All students registered for any training at LtE will receive life skills training.**

Some of the topics covered in the course are:

- Self-Awareness
- Self Esteem
- Work Ethics
- HIV/AIDS
- Conflict Resolution
- Goal Setting
- Relationships
- CV Writing and Job Preparation

All Learn to Earn courses include Life Skills as well as Old Mutual's 'On the Money' basic finance skills programme. An optional Discipleship programme is also offered – based on the adapted version of the Alpha Course.

## GRAPHIC DESIGN

Registration fee:	R200
Total Course fee:	R1200
Times:	08h30 - 16h30 Mon - Thurs 08h30 - 15h30 Fri
Duration:	5 months
Entry requirements:	matric exemption certificate, between ages of 18-30, computer literate, complete entrance portfolio requirements
Cost to Learn to Earn:	R27 500

The aim of the Graphic Design course is to bridge the gap between an inadequate high school education and entrance into formal tertiary education in the field of graphic design

### Modules covered include:

- Introduction to the Apple Mac
- Adobe Photoshop, InDesign, Illustrator
- Drawing Skills
- Visual Literacy
- Basic Photography
- Design Skills
- Critical Thinking

## BASIC OFFICE SKILLS

Registration fee:	R150
Total Course fee:	R500
Times:	08h30 - 13h30 Mon - Fri
Duration:	14 weeks
Entry requirements:	Grade 12 & LtE Basic Computer Course
Cost to learn to Earn:	R11 800

### Modules covered:

- MS Word, MS Excel, MS PowerPoint
- Using the internet and the worldwide web
- Business Communication
- Office Administration:
  - Maintaining a reception area
  - Answering customer enquiries in an office setting
  - Effective telephone etiquette
  - Operate and take care of equipment
  - Create evidence and maintain confidentiality
  - File documents in an existing system
- Practical's
- Introduction to Call Centre

## SEWING

Registration fee:	R150
Total Course fee:	R450
Times:	08h30 - 16h30 Mon -Thurs 08h30 - 15h30 Fri
Duration:	14 weeks
Entry requirements:	Complete the LtE basic literacy & numeracy test
Cost to Learn to Earn:	R11 500

### Modules covered include:

- Control & threading of an industrial machine & over-locker
- Control & threading of a domestic machine
- Sample Portfolio
- Garments including: Boy's pants, panel skirt, lady's jacket, men's shirt with long-sleeves, pocket & cuff, lined laptop bag or lined shopper bag with inner pocket & zip

## SEWING PRODUCTION LINE

Registration fee:	R200
Total Course fee:	R700
Times:	8h30 - 16h30 Mon - Thurs 8h30 - 15h30 Fri
Duration:	14 weeks
Entry requirements:	Grade 10 – 12 and good hand-eye coordination, a <b>desire to work in the sewing industry</b> , right-handed (industry requirement) and completed the LtE Sewing Course
Cost to Learn to Earn:	R23 100

### Modules covered include:

- Operate machines to safety standards
- Prepare and set machines for specific operation
- Identify and prepare product parts
- Pick-up, align and present product parts to machines
- Sew parts together
- Inspect and dispose of product parts
- Complete administrative procedures