

'eradicating unemployment and other legacies of injustice in South Africa'

Learn to Earn Khayelitsha

June 2022

Bake for Profit
Basic Computers
Business Essentials
Graphic Design
Office Administration
Basic Sewing
and Woodwork

Learn to Earn Seeks to develop people, especially unemployed people, socially, economically, emotionally and spiritually.

LtE offers skills courses in the following:

Hermanus Training Centre:

Basic Computers, Basic Cashier, Basic Handyman, Basic Hospitality, Home Management and Basic Sewing

Other Learn to Earn Initiatives include:

Ground UP Barista Academy

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 Learn to Earn will receive life skills training.

Some of the topics covered in the course are:

- Self-awareness
- Family relationships
- Conflict resolution
- Self esteem
- HIV/AIDS
- Goal Setting

An **optional Discipleship programme** is also offered, based on the adapted version of the Alpha Course

Job Readiness

All students registered for training also receive Job Readiness counselling, topics covered include:

- The impact of Unemployment
- CV Writing
- Work Ethics
- Job Seeking
- Interview Process
- Conditions of Employment
- Labour Relations



Learn to Earn[®]
Est 1989 A hand up not a hand out

How to Apply

All courses work on a waiting list basis. If you would like to do a LtE course you will need to add your contact details to the assessment day waiting list. You can add your details through completing this online form: <https://tinyurl.com/LtEcourseinterest>, when the list is open.

- The online waiting list can fill up very quickly
- An interview with the course trainer will be required, as well as a written assessment.

What to bring when you come for an assessment:

ID book/card or similar, school leaving certificate, **R200 nonrefundable-nontransferable administration fee.**

If you are unable to access the form you can call us or WhatsApp us on the numbers below.

Khayelitsha Training Centre

30 Sixwayikati Street, Ilitha Park, Khayelitsha
021 361 5972 or receptionk@learntoearn.org.za

WhatsApp Number: 076 973 6619

www.learntoearn.org.za

Facebook: Learn to Earn South Africa

Following our viewpoint of 'a hand up – not a hand out' all students are required to pay towards the cost of their course at LtE. By paying a part of the fees for your training, you become a contributing partner to your own development and have a greater sense of ownership in the change of your circumstances.

Basic Computers

Total Course Fee: R150 (1 x payment of R150)
Times: 13h30 - 16h00 Mon - Thurs & 13h30 - 15h30 Fri
Duration: 3 weeks
Entry requirements: Gr 10
Cost to Learn to Earn: R8 350

The main aim of this course is to provide a stepping stone to other training opportunities.

Bake for Profit

Total Course fee: R400 (2 x payments of R200)
Times: Twice a week, 08h30 - 16h00
Duration: 8 weeks
Entry requirements: Basic literacy & numeracy assessment
Cost to Learn to Earn: R10 300

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

Ground UP Barista Academy

Training takes place in Claremont

Total Course Fee: R250 (2 x payments of R125)
Times: 08h30 - 16h00 Mon - Thurs & 08h30 - 15h30 Fri
Duration: 8 Weeks
Entry requirements: Grade 10, and a desire to work in hospitality industry
Cost to Learn to Earn: R14 400

A Barista is a person who has the skill of making coffee using an espresso machine. They work in the hospitality industry (which could mean long hours and shift work). Areas of employment could include: coffee shops, restaurants and function venues, corporate office spaces and mobile coffee vans.

Our mission to develop people, especially unemployed people, socially, economically, emotionally & spiritually

Graphic Design

Total Course Fee: R1300 (3 x payments of R350 + R250)
Times: 08h30 - 16h00 Mon - Thurs & 08h30 - 15h30 Fri
Duration: 21 weeks
Entry requirements: matric exemption certificate, between ages of 18-30, computer literate, complete entrance portfolio requirements
Cost to Learn to Earn: R41 000

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:

LtE Business Essentials Course

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

Office Administration

Total Course Fee: R350 (2 x payments of R175)
Times: 08h30 - 13h30 Mon - Fri
Duration: 14 weeks
Entry requirements: Grade 12 & LtE Basic Computer Course
Cost to Learn to Earn: R21 850

Modules covered include:

- 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
- Introduction to Call Centre

Basic Sewing

Total Course Fee: R600 (3 x payments of R200)
Times: 08h30 - 16h00 Mon - Thurs & 08h30 - 15h30 Fri
Duration: 14 weeks
Entry requirements: Basic literacy & numeracy assessment
Cost to Learn to Earn R17 650

Modules covered include:

LtE Business Essentials Course

- Control & threading of industrial machine & over-locker
- Sample Portfolio
- Garments including: lady's jacket & skirt, man's shirt, boy's pants, lined sling-bag with zip and inner pocket

Woodwork

Total Course Fee: R850 (2 x payments of R300 + R250)
Times: 08h30 - 16h00 Mon - Thurs & 08h30 - 15h30 Fri
Duration: 21 Weeks
Entry requirements: Grade 10
Accredited by the FPM SETA as NQF Level 2
Cost to Learn to Earn: R31 350

Modules covered include:

LtE Business Essentials Course

- Perform breakout operations
- Produce basic hand-crafted furniture
- Produce machine sanded timber and board product components and products

Business Essentials

Total Course Fee: R250 (2 x payments of R125)
Times: twice a week, 08h30 - 16h00
Duration: 4 weeks
Entry requirement: operating business (minimum operational time: 3 months)
Cost to Learn to Earn: R7 300

Modules covered include:

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