



ACADEMY OF LEARNING SA (PTY) LTD COMPANY PROFILE

INTRODUCTION

Academy of Learning was founded in 1985 as an organisation of colleges specialising in computer and business skills training. Since then, more than 160 centres have opened across Canada as well as in the United States, and in Southern Africa.

Academy of Learning (SA) Pty Ltd is a South African owned and registered company. All Academy of Learning colleges must comply with Government Further Education and Training regulations.

We fulfil the needs of both learners and the business community, by identifying the gap between formal education and the realities of the working world and by developing a customised program for each learner, while meeting the requirements that exist for convenient and effective training, at an affordable cost.

To meet the specialised needs of mature learners, programs are based on the *Integrated Learning™ System*—a step-by-step competency based method of learning, supported by flexible scheduling. Learning is results-oriented, which allows learners to define what they've learned, and put their new-found skills to work for them immediately.

This efficient and cost-effective method has been used to deliver more than one million programs to date.

Academy of Learning is committed to raising today's occupational and training standards, and strives constantly to make lifelong learning a rewarding and viable option for people of all ages and levels of expertise.

PHILOSOPHY

At Academy of Learning, we believe the answer to being a professional and competent training provider is support; a strong, relevant curriculum, supported by ongoing research, state-of-the-art equipment, qualified facilitators and an extended network of colleges—all of which are supported, in turn, by a dedicated team at National Office.

Members of the team ensure that all aspects of training and product development adhere to a set of uniform standards, which are reviewed and upgraded regularly. They ensure that standards are met and guidelines followed at each location across South Africa, and that quality remains consistent nationwide.

Each potential training college owner is carefully screened, and awarded a college only if he or she meets our strict criteria.

Each exam written by every learner across the country is assessed according to performance criteria to ensure a consistent standard of proficiency, and to maintain the integrity of programs.

VISION STATEMENT

Academy of learning will always be recognised as South Africa's most effective and respected learning centre, providing computer, business and career skills.

We are dedicated to improving the productivity and marketability of each client/learner.

MISSION STATEMENT

At Academy of Learning we will:

- Respond to the dynamics of the ever-changing market with the most relevant, current solutions for our clients/learners.
- Demonstrate a constant commitment to learners' success and employability.
- Creatively meet each client's/learner's specific requirements through the flexibility and customisation of our Integrated Learning™ System.
- Provide advice and treat each client and learner with care and sensitivity.
- Maintain visible and meaningful partnerships with our communities.
- Ensure the Integrated Learning™ System remains the most current, effective learning process.
- Ensure that we meet the highest standards for quality training products, services and delivery.
- Create opportunity for growth and success of Academy of Learning.

ACADEMY OF LEARNING PLEDGE TO LEARNERS

We will:

- Meet their individual training needs.
- Provide a high quality learning experience.
- Excel in the delivery of superior computer and business skills training.
- Provide a warm and friendly learning environment.
- Demonstrate a genuine concern for their career success.
- Employ caring, professional and knowledgeable staff.

INFORMATION FOR CORPORATE CLIENTS

Corporate Training Licensee:

For the convenience of training at Corporate clients, Academy of Learning introduced highly qualified Corporate training Consultants as from 2006 to conduct specific training at various levels to the specific training requirements of Corporates employees.

Effective Approach

At Academy of Learning, we believe that a hands-on approach to training is the key to learner success. Because of our consistently high standards, the return on investment will be immediate and tangible. Employees can define what they have learned and apply their newfound skills immediately.

Flexible Training Process

Our unique method of learning means that your employees can be trained or their skills upgraded during and after business hours or on weekends.

Competency Based Learning

Learners work with original software, instruction CD's and manuals that are custom-designed by professionals. This exercise-based system builds step-by-step as each lesson is mastered. The audio portion explains the concepts and then guides the learner through various applications. Additional applications are found in the program workbook, for use in later practice.

The flexibility of the system allows each learner to review or repeat a module or to seek help from a facilitator, and ensures that competence is achieved in each subject area, before moving on to the next module.

Learner Equipment

Because all programs are designed to achieve the benefits of hands-on learning, each college is equipped with up-to-date learner-dedicated equipment.

Program Material

Academy of Learning programs are presented as complete packages with all materials included. There are no extra or hidden costs. Each learner receives his or her own training manual to keep as a future reference tool.

Learner Entry Requirements

Since both a working knowledge of English and a basic level of mathematics are necessary to complete programs offered by Academy of Learning, an assessment may be required to determine the academic suitability of the learner for the program chosen.

INTEGRATED LEARNING™ SYSTEM

At Academy of Learning, we've shifted the focus from teaching to learning, designing our programs in a way that allows our learners to learn by doing, and not simply by listening.

Our unique *Integrated Learning™ System* is an exercise-based method in which each new step builds upon those already mastered.

Audio instructions are used to explain concepts, guide learners through some initial skill-based applications, and provide an opportunity to practice additional applications that are featured in the program workbook. CD's are customised to keep pace with each book, but rely on standard language and content to ensure consistent training at colleges nation-wide.

Each customised workbook contains both practice exercises and the function process, which is the keyboard sequence necessary to perform a function. Objectives are clearly defined at the beginning of each workbook and CD's, and are supported by instructions on how to complete each exercise. Learners progress one step at a time until they can complete each exercise unaided.

The workbook becomes a continuing source of information, which learners can use long after the program has been completed.

Lessons are presented in two-hour modules, which build level-by-level, so that learners achieve competence and confidence as each one is mastered. Should a learner encounter difficulty, he or she can pause to repeat a lesson or call on the facilitator, who will provide individual counselling until the issue is resolved. When the learner is able to fully comprehend the task, the exercise is continued, ensuring that each person knows exactly what to do at every level of the program.

As learners are not reliant on lecturers (excluding a few “soft skills” programs) or set timetables or classes, they can commence with their qualifications at any time during the year. This is of benefit to learners who are working part-time or full-time, who have limited time due to other commitments or who were unable to start on a fixed date. This flexible approach to learning also allows learners to miss periods without missing out on lectures-learners merely return to the college, book their workstation and continue with their lessons.

Learners are assessed formatively at the end of each lesson and are required to submit assignments and projects. A pre-examination formative assessment determines whether a learner is ready to sit for the final summative examination / assessment. After the successful completion of the relevant final summative examination / assessment, the learner is rewarded with the relevant certification.

ADVANTAGES OF THE ACADEMY OF LEARNING CONCEPT

- Better utilisation of classrooms — many learners studying many different subjects simultaneously.
- Reduces idle time for premises and equipment.
- One Training Adviser can effectively handle an entire class.
- Programs are largely pre-recorded, ensuring consistency of approach and delivery.
- Learners who do not understand can “rewind” (go back) a section and repeat it as often as they wish.
- Skilled Training Advisers are on hand to assist with problems one-on-one.
- Learners who are shy, frequently do not wish to ask questions in front of an entire class — by studying on their own they can ask questions without feeling shy.
- Learners studying on their own at home frequently lack motivation — by studying at the Academy of Learning they can draw motivation from other learners at the college.
- Training Advisers monitor each learner’s performance constantly, thereby enabling them to pick up problem areas quickly and deal with them — misunderstandings are not left undiscovered until the final examination.
- National Office thereby ensuring standardisation by developing the program materials.
- Learners enjoy total flexibility resulting in a steady flow of learners throughout the day and year.
- Final examinations / assessments are set and marked / assessed at National Office to ensure uniformity.
- Centralised final summative marking / assessment facilitates control of the process.

ACCREDITATION OF ACADEMY OF LEARNING

Accreditation

Academy of Learning SA (Pty) Ltd is in the enviable position of being accredited as a confirmed candidate by UMALUSI, Council for Quality Assurance in General and Further Education and Training (FET 00351 PA). Academy of Learning intends to fully comply with future on-going accreditation requirements so that it may enjoy full accreditation and registration with the Department of Education.

Current programs have already been submitted to the Council for approval and as new programs are introduced, these will likewise follow the same approval process. Academy of Learning offers NQF aligned and non-NQF aligned qualifications.

Academy of Learning SA (Pty) Ltd is also accredited by INSETA (Insurance Sector Education & Training Authority), accreditation: MOU 130189. Insurance programs are recognized by the FSB (Financial Services Board).

National Qualifications Framework (NQF)

The NQF is a system that enables learners to gain recognition of acquired skills according to National requirements. These requirements are defined through Unit Standards and qualifications registered on the NQF. The NQF consists of different levels. The levels measure how difficult the learning for different qualifications is, and allows for comparisons between different programs. They allow comparison between education and training received in different ways and in different training institutions. This allows people to use the credits from one situation to qualify at another institution for a different but related program.

A simplified version of the levels appears below:

(Credit to the South African Qualifications Authority, SAQA)

NQF level	BAND	QUALIFICATION TYPE
8	HIGHER EDUCATION AND TRAINING (HET)	<ul style="list-style-type: none"> Post-doctoral research degrees Doctorates
7		<ul style="list-style-type: none"> Masters degrees Professional Qualifications
6		<ul style="list-style-type: none"> Honours degrees National first degrees Higher diplomas
5		<ul style="list-style-type: none"> National diplomas National certificates
FURTHER EDUCATION AND TRAINING CERTIFICATE		
4	FURTHER EDUCATION AND TRAINING (FET)	<ul style="list-style-type: none"> National certificates
3		
2		
GENERAL EDUCATION AND TRAINING CERTIFICATED		
1	GENERAL EDUCATION AND TRAINING (GET)	Grade 9
		<ul style="list-style-type: none"> National Certificates
		ABET Level 4 (ADULT BASIC EDUCATION & TRAINING)

Unit Standards

Unit Standards are the smallest elements of the NQF. They describe significant, meaningful milestones (or outcomes) of learning or training that are recognised at individual level. They also include associated

performance criteria which, when achieved, is proof that the outcome (or standard of performance) has been met. Qualifications are made up of clusters of outcomes to meet the needs of industries.

NQF Levels

Most programs offered (and/or will be offered) by Academy of Learning are between levels 2 and 4 on the NQF (the “FET” — Further Education and Training band).

Credit

All unit standards are allocated a credit value as an indication of the size of the unit standard. It is based on the average time it would take a learner to achieve (complete successfully) the unit standard or qualification (Notional Learning Time).

Based on this value of Notional Learning Time the following calculation is used to determine credits to be awarded: 1 Credit = 10 Notional Hours of Learning Time

The credit value of a program would be the sum total of the credit hours of the unit standards.

Affiliations

Academy of Learning is affiliated with the following organisations:

- Member of the **Association of Private Providers of Education, Training and Development** (APPETD, Number 548).
- Members of the **Chamber of Commerce and Industry – Johannesburg** (Member number: A23292).
- Member of the **South African Council for Business Women**.

Registration

Academy of Learning SA (Pty) Ltd is registered as a Company under the Companies Act 1973 (Act 61 of 1973), Number 2002/031423/07.

NATIONAL OFFICE CONTACT DETAILS:

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NOTE:PLEASE CONTACT HELPDESK FOR CONTACT DETAILS REGARDING TRAINING SITES AND INSURANCE ASSESSMENT CENTRES.