PROSPECTUS 2027



IBM College

Where **student success** comes **first.**

Institute of Business Management College

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IBM College

Why choose **IBM College?**

We believe support should be the standard, not the exception.

At IBM College, student support is not treated as a favour. Our departments monitor and respond to student enquiries daily during business hours, ensuring students receive timely assistance throughout their studies. This commitment to responsive, personalised support is consistently reflected in our student reviews, testimonials and success stories.

Among South Africa's Most Affordable Higher Education Qualifications

According to our market analysis, IBM College's Higher Education qualifications are among the most affordable available in South Africa. Our goal is to make quality education accessible by offering competitive course fees, flexible payment options and transparent pricing without hidden costs.



IBM College

True Recognition of Prior Learning

Many institutions have Recognition of Prior Learning (RPL) policies.

Few actively help students navigate them. At IBM College, we consider formal qualifications, workplace experience, informal learning and professional development when evaluating access opportunities. **Our goal is to help capable individuals progress, not force them to start over unnecessarily.**



Education You Can Trust

- Higher Education qualifications accredited by the Council on Higher Education.
- Occupational qualifications accredited through the QCTO.
- Short courses endorsed by recognised South African professional bodies.
- Qualifications and certificates designed to support career growth and professional development.

Student Feedback



Ranked #4 in Colleges and Universities on hellopeter

J

Jacques

1 review | Active since Nov 2025

18 Nov 2025 at 09:18

Institute of business management

The best caring institution that I've come across for the 15 years of tertiary education.

Read More Student Reviews

Thousands of students have trusted IBM College to support their educational and career goals since 2010.

ACCREDITATION

Higher Education Registration and Accreditation

Registered with the Department of Higher Education and Training (DHET) until 31 December 2029 as a private higher education institution under the Higher Education Act, 1997 (Act No. 101 of 1997), as amended. Registration Certificate No. 2026/HE07/002. IBM College is registered under the legal name Institute of Business Management of South Africa (Pty) Ltd.

Occupational and Vocational Accreditation

IBM College is a QCTO-accredited Skills Development Provider (SDP) authorised to deliver accredited occupational and vocational programmes. Our relevant programmes are quality assured by the Quality Council for Trades and Occupations (QCTO) and, where applicable, aligned with the relevant Sector Education and Training Authorities (SETAs).

Learn more about our Accreditation

The South African Qualification Landscape

South Africa's education and training system operates within the National Qualifications Framework (NQF), overseen by SAQA, which maintains the national register of recognised qualifications. SAQA does not directly accredit institutions or qualifications; accreditation is handled by the relevant quality assurance bodies.



OUR STORY



Our Mission

To make a meaningful difference by delivering a valuable learning experience, providing exceptional service, developing relevant and practical course content, and demonstrating genuine care and support for every learner.

Our Vision

To provide quality, affordable education that is accessible to all.



Who We Are

At IBM College, we believe education should be accessible, affordable, and genuinely supportive. Since 2010, we have helped thousands of learners develop practical skills, achieve recognised qualifications, and advance their careers through flexible distance learning.
Our focus is simple: quality education, exceptional service, and a commitment to helping every learner succeed.

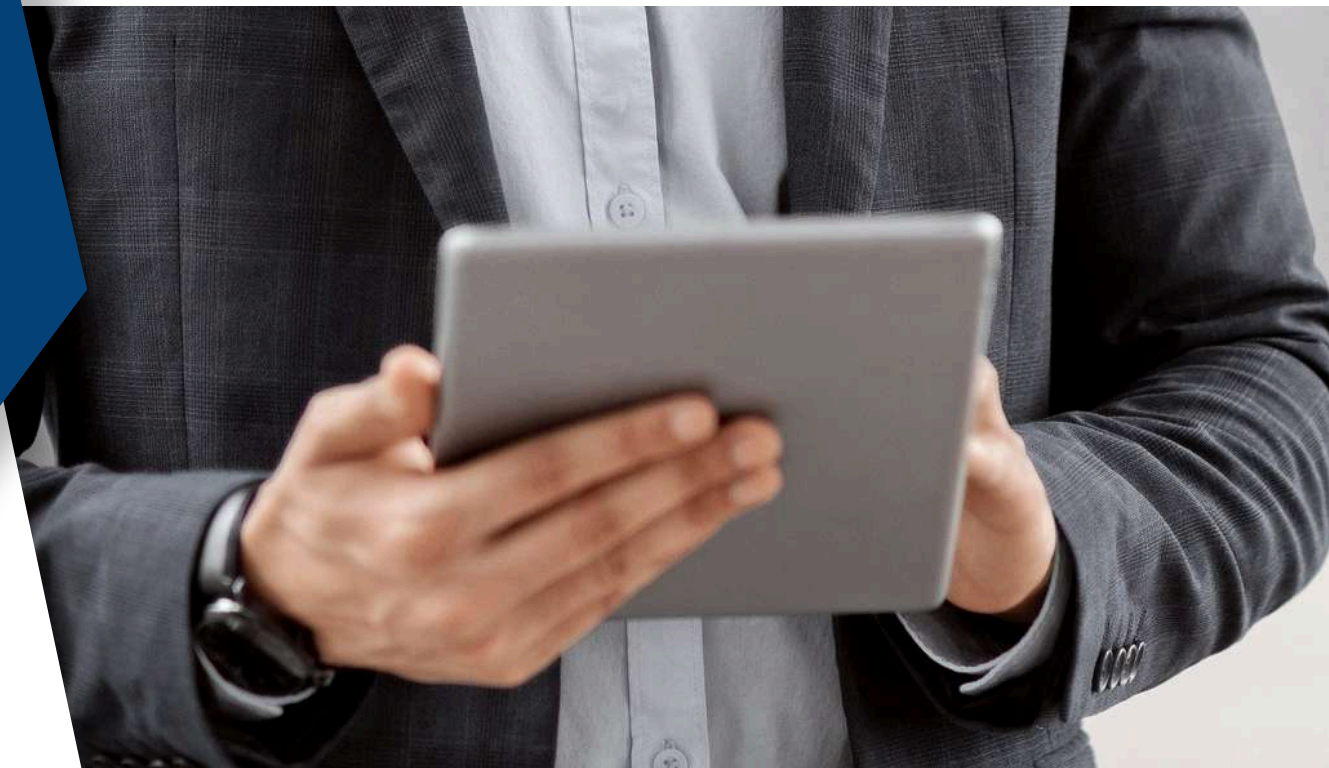
IBM College

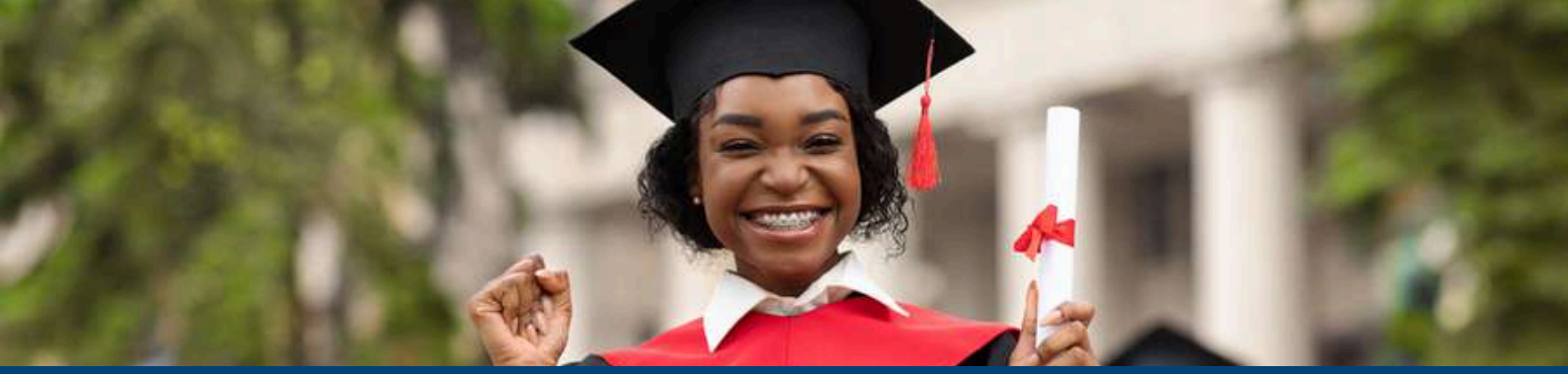
Fortuna per Scientium

www.institutebm.org.za



Full Qualifications





Higher Certificate in Business Management

Duration: 12 months

NQF: 5 | Credits: 120 | SAQA ID: 125058

Step into the corporate world with confidence, equipped with essential knowledge and skills to excel in a digital era. This qualification will give you the opportunity to build a successful career in today's business world, and is the perfect stepping stone for further studies.

This qualification will teach you the essentials of business leadership, human resource management, communication, finance, and strategic operations, preparing you to lead with confidence in any professional environment.

Admission requirements:

- National Senior Certificate (NQF 4, 120 credits), or
- National Certificate (Vocational NQF 4, 120 credits), or
- An appropriate and recognised NQF Level 4 qualification (minimum 120 credits) in a cognate field.

Not sure if you qualify? Send your Certificates to info@institutebm.org.za for evaluation.

Programme Modules:

- Introduction to Business Management
- Financial Function in Business Management
- Principles of Business Communication
- Human Resource Management Function
- Business Operational and Strategic Management
- Principles of Control and Risk Management
- Principles of Leadership
- Work-Integrated Learning (Practical Project)

Register Now



FET Certificate in General Business Management

Duration: 12 months

NQF: 4 | Credits: 150 | SAQA ID: 57712 LP 74630

This nationally recognised Further Education and Training (FET) Certificate is SAQA-registered and develops practical workplace knowledge and skills in Business Management. Students gain competencies in leadership, management, planning, budgeting, communication and operational processes applicable across a wide range of industries.

Although this qualification is not a National Senior Certificate (Matric), it is registered on the same Level (NQF 4) and forms part of South Africa's formal education system. It provides a practical alternative learning pathway and may provide opportunities for employment and further vocational or occupational study.

Admission Requirements

The minimum entry requirement for this qualification is a **South African Grade 11** with two South African Languages and Mathematical Literacy.

If you do not meet the minimum entry requirements but have sufficient workplace experience and prior learning, you may qualify through Recognition of Prior Learning (RPL). Simply submit your supporting documents and certificates to info@institutebm.org.za for evaluation before registering online.

Programme Modules:

- Module 1: Leadership and Teams
- Module 2: Operational Management and Strategy
- Module 3A: Management and Control
- Module 3B: Managing Budgets
- Module 4: Standards and Ethics
- Module 5: General Management
- Module 6: Fundamental Mathematics
- Module 7: Fundamental Communication

Register Now



FET Certificate in Office Administration and Management

Duration: 12 months

NQF: 4 | Credits: 150 | SAQA ID: 57712 LP 58344

This nationally recognised Further Education and Training (FET) Certificate is SAQA-registered and is designed to develop practical workplace knowledge and skills in Office Administration. Students gain competencies in administration, communication, management, ethics and operational processes required across a wide range of industries.

Although this qualification is not a National Senior Certificate (Matric), it is registered on the same Level (NQF 4) and forms part of South Africa's formal education system. It provides a practical alternative learning pathway and may provide opportunities for employment and further vocational or occupational study.

Admission Requirements

The minimum entry requirement for this qualification is a **South African Grade 11** with two South African Languages and Mathematical Literacy.

If you do not meet the minimum entry requirements but have sufficient workplace experience and prior learning, you may qualify through Recognition of Prior Learning (RPL). Simply submit your supporting documents and certificates to info@institutebm.org.za for evaluation before registering online.

Programme Modules:

- Module 1: Leadership and Teams
- Module 2: Operational Management and Strategy
- Module 3A: Management and Control
- Module 3B: Managing Budgets
- Module 4: Standards and Ethics
- Module 5: Administration Management
- Module 6: Fundamental Mathematics
- Module 7: Fundamental Communication

Register Now



National Certificate in Business Management

Duration: 12-18 months

NQF: 5 | Credits: 162 | SAQA ID: 59201 LP 60269



This National Certificate is registered on SAQA and the National Qualifications Framework (NQF) Level 5. It develops practical management knowledge and workplace competencies in leadership, performance management, operational planning, risk management, innovation, and people management across a wide range of industries.

Designed for current and aspiring supervisors, team leaders, first-line managers and business owners, this qualification prepares graduates for management and supervisory roles while providing opportunities for further study in related fields, subject to the admission requirements of the receiving institution.

Admission requirements:

- An appropriate NQF Level 4 full qualification consisting of at least 120 credits.

If you do not meet the minimum entry requirements but have sufficient workplace experience and prior learning, you may qualify through Recognition of Prior Learning (RPL). Simply submit your supporting documents and certificates to info@institutebm.org.za for evaluation before registering online.

Programme Modules:

- Module 1: Operational and Business Strategies
- Module 2: Performance Management
- Module 3: Business Leadership and People Management
- Module 4: Manage Workplace Relationships
- Module 5: Principles of Risk, Financial and Knowledge Management
- Module 6: Team Development
- Module 7: Process Management and Innovation
- Module 8: People Management and Human Resources

Register Now



National Occupational Certificate: Occupational Health and Safety Officer

Duration: 12 months

NQF: 4 | Credits: 120 | SAQA ID: 121929

This qualification prepares learners to become Occupational Health and Safety (OHS) Officers by developing the knowledge and practical skills needed to identify workplace hazards, assess risks, investigate incidents and ensure compliance with health and safety legislation across various industries.

IMPORTANT STUDY REQUIREMENTS:

- **Workplace Experience:** Learners must be employed or have access to a suitable workplace to complete compulsory practical activities and workplace experience.
- **Compulsory Contact Sessions:** Learners must attend in-person classes once a month in Vredenburg, Western Cape

Admission requirements:

- Applicants must have an NQF Level 3 qualification or equivalent recognised qualification, subject to admission assessment.

Programme Modules:

By completing this qualification, learners will develop the skills to:

Register Now

- Identify workplace hazards and evaluate Occupational Health and Safety risks.
- Recommend appropriate risk management and safety controls.
- Conduct workplace inspections and monitor compliance with OHS standards.
- Investigate workplace incidents and accidents.
- Coordinate Occupational Health and Safety administration and record management.
- Compile OHS reports and maintain accurate workplace safety documentation.
- Support the implementation of workplace safety procedures and policies.
- Assist with the coordination of OHS representatives and workplace safety activities.



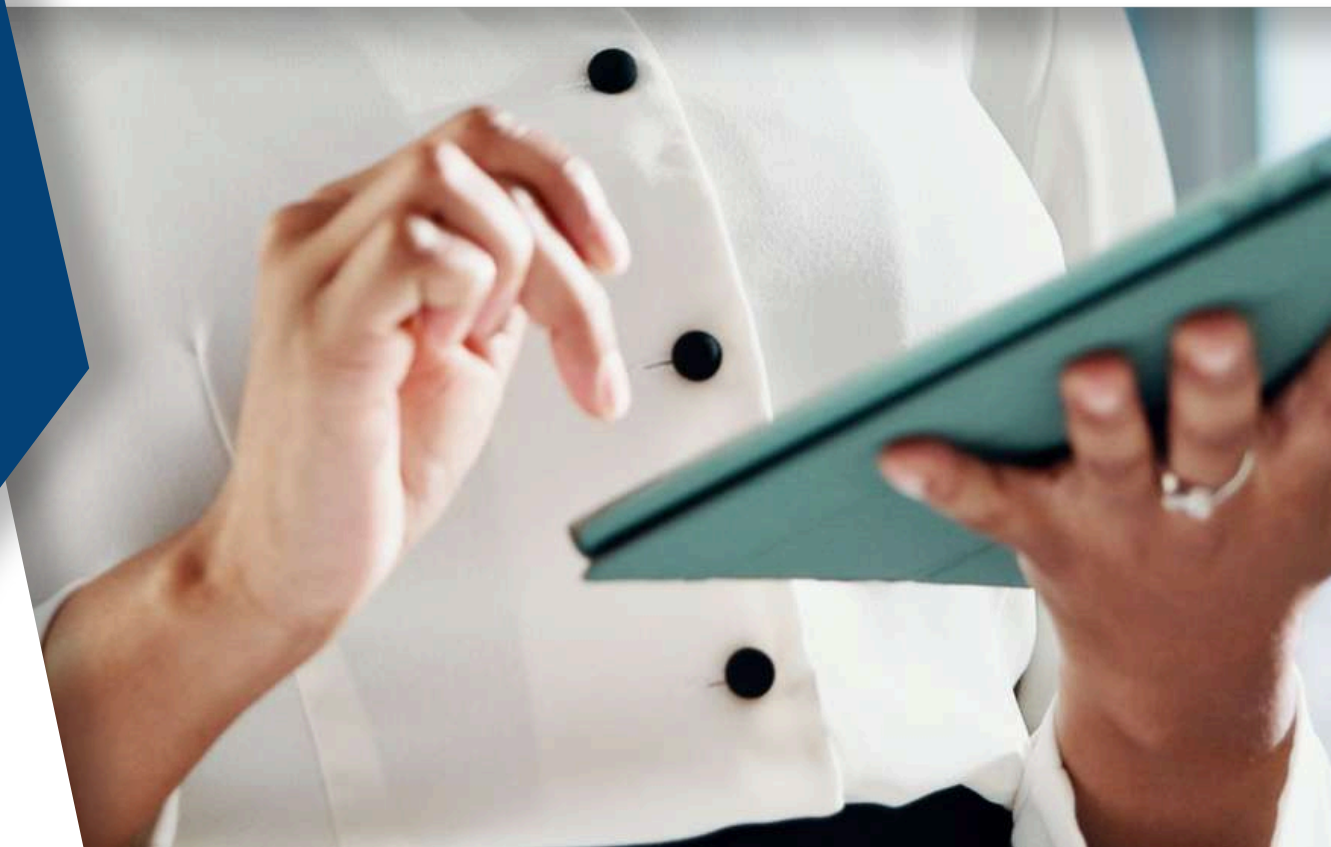
NEW

Coming Soon!

- Advanced Certificate: Business Project Management NQF6
- Advanced Diploma in Business Project Management NQF7
- Higher Certificate: Public Administration Management NQF5
- Advanced Certificate: Public Administration Management NQF6



Professional Development Short Courses



Business Leadership and Management

Professional Certificate

Develop practical leadership and management skills that can be applied immediately in the workplace. Learn how to lead teams, motivate employees, solve workplace challenges, improve performance, and make confident business decisions through flexible online study designed for aspiring and current leaders.

Duration:
3 months | 100% Online

Register Now

Business Leadership and Communication presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ SETA Accredited (44 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Personalised Learner Support
✓ Graduation Eligibility

Ideal For:

Aspiring managers, supervisors, team leaders, professionals, and organisations seeking to develop practical leadership and management skills that can be applied immediately in the workplace.

Key Learning Areas:

- Leadership Concepts
- Team Motivation and Development
- Performance Management
- Budgeting for Business
- Strategic Problem Solving and Decision Making

Share your achievement directly to LinkedIn with one click.

Labour Relations

Professional Certificate

Labour disputes and compliance mistakes can be costly. This programme equips managers, supervisors and business owners with practical skills to manage employees fairly, reduce risk and handle workplace challenges with confidence.

P

Phillip

1 review | Active since Apr 2026

★★★★★ 23 Apr 2026 at 12:38

hellopeter

"As someone who has dealt with Corporate Management and HR issues, **there was a lot of to-the-point and in-depth scenarios.** A lot has changed since I last updated on Labour issues, and I want to extend my thanks and gratitude to the professional way the course was presented."

Duration:

3 months | 100% Online

Register Now

Share your achievement directly to LinkedIn with one click.

Ideal For:

Business owners, managers, supervisors, HR practitioners, team leaders and professionals responsible for employee management, workplace discipline, performance management and labour law compliance.

✓ Aligned to Selected SAQA Unit Standards
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Graduation Eligibility
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Key Learning Areas:

- Managing Misconduct and Discipline
- Performance and Incapacity Management
- Absenteeism and Sick Leave Management
- Employment Contracts and Compliance
- Workplace Conflict Resolution
- Labour Law Risk Reduction

Office Administration

Professional Certificate

Develop the practical administrative skills needed to support the smooth operation of a modern office. Learn professional communication, record management, office technology, workplace organisation, and administrative best practices through flexible online study designed for today's workplace.

Duration:
3 months | 100% Online

Register Now

Office Assistant/ Administration presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ SETA Accredited (13 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Personalised Learner Support
✓ Graduation Eligibility

Ideal For:

Ideal for anyone who wants to learn the skills needed to excel in an administrative role, or improve their current skills and knowledge to become the top class office administrator that employers want.

Key Learning Areas:

- Time Management
- Professional Conduct and Workplace Ethics
- Record Keeping and Information Management
- Professional Business Writing
- Telephone Etiquette and Communication
- Office Computer Skills and Administration System

Share your achievement directly to LinkedIn with one click.

Business Communication

Professional Certificate

Many workplace conflicts, customer service complaints and misunderstandings can be traced back to poor communication. This programme equips professionals with practical communication skills to communicate clearly, write professionally, build stronger workplace relationships, and leverage AI tools effectively in today's workplace.

Duration:
3 months | 100% Online

Register Now

Business Communication presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ No Examinations
✓ QR Code Verification
✓ Graduation Eligibility
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential
✓ OPSA Endorsed (5 CPD Points)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ Practical AI-Assisted Business Communication Skills

Ideal For:

Professionals, administrators, supervisors, team leaders, customer-facing employees, and individuals seeking to improve workplace communication, business writing, presentation skills and professional confidence.

Key Learning Areas:

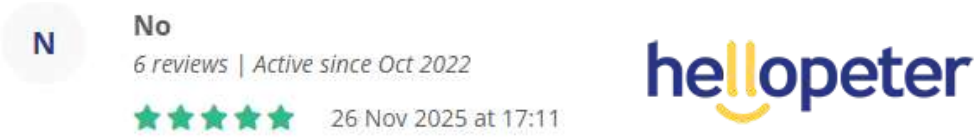
- Professional Business Writing
- Effective Workplace Communication
- Presentation and Listening Skills
- Report Writing and Digital Communication
- Conflict and Communication Management
- AI Tools for Professional Writing and Communication

Share your achievement directly to LinkedIn with one click.

Conflict Resolution

Professional Certificate

Workplace conflict can negatively impact teamwork, morale and productivity. This programme equips professionals with practical conflict resolution skills to manage difficult situations confidently, improve communication, and build stronger workplace relationships.



"This institution provides an excellent learning environment with truly supportive and knowledgeable instructors. Their commitment to student success is outstanding. If you need a reliable place to study, this is the best choice. No need to look further!."

Duration:

3 months | 100% Online

Register Now

Share your achievement directly to LinkedIn with one click.

Ideal For:

Professionals at all levels seeking to improve communication, manage conflict effectively, strengthen workplace relationships, and contribute to a more productive working environment.

✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Graduation Eligibility
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Key Learning Areas:

- Understanding Workplace Conflict
- Effective Communication Techniques
- Managing Difficult Conversations
- Conflict Resolution Strategies
- Negotiation and Problem Solving
- Building Positive Workplace Relationships

Supply Chain Management

Professional Certificate

An efficient supply chain can reduce costs, improve customer satisfaction, and support business growth. This programme equips professionals with practical supply chain management skills to optimise procurement, inventory, logistics, and operational efficiency.

Duration:
3 months | 100% Online

Register Now

Supply Chain Management presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ SETA Accredited (15 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Personalised Learner Support
✓ Graduation Eligibility

Ideal For:

Procurement professionals, supply chain personnel, warehouse staff, operations administrators, supervisors, business owners, and individuals seeking to strengthen their understanding of modern supply chain operations.

Key Learning Areas:

- Procurement and Supplier Management
- Inventory Planning and Control
- Logistics and Distribution Management
- Warehousing and Stock Management
- Supply Chain Performance and Efficiency
- Customer-Centric Supply Chain Strategies

Share your achievement directly to LinkedIn with one click.

These topics consistently appear as the core pillars of modern supply chain management programmes.

Customer Service

Professional Certificate

It costs far less to retain an existing customer than to acquire a new one. Positive customer experiences encourage repeat business, referrals and customer loyalty. This programme equips professionals with practical skills to deliver exceptional customer experiences, resolve customer concerns effectively, and build lasting customer relationships.

Duration:
3 months | 100% Online

Register Now

Customer Service presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ SETA Accredited (5 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard Algined
✓ Personalised Learner Support
✓ Graduation Eligibility

Ideal For:

Customer service representatives, receptionists, administrators, sales professionals, support staff, retail employees, and individuals seeking to improve customer interactions and service delivery skills.

Key Learning Areas:

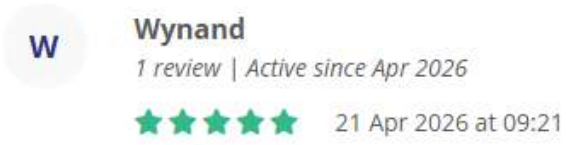
- Customer Service Excellence
- Effective Customer Communication
- Problem Solving and Complaint Resolution
- Internal and External Customer Service
- Measuring Customer Satisfaction
- Building Customer Loyalty and Trust

Share your achievement directly to LinkedIn with one click.

Customer Service Leadership and Management

Executive Certificate

Customer service can directly influence customer loyalty, reputation and business growth. This programme equips current and aspiring leaders with practical skills to lead customer service teams, improve service performance, strengthen customer relationships, and drive a customer-focused culture.



"I highly recommend IBM to any professional looking to expand their skill set through a structured and well-managed educational environment."

Duration:
3 months | 100% Online

Register Now

Share your achievement directly to LinkedIn with one click.

Ideal For:

Customer service managers, team leaders, supervisors, business owners, operations managers, and professionals responsible for customer experience, service delivery, and customer retention.

✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Graduation Eligibility
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Key Learning Areas:

- Customer Service Leadership and Management
- Developing Customer Service Strategies
- Customer Engagement and Relationship Building
- Customer Support and Retention
- Leading and Empowering Customer Service Teams
- Measuring and Improving Service Performance

Human Resource Management
Professional Certificate

How do organisations attract, develop, motivate and retain high-performing employees? This programme equips professionals with practical human resource management skills to effectively manage people, support workforce development, and contribute to organisational success.

Duration:
3 months | 100% Online

Register Now

Human Resource Management presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ SETA Accredited (55 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Personalised Learner Support
✓ Graduation Eligibilty

Ideal For:

HR practitioners, administrators, managers, supervisors, team leaders, business owners, and professionals responsible for employee management, workforce development and organisational performance.

Key Learning Areas:

- Recruitment and Selection
- Employee Development and Training
- Performance Management
- Employee Relations
- Workforce Planning
- Strategic Human Resource Management

Share your achievement directly to LinkedIn with one click.

Project Management

Professional Certificate

How do organisations successfully deliver projects on time, within budget, and according to expectations? This programme equips professionals with practical project management skills to plan, coordinate, monitor and deliver projects effectively while managing risk and stakeholder expectations.

Duration:
3 months | 100% Online

Register Now

Project Management presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ SETA Accredited (7 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Personalised Learner Support
✓ Graduation Eligibility

Ideal For:

Project coordinators, supervisors, team leaders, administrators, aspiring project managers, business owners, and professionals involved in planning, coordinating or delivering projects.

Key Learning Areas:

- Fundamentals of Project Management
- Project Planning and Scheduling Techniques
- Budgeting, Risk, Planning and Execution and Control
- Project Teams
- AI for Project Management

Share your achievement directly to LinkedIn with one click.

Business Accounting Principles
Professional Certificate

How do businesses make informed financial decisions and maintain long-term profitability? This programme equips professionals with practical accounting skills to understand financial information, manage budgets, interpret financial reports, and support sound business decision-making.

Duration:
3 months | 100% Online

Register Now

Business Accounting Principles presented by the Institute of Business Management (IBM) is endorsed by the Association for Office Professionals of South Africa (SAQA ID: 1027)
www.opsa.org.za

✓ OPSA Endorsed (5 CPD Points)
✓ Practical Financial Decision-Making Skills
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Graduation Eligibility
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Ideal For:

Business owners, managers, administrators, aspiring accountants, entrepreneurs, and professionals seeking to strengthen their understanding of business finances and financial decision-making.

Key Learning Areas:

- Accounting Principles and Concepts
- Budgeting and Financial Planning
- Financial Statements and Reporting
- Cash Flow Management
- Business Financial Analysis
- Financial Decision-Making

Share your achievement directly to LinkedIn with one click.

Microsoft Project

Professional Certificate

How do project managers effectively plan, schedule and monitor complex projects? This programme equips professionals with practical Microsoft Project skills to create project schedules, allocate resources, track progress, and improve project delivery through one of the world's most widely used project management tools.



"The institute's commitment to student success is outstanding. Everyone is dedicated to ensuring students receive the best possible education and guidance."

Duration:

2 - 4 weeks | 100% Online

Register Now

Share your achievement directly to LinkedIn with one click.

Ideal For:

Project managers, project coordinators, supervisors, team leaders, planners, administrators, and professionals responsible for planning, scheduling or monitoring projects.

✓ Practical Microsoft Project Software Skills
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Graduation Eligibility
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Key Learning Areas:

- Creating and Managing Project Schedules
- Resource Allocation and Workload Planning
- Project Tracking and Progress Monitoring
- Budgeting and Cost Management
- Reporting and Project Performance Analysis
- Microsoft Project Tools and Features

Health, Safety and Risk Management
Professional Certificate

How do organisations create safer workplaces while reducing risk and maintaining compliance? This programme equips professionals with practical health, safety and risk management skills to identify hazards, reduce workplace risks, and contribute to a safer working environment.

Duration:
3 months | 100% Online

Register Now

Earn **10 CPD points** awarded by the **South African Institute for Occupational Safety and Health**

✓ SAIOSH Endorsed (10 CPD Points)
✓ SETA Accredited (10 Credits)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Personalised Learner Support
✓ Graduation Eligbility

Ideal For:

Managers, supervisors, team leaders, safety representatives, HR practitioners, business owners, and professionals responsible for workplace safety, compliance, and risk management.

Key Learning Areas:

- Health and Safety Legislation and Compliance
- Risk Assessment and Hazard Identification
- Workplace Health and Safety Management
- Disaster Risk Analysis and Response
- Security Threat Assessments
- Emergency Planning and Risk Reduction

Share your achievement directly to LinkedIn with one click.

OHS Representative (High Risk Areas)
Professional Certificate

Our OHS Representative in High-Risk Areas Course provides intermediate-level Occupational Health and Safety (OHS) training for individuals responsible for promoting workplace safety in high-risk environments.

Duration:
3 months | 100% Online

Register Now

Share your achievement directly to LinkedIn with one click.

✓ SAIOSH Endorsed (5 CPD Points)
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ Personalised Learner Support
✓ Graduation Eligbility

Ideal For:

Ideal for aspiring and appointed OHS Representatives, working professionals, and individuals seeking to enhance or refresh their workplace health and safety skills.

Key Learning Areas:

- Understanding the OHS Representative Role (KM)
- Hazard Identification, Risk Analysis, Review of OHS Measures and Incident Investigation (KM)
- Executing the Functions of an OHS Representative in a High-Risk Work Area (PM)

Saiosh

Earn **5 CPD points** awarded by the **South African Institute for Occupational Safety and Health**

OHS Compliance Officer (Intermediate)
Professional Certificate

Effective Occupational Health and Safety (OHS) practices are essential for protecting employees, reducing workplace risks and supporting compliance with health and safety requirements.

Duration:
3 months | 100% Online

Register Now

Saiosh

Earn **5 CPD points** awarded by the **South African Institute for Occupational Safety and Health**

✓ SAIOSH Endorsed (5 CPD Points)
✓✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ SAQA Unit Standard-Aligned
✓ Graduation Eligbility

Ideal For:

Ideal for OHS Representatives, safety officers, supervisors, managers and professionals responsible for workplace health and safety who want to strengthen their practical OHS knowledge and compliance skills.

Key Learning Areas:

- Understand the roles, responsibilities and limitations of an OHS Representative.
- Identify workplace hazards and analyse occupational health and safety risks.
- Review existing safety measures and identify opportunities for improvement.
- Support workplace incident investigations and safety reporting.
- Apply OHS Representative functions through practical workplace scenarios.

Share your achievement directly to LinkedIn with one click.

Workplace Ethics

Professional Certificate

Ethical workplace practices are essential to building trust, accountability, professionalism and a positive organisational culture. The course provides practical guidance on ethical decision-making, ethical leadership, workplace conduct and the role HR and L&D practitioners play in creating and sustaining an ethical organisational culture.

This course is aligned with the South African Board for People Practices (SABPP) Continuing Professional Development (CPD) requirements and corresponds to 2 CPD credits.

Duration:
2 hours| 100% Online

Register Now

CPD Accredited by:

SABPP™
SA BOARD FOR PEOPLE PRACTICES
Setting HR standards

Share your achievement directly to LinkedIn with one click.

✓ SABPP-Accredited
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Ideal For:

HR and L&D practitioners, employees, and organisations seeking practical, up-to-date training in workplace ethics and ethical conduct.

Key Learning Areas:

- Module 1: Introduction to Workplace Ethics
- Module 2: Building an Ethical Workplace Culture
- Module 3: Ethical Decision-Making in Practice
- Module 4: Managing Ethics in the Workplace
- Module 5: Professional Ethics & SABPP Competencies.

Practical AI for HR Professionals
Professional Certificate

Artificial Intelligence (AI) is transforming Human Resources, creating exciting opportunities to work smarter, streamline HR processes and improve workplace efficiency.

IBM College's Practical AI for HR Professionals Course explores how HR professionals can apply AI tools in everyday tasks, from reducing administrative workloads to supporting informed decision-making and enhancing the employee experience.

Duration:
4 hours | 100% Online

Register Now

CPD Accredited by:

SABPP™
SA BOARD FOR PEOPLE PRACTICES
Setting HR standards

Earn **4 CPD points** awarded by the **South African Board for People Practices (SABPP)**

✓ SABBP Endorsed (4 CPD Points)
✓ Verifiable Digital Certificate
✓ No Examinations
✓ Personalised Learner Support

Ideal For:

Ideal for HR and Learning & Development professionals, managers, team leaders and anyone looking to use AI to improve workplace efficiency, enhance HR processes and develop future-ready professional skills.

Key Learning Areas:

- Unit 1: AI Foundations for HR Professionals
- Unit 2: AI Across the Employee Lifecycle
- Unit 3: Learning, Workforce Planning and People Analytics
- Unit 4: AI in Professional HR Practice

Share your achievement directly to LinkedIn with one click.

Managing Employee Discipline (in Remote & Hybrid Workplaces)

Professional Certificate

Managing employee discipline in remote and hybrid workplaces requires a clear understanding of fair disciplinary procedures, effective communication and consistent workplace policies.

Duration:

2 hours | 100% Online

Register Now

Share your achievement directly to LinkedIn with one click.

✓ SABBP Endorsed (2 CPD Points)
✓ Verifiable Digital Certificate
✓ No Examinations
✓ Personalised Learner Support

Ideal For:

Ideal for HR and Learning & Development professionals, managers, supervisors, team leaders and anyone responsible for managing employee conduct and disciplinary procedures in remote or hybrid workplaces.

Key Learning Areas:

- Unit 1: What Is Procedural Fairness?
- Unit 2: Which Format Should Be Selected?
- Unit 3: What Safeguards Are Required?
- Unit 4: How Should a Chairperson Rule?
- Unit 5: How Should a Finding Be Drafted?

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Managing Mental Health in the Workplace

Professional Certificate

Our Managing Mental Health in the Workplace Course equips professionals with practical knowledge to recognise mental health challenges, support employee wellbeing and contribute to healthier, more supportive working environments.

Duration:
2 hours| 100% Online

Register Now

CPD Accredited by:

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Share your achievement directly to LinkedIn with one click.

Key Learning Areas:

- **Unit 1:** The Remote and Hybrid Well-being Paradox
- **Unit 2:** Recognising When an Employee or Team Is Not Okay
- **Unit 3:** First Response – Mitigate Impacts Before Causes
- **Unit 4:** Conducting a Workload, Meeting, Screen Time and Boundary Audit
- **Unit 5:** Building Trust, Psychological Safety, Fairness and Engagement in Hybrid Teams
- **Unit 6:** Escalation, Referral Pathways and Responding to Serious Concerns
- **Unit 7:** Organisational Interventions and Building the Business Case for Well-being
- **Unit 8:** Measuring Well-being, Burnout Risk and Intervention Success
- **Unit 9:** Developing a 30-60-90 Day Action Plan – Well-being Action Plan

✓ SABPP-Accredited
✓ Verifiable Digital Certificate
✓ Optional Embossed Hard Copy Certificate
✓ No Examinations
✓ QR Code Verification
✓ Personalised Learner Support
✓ LinkedIn Shareable Credential

Ideal For:

Ideal for HR and Learning & Development professionals, managers, team leaders, and anyone looking to promote mental health and well-being in the workplace while earning SABPP CPD points.



Workforce Development Solutions



Practical Training Solutions for Employers

Whether you are looking to upskill a small team or develop an entire workforce, IBM College offers flexible workforce development solutions designed around your organisation's needs. Our dedicated team provides **personalised support** throughout the training journey, helping employees stay engaged and progress towards successful completion.

Enquire Now

- Monthly Progress Reports.
- Dedicated follow ups and check-ins.
- Verifiable Digital Certification.

> From enrollment to completion, the college provided **exceptional and timeous service.** Every query was handled quickly and professionally, and the support team was always friendly and efficient, highly recommended institute.

Trusted by Leading Organisations

From municipalities and government departments to private sector organisations, employers across South Africa have trusted IBM College to support the development of their workforce.

TRANSNET
STEWARTS & LLOYDS
GAUTENG PROVINCE HUMAN SETTLEMENTS REPUBLIC OF SOUTH AFRICA
SERIOPLAST
INDABA HOSPITALITY GROUP
AR JONES ENGINEERING
50 Years of Experience POWER LINE AFRICA

Training Areas Include

- Leadership and Management
- Human Resource Management
- Labour Relations
- Customer Service
- Business Communication
- Project Management
- Conflict Resolution
- Office Administration
- Business Accounting Principles
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Ethics and Governance

Need something more specific?

We understand that every organisation has unique training requirements. Depending on your group size and development objectives, IBM College may be able to provide customised training solutions tailored to your workforce needs.

At IBM College, we believe dedicated human support should be the standard, not a favour. Our learners and corporate clients are supported by a team of real people who are available to answer questions, provide guidance, and assist throughout the training journey. If you are exploring workforce development opportunities for your organisation, we invite you to enquire below.

Enquire Now



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