



CENTRE FOR AFRICA CAPACITY  
BUILDING & DEVELOPMENT



## SKILLS DEVELOPMENT



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Centre for Africa Capacity Building and Development (CACBD) is an innovative management training company registered and accredited in South Africa. Our focus is skills development. We offer specific training and guidance, in reskilling and up-skilling work force, decision makers and policy implementers in all spheres of the economy (Government, Private sector, NGOs, and other developmental oriented institutions). We aspire to contribute to towards skills development in Africa and abroad through our highly interactive and practical approach towards training.

We strongly believe that poverty reduction in South Africa and Africa at large can only be achieved if there is skilled populace who can correctly implement policy which ultimately impacts on social and economic growth of economies. Our Value proposition is that for self-sustainability, African people must be empowered through exposure to contemporary global capacity building solutions through skills development which is customized for the South African and African environment underpinned by our application of current simplified methodologies in delivering our courses.

Our programs are dynamic in nature and they harness all the technological skills and application capabilities which are embedded in the majority of our modules. We offer a wide variety of courses and trust that you will be able to partner with us to deliver your most suitable training selection. By choosing CACBD, you have made the best investment for your organization and we guarantee you our unparalleled quality focused training. Together we will make this country a shining beacon of the world in the skills development side.





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**Collaboration with Centre for Africa Capacity Building & Development will enable your organization to:**

- Have access to our accredited training programs.
- Have access to our highly skilled and experienced personal
- Tap into our experience in Skills development
- Access our RPL Orientated Training and Development Framework
- Benefit from our working relationship and past experience in the skills development field.
- Enable beneficiaries to tap into our mentorship experience and knowledge.
- Benefit from our experience in consulting and skills transfer services
- Glean into our success pool of research and developmental programs on local and international level.



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## SKILLS DEVELOPMENT - A PRIORITY ELEMENT

### Our Vision

Our Vision is to be the champions in tangible capacity building and development in Africa.

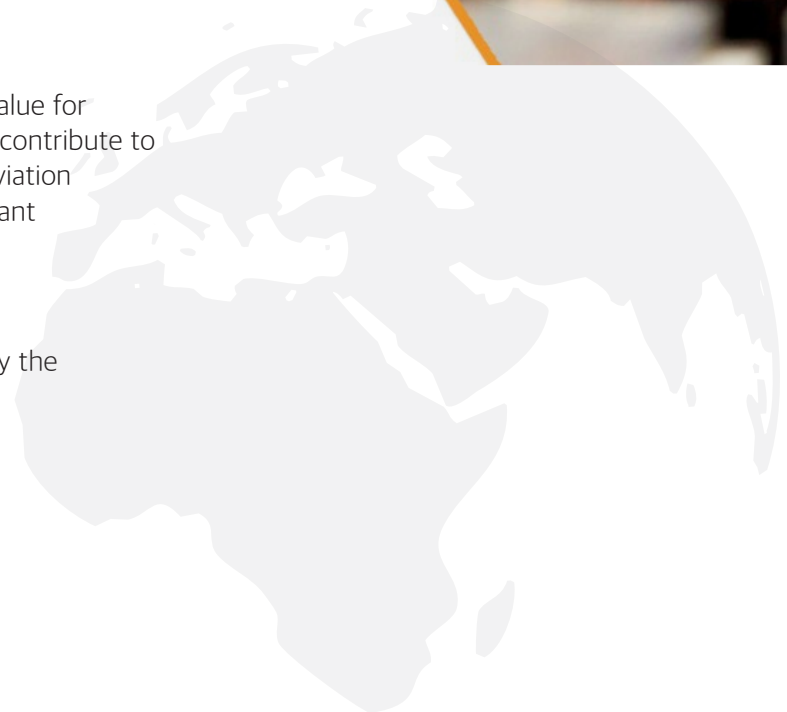
### Our Mission

To build and develop human capacity and unlock value for empowerment of people in organizations. So as to contribute to positive real growth in economies and poverty alleviation through tailor made practical, meaningful and relevant management training solutions.

### Our Values

To achieve our Vision and Mission, we are bound by the following values:

- Uncompromised quality
- Integrity
- Professionalism
- Flexibility and responsiveness
- Results oriented
- Accountability







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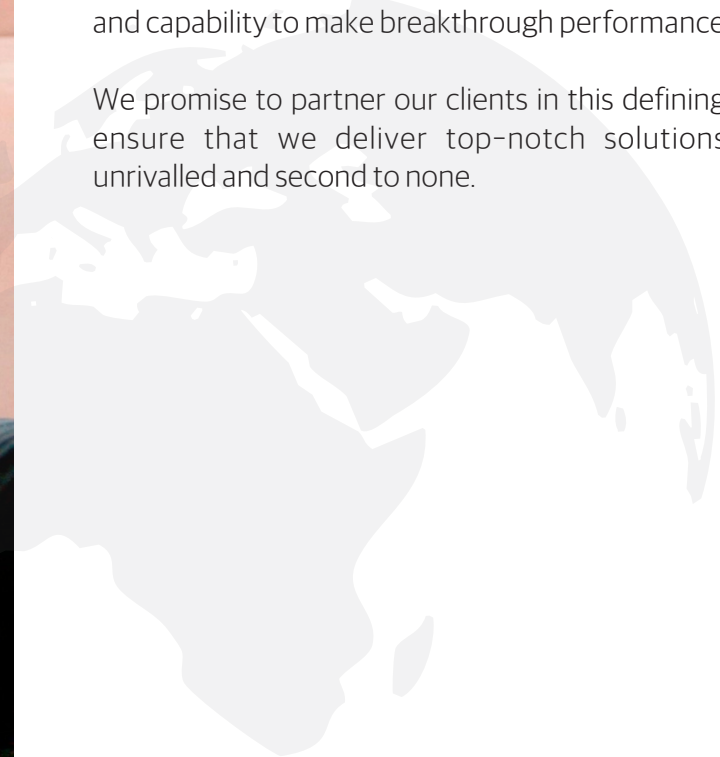
## Our Promise

In an increasingly competitive environment where your people are often the key differentiation, you need to think beyond the norm and continually raise the level of talent and skills in the organization.

CACBD provides learning and development solutions that help clients to become higher performing organizations.

Our ability to think beyond learning distinguishes our approach and capability to make breakthrough performance a reality.

We promise to partner our clients in this defining journey and ensure that we deliver top-notch solutions which are unrivalled and second to none.





## **Workshops and Professional Development**

The Centre for Africa Capacity Building and Development (CACBD) is known in South Africa and around the region for providing best-in-class professional development for organizations and companies.

CACBD offers regional workshops and collaborates with 22 workshop providers across the Africa. CACBD also hosts workshops and in-house training for companies and organizations implementing CACBD programs. We invite you to experience the CACBD difference.







REGISTRAR OF FINANCIAL INSTITUTIONS



OUR MAJOR CLIENTS





## **Our Training Venue**

### **Capetown - South Africa**

Cape Town is a modern, cosmopolitan city surrounded by nature. Centred around Table Mountain, one of the New 7 Wonders of the world, the Mother City is known for its beautiful beaches, stunning biodiversity, award-winning food and wine, and sheer variety of experiences on offer.







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## **(Gauteng) Pretoria & Johannesburg - South Africa**

Gauteng has a unique geography, offering a combination of natural beauty and mineral wealth. Situated on South Africa`s Highveld, a high-altitude grassy plateau, the province is home to the picturesque Magaliesberg and Witwatersberg mountain ranges.

The province is also the site of coal and diamond extraction operations, but it is best known for its gold deposits. The Witwatersrand ("ridge of white waters"), which runs through Gauteng - meaning "place of gold" in Sesotho - is famous for being the source of 40% of all the gold ever mined from the Earth.





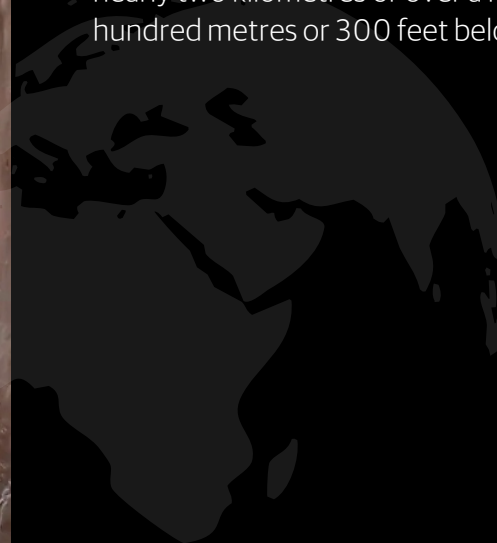


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## **Victoria Falls - Zimbabwe**

The Victoria Falls presents a spectacular sight of awe-inspiring beauty and grandeur on the Zambezi River, forming a natural border between Zambia and Zimbabwe. It was described by the Kololo tribe living in the area as 'Mosi-oa-Tunya' - 'The Smoke that Thunders' for the immense spray and incredible noise caused by the rushing water. Victoria Falls is now also known as the greatest curtain of falling water in the world when its width and height are combined.

Columns of spray can be seen from miles away as, at the height of the rainy season, more than five hundred million cubic metres (over 17 billion cubic feet) of water per minute plummet over the edge, over a width of nearly two kilometres or over a mile, into a gorge over a hundred metres or 300 feet below.



# TERMS & CONDITIONS



## • **TERMS AND CONDITIONS**

### **1. Booking**

- Bookings for courses can be made through the following 3 steps:
- Via our website / online bookings
- For online bookings, you may click the “Register/ Enroll ” button on the bottom of the course page, fill in the form and click “Submit”.
- Via call
- You may call us at +27 12 023 1904 and one of our Training Co-ordinator shall help you with your bookings.
- Via our website / online bookings
- You may send us an email with the following information at [info@cacbd.co.za](mailto:info@cacbd.co.za)
- Delegate’s Name
- Job Title
- Upon receipt of booking in order, enrolment on the respective training course will be confirmed by Registration Team with all necessary documentation

### • **2. Invoicing and Payment**

- Our fee includes the following according to the course format:
- In-Person Training Course
- Fee includes: Course presentation, relevant materials, physical & digital documentation, lunch, and refreshments served during entire training. \*Accommodation charges are not included in the course fees
- Course fees are payable upon booking unless a valid, authorized Purchase Order is provided and accepted
- Invoices will be sent via email/courier to the ID/name and address provided
- We prefer to have the fees payment in our account before the start of training course. However, if your company has a different payment policy, the same should inform us in advance
- The currency of fees is in US Dollars (USD). Payments can be made in USD by Bank Transfer or by Credit Card. Our Bank Account details will be provided on the Invoice

### • **3. Cancellation of Courses**

- It may be necessary for CACBD to amend or cancel any course, course times, instructors, dates or published fees due to unforeseen circumstances and we reserve the right for such changes
- Any amendments will be advised before the course start date and any bookings already paid in full will not be subject to increased fees

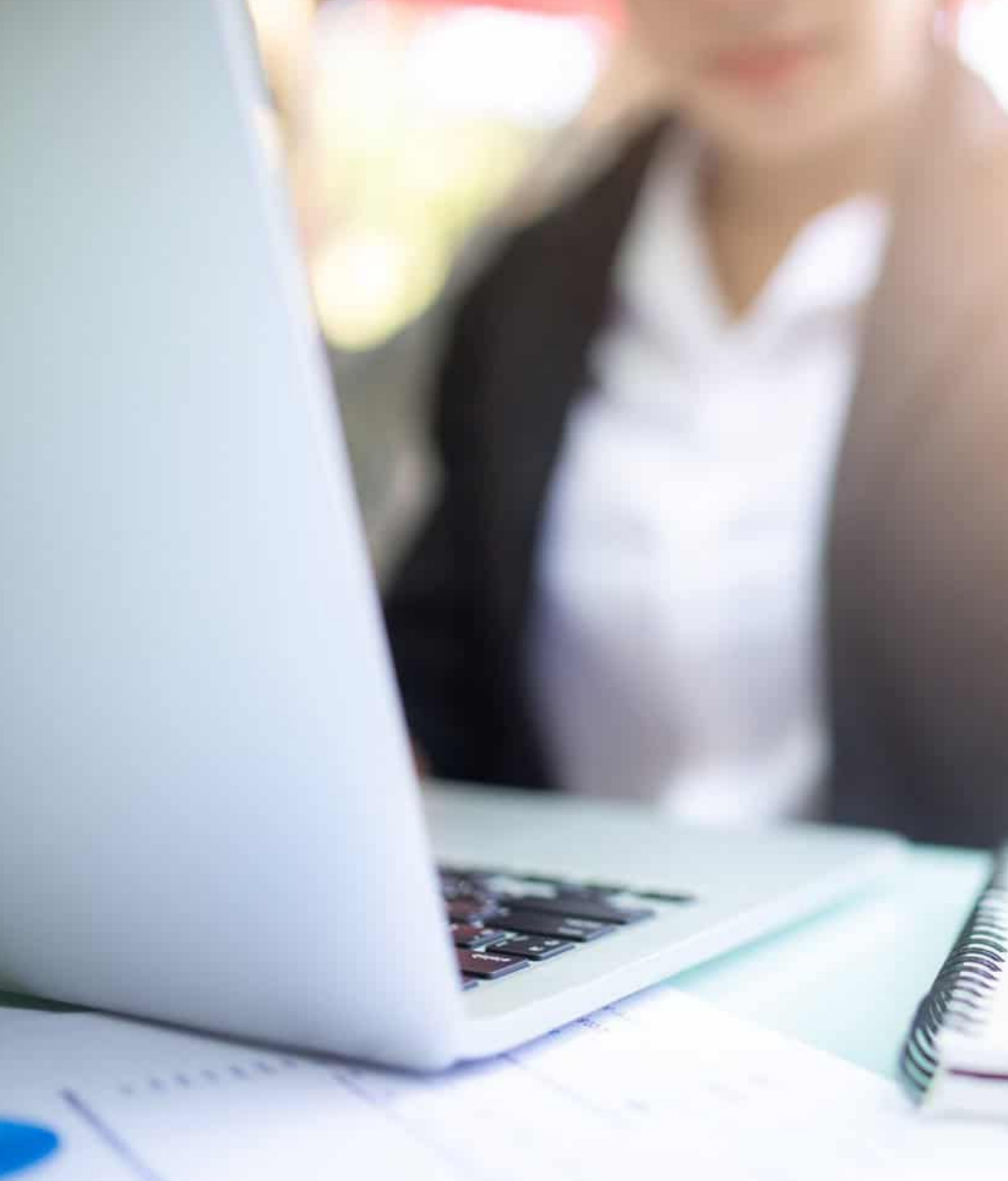
### • **4. Cancellation by Client**

- Once you have completed your booking, received your confirmation of enrolment and a dated payment Invoice, you are deemed to have a contract with CACBD. You reserve the right to cancel this contract given the below terms
- All cancellations must be received in writing at and [info@cacbd.co.za](mailto:info@cacbd.co.za) at least 21 days prior to the training
- After the cancellation period has expired, consideration may be given on a case-to-case basis, if a registered delegate nominates a substitute on the same course, shifts to next session of the course or moves to a new course
- For a cancellation request made on or before the statutory 21-day cancellation period, a credit note will be issued which can be used against future course fees
- A 25% administration fee (of the total course fee at the time of booking) will be charged for any cancellations made outside of the statutory cancellation period

### • **5. Attendance Certificate**

- The daily course schedule should be accurately followed to ensure undeterred implementation of our training
- All delegates, who participated in their course throughout, will receive the following:
- Certificate of Completion for In-Person trainings which will be awarded on the last training day after the course
- E-Certificate for online trainings which will be sent via email after the training.
- Please report any foreseeable absences to a CACBD representative or to your sponsors directly





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**Contact Details**

Head Office: South Africa  
Training Co-ordinator / Reservations:  
Ms Moment Matseba  
Cell: 071 917 8656 Tel: +27 12 023 1904  
E-mail: [info@cacbd.co.za](mailto:info@cacbd.co.za)

**Address**

411 - 4th Floor Hatfield Plaza,  
1122 Burnett Street,  
Pretoria, South Africa