

REACH

OFFICIAL BMT COLLEGE NEWSLETTER

April 2017

THOUGHT FOR THE MONTH

If you are tired, learn to rest,
not to quit." - Banksy

It seems that 2017 has started off as a whirlwind for many and judging by the amount of assignments we are receiving, everyone is working very hard to achieve their academic goals for this year.

With life moving so fast it is easy to get caught up in every day challenges and to forget that you need to take care of yourself, relax and occasionally take a brain break.

"The greatest gift that you can give
yourself is a little bit of your own attention."

Tips to unwind:

- Take a break from technology, including social media such as Facebook and Instagram.
- Set time aside to go for brisk walks, meditate or to do any exercise that you enjoy.
- Remember to eat well and drink enough water.
- Talk to someone if you feel overwhelmed.
- Do something fun or exciting or try something new.

Remember that you cannot pour from an empty cup and that in order to keep up the pace you need to make time to refuel. This month make a conscious decision to take care of yourself.

IMPORTANT DATES

31 March	Academic Council Meeting
21 April	Academic Council Meeting
28 April	College Recess
24 May	FISA DUE DATE
26 May	Academic Council Meeting
24 June	Graduation

Academic Council Meetings (ACM)

All documentation and payments related to the ACM review must reach the College at least 7 days before the scheduled ACM meeting.

28 April 2017 - College Recess

The College will be closed on the Friday after Freedom Day (27 April 2017).

24 May 2017 - FISA Due Date

Ensure that your final assignments are handed in on or before this date. Remember, board exams for all the NQF 4 and NQF 5 qualifications will be mandatory from November 2017.

24 June 2017

Due to numerous requests the date for Graduation 2017 has changed to **24 June 2017**.

Bookings close on 16 June 2017.

Queries can be forwarded to
graduation@bmtcollege.edu.za

TOP ACHIEVERS: February 2017

It always seems impossible
until it is done. - Nelson Mandela.



FULL QUALIFICATIONS:

Human Resources

Management Diploma (NQF 6)

FIRST YEAR

- Madelein Stoman
- Hilary Swartboo
- Magrietha J. Van Zyl

SECOND YEAR

- Masilo L. Modiba
- Safiza G. Muhammad
- Event Ndlovu

THIRD YEAR

- Nompi A. Mangweni
- Natalie L. Nieuwoudt
- Phanuel D. Sambo

Business Management Diploma (NQF 6)

FIRST YEAR

- Mzuwakhe D. Xaba
- Sanjeev Singh
- Frans Cilliers

SECOND YEAR

- Pius Kandjeke
- Johannes D. Buckle
- Anna M. Mkhathswa
- Shamley Titus

THIRD YEAR

- Busisiwe Nhlapo
- Waseem Louw
- Gavin Williamson

Human Resources

Management Diploma (NQF 5)

- Mogadi P. Sekgobela
- Gale R. Mphahlele
- Isaac T. Melane
- Hazel M. Nzama

National Diploma

Productivity (NQF 5)

- Nerrissa Mashabela
- Beverly Kaposiao
- Innocentia Sibeko
- Faith F. Mokone

Generic Management (NQF 5)

- David Muller
- Mvula H. Nhlapo
- Thabang Makhonya

FET CERTIFICATE -

Human Resources Management (NQF 4)

- Mbongiseni S. Phakathi
- Patricia Antonio

FET CERTIFICATE -

Business Administration Services (NQF 4)

- Roberta M. Gradidge
- Colleen Spence
- Anna T. Nangolo

SHORT COURSES

ADVANCED

SCB Project Management (NQF 5)

- Marthinus Potgieter
- Inamandla N. Masikane
- Jacobus S. Van Beest Van Andel

ADVANCED

SCB Office Manager (NQF 5)

- Nicky Van den Heever

ADVANCED

SCB Supervisor (NQF 5)

- Katlego S. Matjila
- Bolokang A. Panana

SCB Labour Relations:

Disciplinary Procedures (NQF 5)

- Hayden Koch

SCB Leadership (NQF 5)

- Kwezi Ntlabati

SCB Logistics and Supply Chain Management (NQF 5)

- Marshall Lukhele

SCB Marketing Management (NQF 5)

- Sibongile Sibiya

SCB Project Management (NQF 5)

- Henry Adams

SCB Customer Relations Management (NQF 4)

- Kefiloe Z. Morand

SCB Financial Management (NQF 4)

- Flout Nyathi

SCB Health and Safety (NQF 4)

- Elmon Mabunda

All our short courses are **credit bearing** and proudly offered through our accreditation with the South African Board for People Practices (SABPP)

INTRODUCING



Workshop | Training | Seminars

BMT College Corporate Training

Send an email to info@bmtcollege.edu.za or call 011 708 0159 to discuss your specific company training needs.

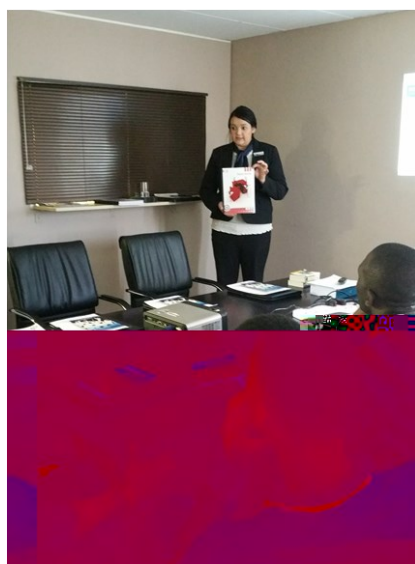
All BMT College workshops are **accredited** and delegates receive a certificate of competence upon completion of a portfolio.

“Professional”

“Relevant”

“Superb Material”

- Effective Report Writing
- Developing Administrative Procedures
- Diversity Management
- Personal Effectiveness
- Risk Management
- Organisational Training and Development



Workshops are developed around organisational procedures and policies.

If you require specific training not listed here, please contact us to enquire.

