



The Services Sector Education
and Training Authority
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02nd December 2009

**Attention: Lindy Bobrow
Biz Tech Training (Pty) Ltd**

**Fax No: 0861 329 249
E-mail: lindy@biztech.co.za**

Dear Lindy Bobrow

Confirmation of Recorded status for Biz Tech Training (Pty) Ltd

This serves as confirmation that the Services SETA has awarded **Biz Tech Training (Pty) Ltd** Recorded status (REC 313) until **31st December 2010**, as a Provider for the delivery of the following learning programmes: See attached list

Recorded status is the status attained after SETQAA has found that a Provider of education and training has the potential and capability to deliver quality education and training in line with the minimum criteria specified by SAQA.

CONDITIONS

1. Please note that Recorded Providers **MAY NOT** use the Services SETA logo.

Finally the Services SETA wishes to congratulate Biz Tech Training (Pty) Ltd on this achievement and is looking forward to a long association.

Should you require any further information do not hesitate to contact the Services SETA.

Yours sincerely

Palesa Cele
ETQA Officer: Gauteng
Tel No.: 011 276 9600
Fax No.: 011 276 9769
E-mail: palesac@serviceseta.org.za
20 Eton Rd, Parktown North, JHB

A Winning Team: You and your Manager
Becoming the Best Customer Service Professional
Becoming the Best Team Secretary/Administrator
Becoming the Most Successful Salesperson
Business Writing: The Unwritten Rules
Contact Centre / Call Centre Service Excellence
Create and Deliver Dynamic Business Presentations
Finance 101 for PAs and Administrators
Graphs, Statistics and Numerical Reporting for PAs and Administrators
Great Organisational Skills: Organise yourself to Success!
Key Elements of Successful Newsletters
Let's Talk Business: Verbal Communication for the Business World
Managing Your Image & Business Etiquette
Mastering Confidence, Influence & Assertiveness
Mastering Minutes and Meeting Protocol
Mastering Time Management & Self Management: Become a High Achiever
Mastering Wealth Creation and Dealing with Debt
Masterminding the Perfect Business Function or Event
National Credit Act
Practical Project Management for PAs & Administrators
Practical Skills for Office Managers/Team Leaders
Professional Problem Solving Techniques: Overcome any Workplace Challenge

Professional Switchboard, Reception and Frontline Skills
Stand-Out Presentation Preparation Skills for PAs
The Complete PA: Step Up & Stand Out
The PA MBA
The Secrets of Debt Collection Success
The Total Team Leader
Time Management: Beat work overload and achieve more
Trouble-free Travel Planning for PA's
Winning Ways: Persuade, Influence and Negotiate
Word that Works: Create Professional Business Documents and Templates