



EMPOWERING IN EDUCATION



Our Affiliates



BCH GROUP
Business Compliance Holdings Group (PTY) Ltd.

"COMPLIANCE OUR BUSINESS"



About Us



We are a proudly level 2 BBBEE training service provider, established to provide recognised qualifications, accredited training (utilising individual unit standards to final qualifications) as well as offering short courses, essential skills, computer training, and specific industry requirements for all potentially new and current adult learners in South Africa.

OUR VISION

To become a recognised and respected solution provider in Training and Development in South Africa. Sharing our knowledge to assist all learners to attain final qualifications and ensure skills development in South Africa.



MISSION

We strive to provide quality training that will improve the quality and lives of current and prospective staff/learners in targeted sectors.

OBJECTIVES

To get learners to discover their inner potential, and lead the industry through service differentiation using excellent facilitation in top-quality training at all times.

VALUES

Excellence; Passion; Integrity;
Confidentiality & Non-Discriminatory.

ONLINE LEARNING

The future of learning is here with IAcademy, our online learning management system which affords you to conclude courses at your own time, place, and leisure all online!

Certificates are downloadable on successful completion of the specific course concluded. IAcademy optimizes both business training needs & your individual career goals and objectives. Please also take advantage of the free added value courses for your perusal too.

SHORT COURSES

Short course provisioning is one of the most dynamic features of the emerging education and training system of South Africa.

This kind of provisioning is particularly associated with “just in time” and “just enough” learning to meet a specific need in workplace environments.

Therefore, it is considered a viable and common method for optimal workplace functioning in all contexts and greatly facilitates access to learning in a manageable manner in terms of cost, time, energy and resources, for both the employer and employee.

“IAcademy” has developed top-quality courses online, this site is updated on a regular basis offering new relevant South African courses. Accredited training.



We Offer Various Courses



COMPUTER TRAINING

- MS OFFICE EXCEL – ESSENTIALS & INTERMEDIATE
- MS POWERPOINT– ESSENTIALS & INTERMEDIATE
- MS OFFICE WORD – ESSENTIALS & INTERMEDIATE
- OUTLOOK ESSENTIALS AND EMAIL ETIQUETTE

BUSINESS MANAGEMENT SYSTEMS (ISO)

- ISO 9001:2015 QUALITY MANAGEMENT SYSTEM.
- ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM.
- ISO 45001:2018- OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM.
- ISO 31000:2018 RISK MANAGEMENT SYSTEMS
- ISO 37008 INTERNAL INVESTIGATIONS OF ORGANISATIONS
- PAIA & POPIA MANAGEMENT SYSTEM INCLUDES IMPLEMENTATION AND TRAINING

OCCUPATIONAL HEALTH & SAFETY TRAINING

- FIRST AIDERS
- OHS REP
- EVACUATION LEADERS
- FIRE FIGHTING TECHNIQUES
- HAZARDOUS SUBSTANCES
- HIRA
- RACKING AND STACKING

ORGANISED RETAIL CRIME

- RETAIL INVESTIGATION TRAINING
- SHRINKAGE WORKSHOPS





ESSENTIAL SKILLS/CORPORATE TRAINING

- ADMINISTRATIVE SUPPORT
- ADVERTISING SALES TRAINING
- ANGER MANAGEMENT
- ASSERTIVENESS, ETIQUETTE AND POWER DRESSING/ATTIRE
- BODY LANGUAGE BASICS
- BUSINESS AND OFFICE ADMINISTRATION
- BUSINESS WRITING SKILLS
- CALL CENTRE MANAGEMENT
- CRISIS MANAGEMENT
- CRITICAL THINKING
- DIGITAL MARKETING (FB, CANVA, INSTAGRAM, LINKEDIN AND ANALYTICS)
- EMOTIONAL INTELLIGENCE
- EMPLOYMENT EQUITY AND SKILLS DEVELOPMENT
- EXECUTIVE AND PERSONAL ASSISTANTS
- GENERIC SALES TRAINING
- GOAL SETTING AND ACHIEVEMENTS
- HIGH-PERFORMANCE TEAMS
- HUMAN RESOURCE MANAGEMENT
- LEADERSHIP AND INFLUENCE
- MANAGING PERSONAL FINANCE
- MARKETING BASICS
- MEDIA AND PUBLIC RELATIONS
- MIDDLE MANAGEMENT
- MULTI-LEVEL MARKETING
- NEGOTIATING SKILLS
- PERFORMANCE MANAGEMENT
- PRESENTATION SKILLS AND PROPOSAL WRITING
- RISK ASSESSMENT AND MANAGEMENT
- SAGE
- SALES TRAINING AND MOTIVATION
- SOCIAL MEDIA AND MARKETING
- STRESS MANAGEMENT
- TELEPHONE ETIQUETTE
- TIME MANAGEMENT

REAL ESTATE SHORT COURSES



- ASSISTING WITH BOND APPLICATIONS
- BUILDING YOUR DATABASE AND KEEPING IT UPDATED
- CANVASING FOR LISTINGS
- COLD CALLING SCRIPTS
- CONCLUDE COMPARATIVE MARKETING ANALYSIS
- CPD POINTS
- EXCLUSIVE MANDATES
- HANDLING OBJECTIONS
- TIME MANAGEMENT TIPS FOR NEW REAL ESTATE AGENTS
- SHOW HOUSES
- EXPECTATIONS OF AN AGENT
- EXPLANATION OF THE MARKET
- FARMING MATRIX AREA
- FICA TRAINING, AND MONEY LAUNDERING
- HANDLING RENTALS (5 SESSIONS)
- IMPORTANCE OF ADVERTISING
- INTRODUCTION TO REAL ESTATE
- LISTING A PROPERTY
- POPIA AND
- PAIA IN THE REAL ESTATE SECTOR
- PPRA ACT AND CODE OF CONDUCT
- PREQUALIFYING BUYERS
- PROFESSIONAL DESIGNATION EXAM (PDE 4 & 5) PREPARATION
- PROSPECTION AND LEAD GENERATION
- REJECTION-PROOF SELLING IN CHALLENGING TIMES
- RMCP- RISK MANAGEMENT COMPLIANCE PROGRAMME
- SECURE YOUR MANDATES
- SECTIONAL TITLES AND CSOS
- SELLING SCRIPTS
- THE POWER OF QUESTIONS
- UNDERSTANDING AND CONTROLLING PROCRASTINATION
- UNDERSTANDING THE DIFFERENT PERSONALITY TYPES
- UNDERSTANDING BEE REQUIREMENTS
- WORKING WITH SELLERS
- WORKING WITH BUYERS

ACCREDITED TRAINING

QCTO ACCREDITED COURSES:

SKILLS PROGRAMMES:

- ASSESSOR PRACTITIONER
- FACILITATOR PRACTITIONER
- WORK-BASED PRACTITIONER
- SKILLS DEVELOPMENT
FACILITATOR PRACTITIONER

POPULAR QUALIFICATIONS:

- OCCUPATIONAL CERTIFICATE:
REAL ESTATE
- OCCUPATIONAL CERTIFICATE:
OCCUPATIONAL TRAINER
- OCCUPATIONAL CERTIFICATE:
LEARNER AND DEVELOPMENT
PRACTITIONER

To name but a few!



TESTIMONIALS - WHAT OUR CLIENTS SAY ABOUT US!

"This is a letter of recommendation to anyone who wants to better themselves in the Real Estate Industry. She offers all courses relating to the industry. I recently completed my logbook with Lee through Infinity Academy and highly recommend it to all and everyone. She is proficient and helpful during the entire course. She never objects to any question and always assist in the most professional way. Her courses are easy to understand as she is clear in what she teaches. No matter the time of day, she always makes herself available. Should you leave a message, she always returns it asap. I look forward to my next course that I will most definitely do through Lee at Infinity Academy. Sincerely, Daleen Bunting, Greatworth Properties"

"This course helped me to finish my logbook in a structured way. Course facilitators are always available to assist if any questions or support needed. The self study guide is easy to follow. I will recommend this course to any Candidate Property Practitioner"
Cornie Loots EXP

"I have learned a lot while I completed my Logbook, help was always available and very professional, will recommend it to anyone" Amelia Remax Excel

"Dankie Sonja, jou training het baie gehelp. Ek het betyds klaar gekry. En meeste vrae is uit jou inligting gekry." Helen Harzenburg

"Thank you thank you so much Lee for this online course. It's user friendly and straight forward. I have been battling for so many years with my logbook until I used this training . You have created a solution for interns logbook in real estate"
You guys are the best:-)
Regards
Tselani Makhafola- Ndaka

"Lee Roelofse is Amazing! She takes her time to listen and answer any questions, even the basic ones! Lee took her personal time out to assist me as well. The logbook online Infinity Academy course is very user friendly and specific. A huge thank you to Lee for all your support, believing in me and your encouragement!" Kerry Mynhardt Remax Masters

"I only can tell that Infinity Academy is absolutely brilliant, their teaching method/ material is very good and I guarantee you that you will pass your exam 100% Lee is very helpful and goes out of her way to help you! Louis Nyiri EXP

"If you want great results, the choice is clear, Infinity Academy is the way to go!, Lee and her team are just absolutely excellent, they are so knowledgeable and patient and dedicated to ensure that you are equipped to pass your exams, their exam preps are on point, communication phenomenal I will highly recommend this team to all property practitioners, new or experienced they will get you there comfortably and confidently. Vanessa Pretorius- Allegiance Properties

"-The PDE4 training saves a lot of time. It made the exam a breeze. Because I knew what I was looking for I finished in 3 hours. Thank you Infinity Academy", Rachel Fourie

"100% to Lee for taking me in and assisting me to finalise my logbook. I have started with other training providers and it was a struggle to finish. I found Lee through a Referral and I am forever grateful. Lee immediately saw that I was not working the correct logbook. The online course is easy to follow. I am extremely impressed with Infinity Academy and how Lee worked with us in the training session. I can recommend the academy to all Candidate Property Practitioners. Thank you Lee. - Amanda Simpson Properties"

"Oh, my word! where do I start? This course has not only helped me in giving a broad knowledge on steps to apply and certain things to pay attention to in this business, but it has also solidified the fact that getting into the business is not a mistake.

Lee has been a jewel. Her patience and availability are beyond. You never hear that impatience or irritation undertone. Always happy and excited to help even when the student is lacking. I did struggle due to personal matters and Lee was so reassuring and encouraging and not a bit of judgment on her side.

Happy for her input and this plan of hers.

Thank you, Lee. Faith Viljoen EXP



Contact Us



30, 4th Avenue, Northmead, Benoni



infinityacademy.co.za/iaacademy.co.za



lee@infinityacademy.co.za

Administration : Bianca Gwarubana

Our esteemed Facilitators, Assessors and Moderators: Natasha, Electra, Lee, Anila, Sonja, George, Andre and Tselane



011 425 1627- Landline

We design and develop learning material to meet your Organisatin's Needs!