



APPROVED
CENTRE



SUNSHINE ZIMBABWE PROJECT

COURSE CATALOGUE

2024 -2025



Overview

Sunshine Zimbabwe Project provides vocational training and education and sheltered work placement opportunities.

We aim to assist learners to attain the skills needed to progress to employment or further education and training by offering practical and individualized support through all the courses.

We are currently one of 10 000 City and Guilds training centers across the world delivering these internationally recognized qualifications.



Why City and Guilds UK?

City and Guilds (UK) courses offer a clear progression path for learners – from entry level to the highest standards of professional achievement.

These qualifications act as a benchmark for skills globally and are widely recognized and well respected, which means that wherever learners travel to, they can use their City and Guilds certificate to find work. City and Guilds qualifications provide students with the skills that will equip them to reach their goals – whether that's getting a job, winning a promotion or growing their own business.

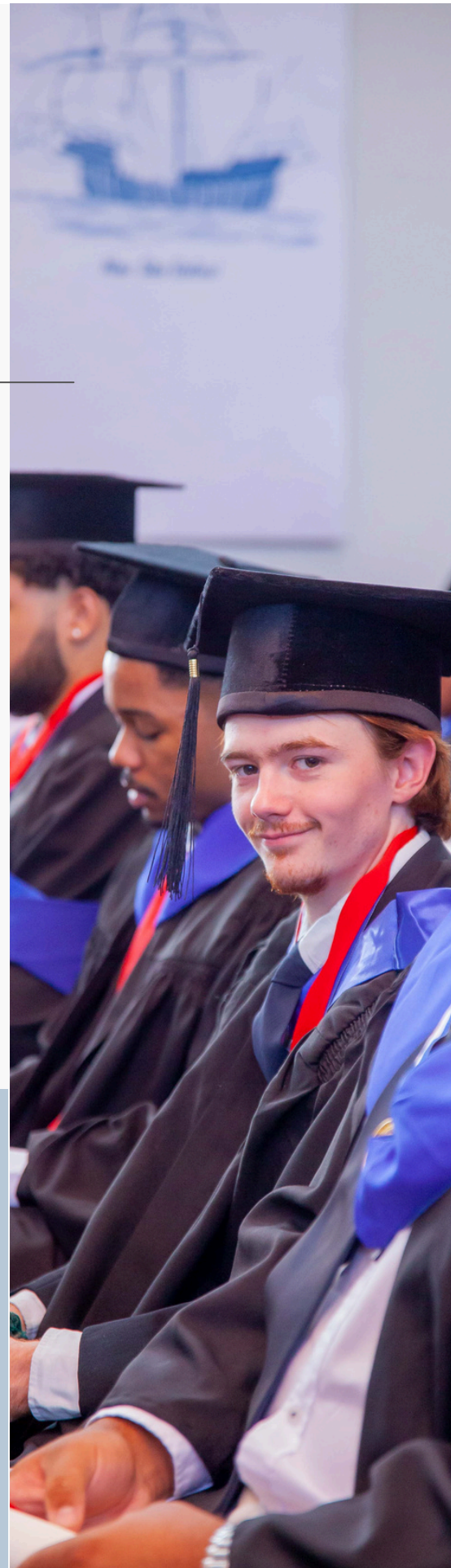
These qualifications are developed with the help of industry experts and are workplace relevant. They prepare people for doing a real job benefitting them and their employer.

Which Qualifications are available?

The Skills Foundation Certificate provides practical skills to enable learners to undertake jobs at a basic entry point.

The Skills Proficiency Certificate builds on the skills acquired from the Skills Foundation Awards. This course also offers the opportunity for formal recognition of practical skills for people already working in occupational areas but with no formal qualifications.

Level 1-3 for those who want to attain fundamental knowledge and hands on technical experience in the area of their chosen career and want to move on to higher levels of study or straight into employment.



01 How are the courses structured?

All our courses have practical and theoretical assessments that are carried out throughout the course. Qualifications are awarded to students based on their demonstrated ability to prove competency in practical assessments for the foundational courses whilst higher levels will also include City and Guilds examinations either during or at the end of the course.

02 How long are the courses?

Foundation and proficiency courses take from 4-6 months to be completed depending on progress of the student whilst higher levels take 6-12 months to be completed depending on the course and progress of the student.

03 Costs

The total tuition varies according to the duration of the course. As a means of alleviating pressure in a harsh economic climate, a payment plan is available..

04 Registration & exam fees

City & Guilds Registration & Exam fees are paid over and above the tuition fees. These fees are gazetted by City and Guilds and are reviewed annually. Exact figures for the year are published after the review or close to the exam date.

"You don't have to be great to start, start to be great"
- Zig Ziglar



Courses on Offer

Hospitality

Our hospitality courses are designed to give students the prerequisite foundational skills necessary in the Hospitality Industry. After successfully completing these courses, students will be equipped to carry out several tasks effectively and efficiently.



Food Preparation (4 months)

Our Food Preparation Courses have been developed for those who wish to work in the catering industry or are already employed in the industry but do not hold any qualifications. The courses cover all the main elements of basic food preparation and skills. They are recognised by employers all over the world.

These are ideal for anyone looking for a solid foundation in food preparation and culinary arts.

Reception Services(9 months)

Students are equipped with skills that include but are not limited to attending to enquiries, taking guest bookings, handling guest complaints, processing transactions and creating an unforgettable first and last impression. This course, though centered on hospitality reception, encompasses most office tasks thus enabling the student to be relevant in any other reception area or office. It covers all the major functions and roles of a receptionist and focuses on customer care which is the core responsibility of any business.



Information Technology (IT)

Today's workplace is ruled by ICTs, and no one can afford to ignore them. This qualification provides basic level skills and knowledge that can lead to further education in IT or related areas.

It is also highly recommended for professionals in various fields who aspire to higher levels of competency in their day-to-day work or in supervisory roles. For those moving into their first job role the ITQ can provide the confidence to work effectively with ICT and deal with routine tasks.



- Levels**
 - Basic IT for Office Applications
 - Level 1-3 ITQs Certificate for IT users
 - Level 1-3 ITQs Diploma for IT users
- Career Opportunities**
 - Application support assistant
 - Application support officer
 - Data entry clerk
 - Personal assistant
- Course Duration**
 - 6 months per level

Motor Vehicle Engineering

- Basic Motor Vehicle Engineering
- Level 1 and Level 2 Light Motor Vehicle Maintenance and Repair.

Course Duration

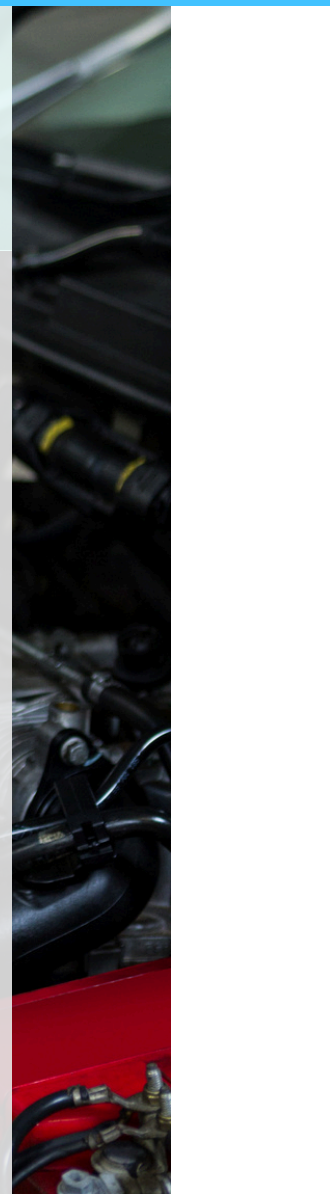
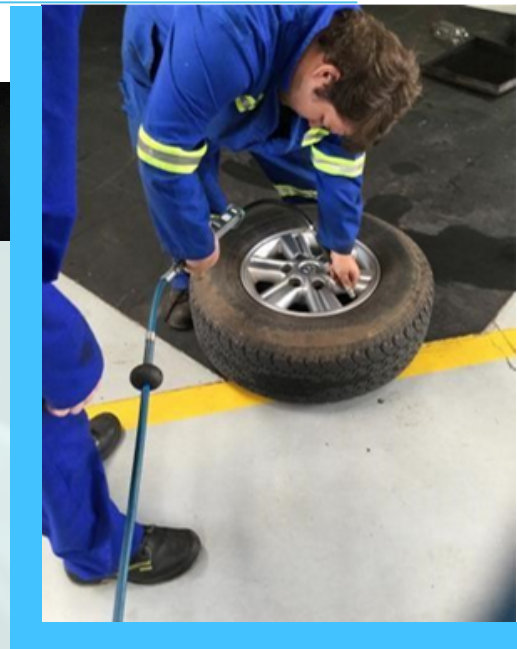
9 months per level

Practical sessions are held at Toyota Harris Auto

City & Guilds mechanic courses provide everything you need to know on how to become a great motor vehicle mechanic. This course is ideal for anyone who wants to increase their skills in this field, whether you have no previous experience as a mechanic or are an experienced mechanic and need to advanced your skills to progress to a management role.

This vocational course imparts the skills and knowledge that can lead to a satisfying career in the motor vehicle industry, whether within a corporate organization or in the pursuit and set up of one's own garage. Lower-level qualifications can be equated to skilled worker class 2 in Zimbabwe, while the higher levels are similar to skilled worker class 1.

Successful candidates can work as artisans anywhere in the world.



Electrical and Electronic Engineering

- Level 2 Certificate
- Level 3 Diploma

Course Duration

9 months per level

The Electrical and Electronic Engineering qualification deals with the study and real-world application of electricity, electronics and electromagnetism, and has been practiced since the 1800s. An Electrical & Electronic Engineering course covers two separate fields – electrical and electronics.

In Electrical Engineering, you will learn how to design various ways to effectively and efficiently use electricity. On the other hand, Electronic Engineering deals with using and controlling electrical power to interpret an instruction and / or perform a desired task.

Why study EEE?

If you enjoy mathematics and science, are fascinated by energy electronic gadgets, and want to design and invent things that benefit society, you may wish to study for City & Guilds electrical and electronic engineering Certificate & Diploma.

- Electrical and electronic engineering covers a wide range of general principles and concepts. There is a particular crossover with aeronautical and mechanical engineering. Doing EEE gives you a solid foundation in the engineering field.

- This course will enable you to either work or be self employed as an Engineer or Electrician.



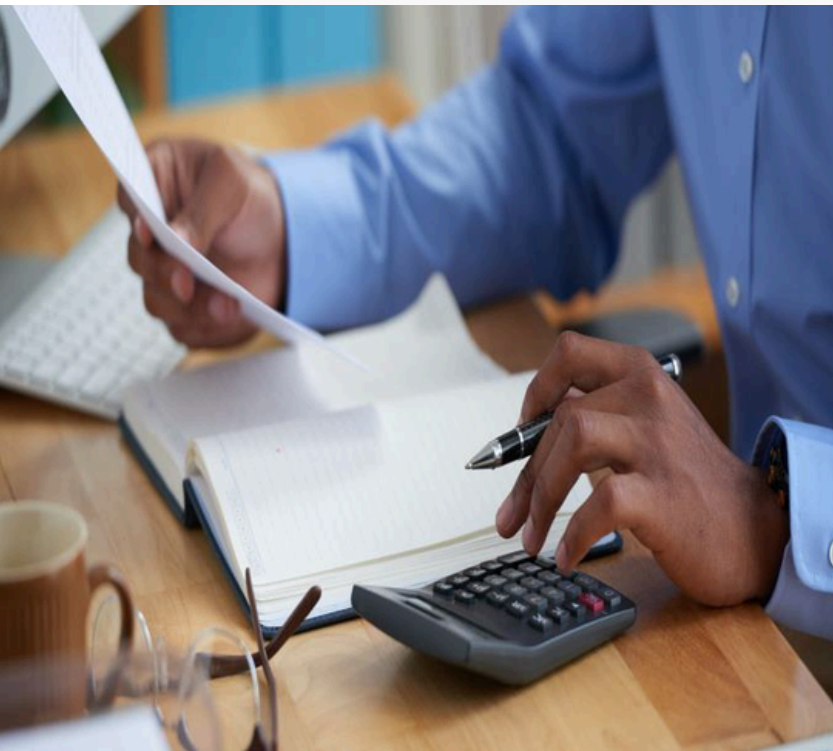
Accounting and Book Keeping

These qualifications are available at levels 1-3, and evaluate learners' abilities to produce accounts for businesses. They are suitable for anyone looking for a qualification as the starting point for a career in book-keeping and accounts or who wish to enhance their skills to progress their career.

- Level 1
- Level 2
- Level 3

Course Duration

2 months per level



Level 1

The aim of the qualification is to provide candidates with an introduction to book-keeping practices and to process source documents that underpin accurate record keeping.

Candidates Will:

- Check and process documents involved in financial record keeping
- Develop skills to carry out routine book-keeping processes
- Develop underpinning knowledge of book-keeping principles
- Prepare statements as a preliminary to financial control.

Accounting and Book Keeping

Level 2

The aim of the qualification is to further develop the introductory book-keeping practices and processes studied at Level 1 to enable candidates to adjust ledger accounts to take account of activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet.

Candidates will:

- Check and correct errors arising from inaccurate/incomplete/missing entries in the ledger and day books
- Prepare individual accounts in purchase and sales ledgers
- Prepare purchase ledger control accounts and sales ledger control accounts



Level 3

The aim of the qualification is to further develop the practices and processes studied at Levels 1 and 2 to enable candidates to record and interpret financial transactions up to and including final accounts.

Candidates Will:

- Prepare final accounts of sole trader, partnerships, companies and not-for-profit organisations from Conventional and incomplete records
- Prepare year end and other adjustments associated with the above variety of organisations
- Demonstrate an understanding of accounts through analysis and interpretation.

Heavy Vehicle Repair and Maintenance

Lessons done at Machinery Exchange (Msasa)

Are you an apprentice eager to dive into the world of heavy vehicle maintenance and repair? Look no further! Our specialized Heavy Vehicle Maintenance and Repair course is designed exclusively for apprentices, offering you the hands-on experience and expert knowledge needed to excel in this dynamic field.

Why Choose Our Course?

1. Hands-On Training:

Get real-world experience working on heavy vehicles.

Learn by doing in a fully equipped workshop with industry-standard tools.

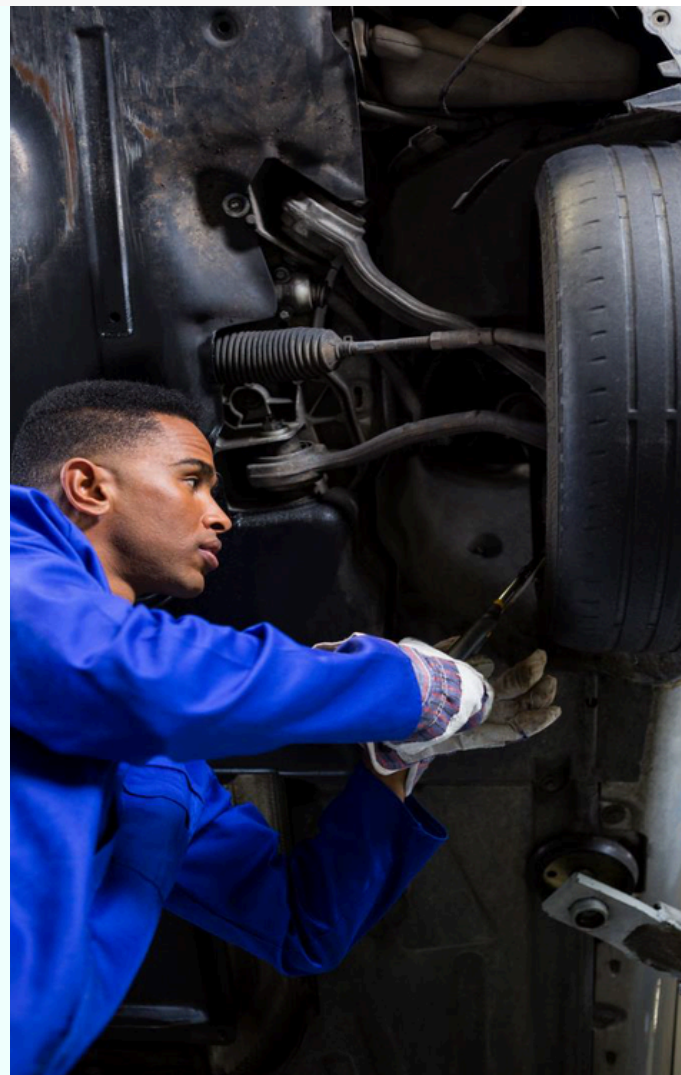
2. Apprentice-Focused:

Our curriculum is tailored specifically for apprentices.

Benefit from personalized mentorship and support from experienced professionals.

3. Industry-Recognized Certification:

Earn a certification that is highly valued by employers in the heavy vehicle sector. Stand out in the job market with a qualification that showcases your skills and dedication.





4. Comprehensive Curriculum:

Cover all aspects of heavy vehicle maintenance and repair, from basic upkeep to advanced diagnostics. Gain expertise in areas such as engine repair, brake systems, electrical systems, and more.

5. Career Advancement:

Take advantage of our strong industry connections and job placement assistance. Network with potential employers and industry leaders through our apprenticeship program.

6. Flexible Learning:

Balance your work and study commitments with our flexible scheduling options.

Course Highlights:

- **Duration:** Intensive, structured training designed to fit the timeline of your apprenticeship.
- **Eligibility:** Exclusively for registered apprentices in the heavy vehicle industry.
- **Facilities:** Train in state-of-the-art workshops and classrooms with cutting-edge technology.
- **Instructors:** Learn from seasoned professionals with extensive industry experience.



Summary

No pre-entry requirements



Internationally recognised qualifications



Inclusive centre



Food Preparation

Duration: 4 months per level
Levels: Foundation and Proficiency Level
Award: Certificate

Reception Services

Duration: 9 months
Level: 2
Award: Diploma

Information Technology

Duration: 6 months per level
Levels: Proficiency, Level 1
Award: Certificate

Motor Vehicle Engineering

Duration: 9-12 months per level
Levels: Foundation, Proficiency, Level 1, Level 2
Award: Certificate, Diploma

Electrical and Electronic Engineering

Duration: 9 Months per level
Levels: Level 2, Level 3
Award: Certificate, Diploma

Heavy Vehicle Maintenance and Repair

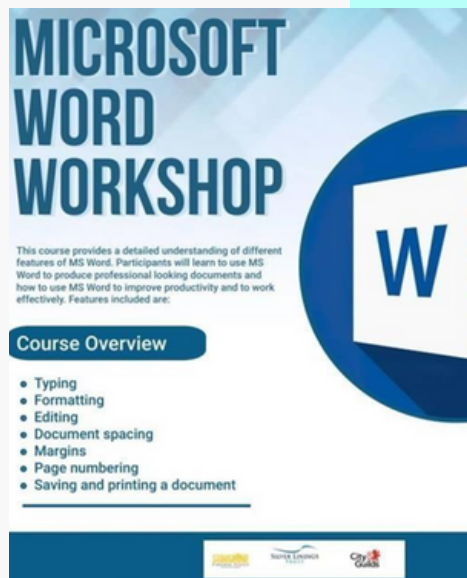
Duration: 12 months
Levels: Level 2
Award: Certificate
Requirement: Student must be an apprentice at recognised company.

Book-Keeping and Accounting

Duration: 9 Months per level
Levels: Level 1, Level 2, Level 3
Award: Certificate,

In-House Courses at Sunshine Zimbabwe Project

The Centre also runs its own non-City and Guilds short courses. These courses are designed to cater for individuals who may wish to refine or learn a skill over a short period of time. The courses are run by the Centre for cooperate training on demand.



Frequently Asked Questions

Q: Which countries recognize City and Guilds courses?

City and Guilds offers internationally accredited programs. This means that they are recognized in any country that you wish to go to. However, some countries including Zimbabwe do require you to take a trade test should you wish to register your qualification with local boards.

Q: I did not pass my O-levels and my previous school did not offer me a report of my academic performance, I have nothing to show for my previous studies. What can I do?

Fortunately, our students are admitted via an assessment system which we administer at our Centre, failure to produce previous academic records will not disqualify you. We are interested in knowing your background and history which you can inform us.

However, if you wish to enroll for Motor vehicle level 2 and 4 or Electrical Engineering Level 3 we need evidence of previously achieved qualifications in these fields. For these specific courses we require you to bring your certificates from former schools.

Q: Can I transfer to a City and Guilds Centre outside Zimbabwe?

Yes, you can smoothly transition from our Centre to any City and Guilds Centre in the world, provided that they offer the same course that you were doing with us. However, as with any other academic transfer, institutions usually differ in their teaching methods and culture etc. The curriculum and exams will remain the same but you will experience cultural changes in your new environment as each center has its own independent learning system.

Q: Does the Centre choose the course that I should pursue?

No. As a Centre we always try to uphold the students wishes and desires. Therefore, we do not force a course on any student. We do assist with decision making by ensuring that our students are well informed and supported during the entire enrolment process.

Q: How can I find out which course is best suited for me?

We always encourage students to think of their prospects in the long run and try to match the best course from our menu that will best help them achieve their dreams. We also believe that every student is bound to have a strength in certain academic principles, and that students thrive best in their areas of natural gifting and talent.

Q. Do students have to study a fixed set of subjects, or can they individually form their course?

All our programs are highly structured. This means that all the topics set out by City and Guilds are mandatory and not optional. Our tutors aim to provide maximum support to make sure that you fulfill and exceed all the expectations laid out for you.

Q: At what point can I be awarded a diploma?

Diplomas for the courses that are currently running are declared as follows:

Electrical Engineering: After completing all assessments, practical exercises, and exams for Level 2 & 3

Motor Vehicle: After completing all assessments, practical exercises, and exams at each level of Levels 1, 2 and 3.

Reception Services: After completing all assessments, practical exercises, and exams for the entire course (Reception Services is a single unit course covered in 9 months and awarded the Diploma status at the end of the course)

IT: After completing all assessments, practical exercises, and exams at each level of Levels 1, 2 and 3. Food preparation: This course is only covered at foundation and proficiency levels. Therefore, students are awarded with certificates at the end of the course. As the course names suggest, these courses give a good foundation for students who want to pursue hospitality courses.

Q: How are grades determined at your school?

Grades are typically determined by performance in assessments and practical exercises at foundation and proficiency levels whilst Level 1, 2, 3 and 4 grades are determined via assessments, practical exercises, and exams.

Q: What happens if I fail the course?

Our programs are set out on a continuous assessment learning path. This also means that you are guaranteed of maximum learner support at a manageable pace. This minimizes the chances of a student failing a course. However, in the worst-case scenario, students may have to extend their length of study should the tutor establish that the student is not adequately equipped with certain concepts and needs more preparation for exams and assessments.

Q. What happens if I have to leave mid-course due to relocation or a new job?

If you can find a City and Guilds Centre that offers your course in your new location, we will gladly assist you with the transfer process to your new school. You will be able to continue with your studies from where you left off with us.

Q: If I can attend some, not all classes due to commitments elsewhere can I enroll at your school?

No. City and Guilds maintains strict guided learning hours in class. This means that City and Guilds requires that students need to be in class for a certain number of hours. Due to that requirement, we cannot accept students that are not able to fully commit to our daily classes. The good news is that we are open to students who can enroll under a special arrangement class that is, a weekend class. However, we need a minimum of 6 students to build a class that can accommodate these special groups. If you happen to be one of the people in need of this arrangement please contact us, then we will shortlist you and enroll you as soon as we reach our minimum class number.

Q. I am fully employed but I would like to enroll, do you have any distance learning facilities?

We currently do not offer any remote learning opportunities. However, we are working on this and hope to avail some online courses soon. Please keep checking with us and follow our Facebook page to stay tuned!

Q. What happens after I finish the course; do you offer work placements?

Unfortunately, we do not link students to any job opportunities. However, previously through interaction with industrial partners and short-term projects, some of our hardworking students have been fortunate to be offered job opportunities. This however is an opportunity that happens by chance and is not our standard procedure.

School Life.

Q. What does a normal day look like at your school?

Most of our classes are run in a 4-day week. That means our students only come to school for 4 days. It might be Monday to Thursday or Tuesday to Friday. The exact days of attendance are determined by the specific class and tutor's schedule. Morning classes run for 3 hours whilst afternoon classes run for 3 and half hours, with an additional morning lesson to bring the total learning time for each class to 16 hours a week.

Q. I would like to enroll my teenage child, will she/he find friends, what is the age range in your classes.

All our classes have a proportionate representation of ages 16 – 30. This does not mean however that we cannot enroll students over 30. We currently have students well over 30 despite that being the minority group. We are grateful that over the years they have always fitted in very well in our school community.

Q. My child is interested in one of your courses but is also a huge sports fan, which sports do you offer at your school?

Currently, the school does not provide any extracurricular activities. We have noticed that during break time or after school, students independently form teams to play sports or fun games. Our community is very active and interactive. We hope to introduce some extracurricular activities during the course of the year.

Q: Do you provide food during break time?

No. Our students are required to bring a packed lunch. We also have a tuck-shop that runs daily to ensure that students have access to a variety of snacks.

Q. How much are your courses?

Each course has a different price based on the length and nature of the course. In addition to tuition, there are also City and Guilds registration and examination/portfolio submission fees. Please get in touch with our office for a quotation.

Q. Do you have any arrangements for students that cannot afford to pay for the course?

Yes, we do. Having realized the struggles that students may face paying for fees, we introduced a instalment payment system. This means that you do not have to pay for the entire course all at once. You will be required to pay the deposit, practical fees and City and Guilds registration fees in the first two months, thereafter the remaining cost is equally spread across the remaining months of your course.

Q: Do you offer payment plans?

Yes, we have a monthly payment plan for those who are unable to pay the complete course fee at once. However, the instalment will comprise of a portion of tuition fees, practical course fees and a deposit of tuition fees towards your final month.



How do I enroll at the Centre?

✓ Enquiry

Contact us with your Enquiry
Schedule your Assessment with us
Assessment days:

- Tuesday 1200 - 1330 hrs
- Thursday 1200 - 1330 hrs

✓ Assessment

Our assessments are in the form of a test comprising of 15 to 25 questions. On average, it takes between twenty minutes to one hour to complete

✓ Application and Payment

You are required to make your payment/installment after receiving your acceptance letter. A deadline for payment will be established by our admin. The enrolment is only complete when you hand in your application and make payment.

✓ You are Enrolled!

Enrolment is complete and you will be ready to start the course.



Our Contact Details

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