MetaCo · Training & Consulting

PROSPECTUS 2026/2027

THE MATRIC OPPORTUNITY PROGRAMME

From matric to your first job

79 short, practical courses in 14 career areas. Online and in person, from R349, with a certificate employers can check.

79 courses

9 career pathways

A real certificate



metaco.org.za/matric-programme

For learners, parents, schools and sponsors

AT A GLANCE

The programme in one page

WHO IT IS FOR

Grade 12 learners, school leavers and young people starting their first job.

WHAT YOU LEARN

Practical skills in 14 career areas, from communication and CVs to Excel, payroll and safety.

HOW YOU LEARN

Online at your own pace on a phone, tablet or computer, or in person for first aid, fire safety, hazard identification and trade skills.

HOW LONG

Online courses take 4 to 12 hours. In-person courses run for 1 to 3 days.

HOW YOU ARE ASSESSED

Knowledge checks, a practical task marked by an assessor and a final online assessment.

WHAT IT COSTS

R349 per online course, R449 for 12-hour courses, pathways from R1 399.

WHAT YOU RECEIVE

A workbook, toolkit and cheat sheet per course, plus a free Career Starter Kit.

YOUR CERTIFICATE

A MetaCo Certificate of Completion that employers can verify with a QR code.

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OUR PROMISE

Practical skills, honest information and a certificate you can prove.

Every course is written for South African workplaces and checked against current South African law at the time of publication.

79 courses · 9 pathways
From R349 per online course

WELCOME

Skills employers ask for, taught the way work really works

Most job adverts for school leavers ask for the same things: clear communication, computer skills, reliability and some knowledge of the job itself. School doesn't always teach these. The Matric Opportunity Programme does, in short, practical courses written for South African workplaces, with real examples, real templates and a certificate an employer can check.

Grade 12 learners
Get ahead while you wait for results.

School leavers
Stand out for jobs, learnerships and bursaries.

New employees
Start your first job with confidence.

How it works

1 **Choose a course or a pathway**
Pick single courses, or a pathway of five that leads to a specific type of job.

2 **Learn online, at your own pace**
Short, plain-English lessons with South African examples and a clear diagram, on your phone, tablet or computer. No classes to attend and nothing to stream: read, do and move on.

3 **Practise as you go**
A workbook activity for every lesson, and a short online knowledge check after every module.

4 **Prove it and get your certificate**
Complete a practical task, marked by a MetaCo assessor, and pass the final online assessment. Then download your certificate and add it to your CV.

ONLINE · 71 COURSES
Start any day. Each course takes 4 to 12 hours, and most learners finish in one to two weeks.

IN PERSON · 8 COURSES
First aid, fire safety and hazard identification courses, and hands-on trade skills workshops, of 1 to 3 days.

WHAT YOU GET

More than lessons, in every course

- **Short, practical lessons**
  Plain English, South African examples and a key diagram in every lesson.
- **Activity workbook**
  An activity for every lesson, to complete on screen or print.
- **Course toolkit**
  Templates, checklists and forms you can reuse at work.
- **Cheat sheet and phone wallpaper**
  The whole course on one page, to print or keep on your phone.
- **Knowledge checks**
  A short online quiz after every module.
- **Practical task**
  Use the skills on a real workplace scenario.
- **Final assessment**
  Online, with a fresh set of questions every attempt.
- **Certificate**
  Download it, verify it with a QR code and add it to your CV.

Fair assessment

- **Knowledge checks:** 6 questions per try from a pool of 12; 60% to continue, try as often as you like.
- **Final assessment:** 50 questions from a bank of about 150, 60 minutes, 70% to pass, 3 attempts. Every attempt is a different test.
- **Practical task:** marked by a MetaCo assessor, with feedback and a chance to resubmit.

A certificate employers can check

Your MetaCo Certificate of Completion shows your name, the course, its hours, the date and a unique number, with a QR code that links to an online verification page.

Career Starter Kit

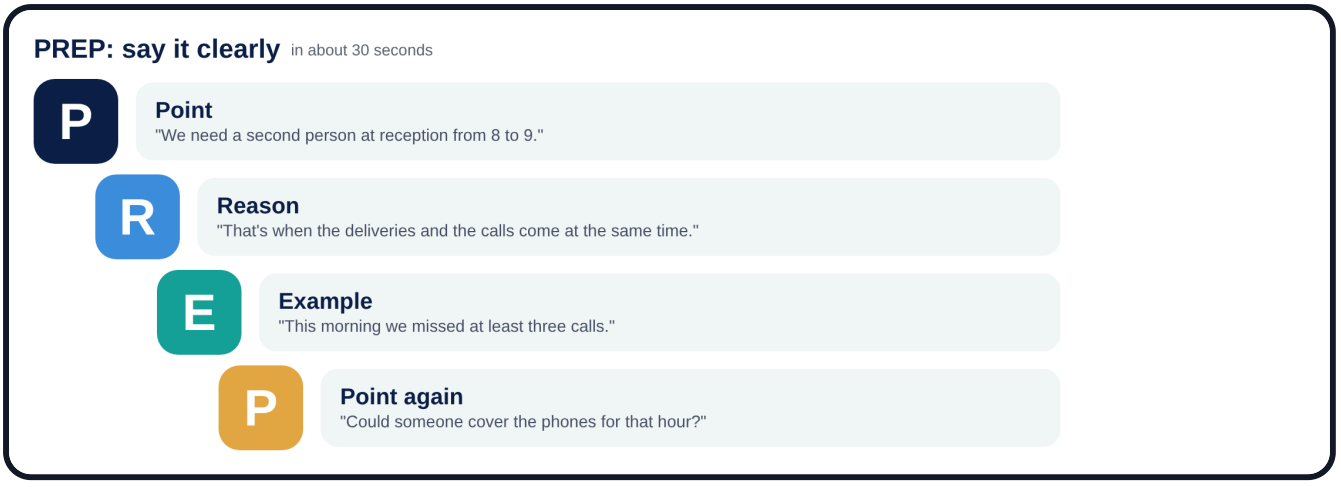
FREE WITH YOUR FIRST COURSE · YOURS TO KEEP

- ✓ CV and cover letter templates
- ✓ Interview questions with model answers
- ✓ Job scam checklist
- ✓ "First job questions": the 25 questions new employees ask most
- ✓ Job application tracker
- ✓ First-salary budget planner
- ✓ Guide to SAYouth, ESSA and SETA learnerships

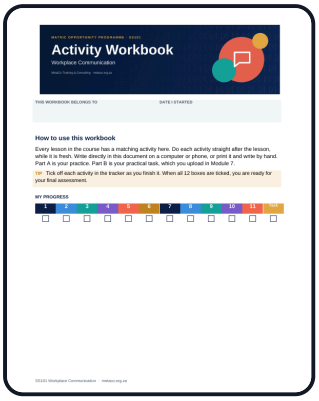
INSIDE A COURSE

A look inside SS101 Workplace Communication

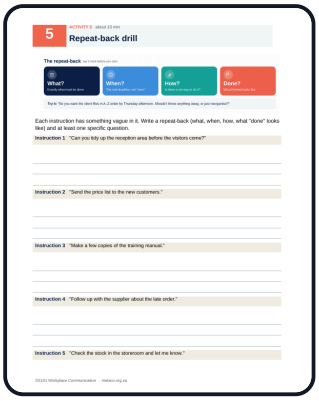
Every course follows the same format. These are real pages from SS101, the course most learners start with.



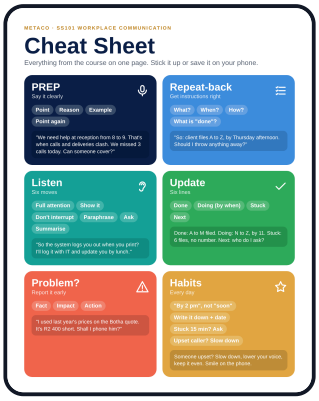
Lesson diagram. Each lesson opens with a clear visual of the method it teaches, here the PREP method for speaking clearly.



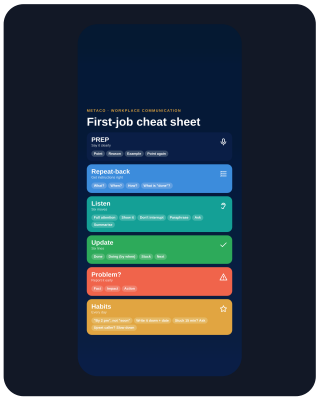
Workbook. With a progress tracker for every activity.



Activities. Real workplace scenarios to practise on.



Cheat sheet. The whole course on one page.



Phone wallpaper. Key methods on your lock screen.



Earn a certificate you'll be proud to show

Every certificate carries a unique number and a QR code. An employer scans it to see that it is genuine. Learners can copy the details straight onto their CV.

Sample for illustration.

CAREER PATHWAYS

Five courses, one job goal

Each pathway bundles the five courses that matter most for a type of entry-level job, at about 20% less than buying them one by one.

Junior Office Administrator

Admin clerk, receptionist, office assistant

SS102 Business Writing
WR101 CV and Cover Letter
AD101 Office Admin Essentials
AD104 Minute-Taking
IT102 MS Word

R1 399 was R1 745

HR Assistant

HR assistant, HR administrator, recruitment coordinator

WR105 Contract and Payslip
HR101 Introduction to HR
HR102 Recruitment Admin
HR104 HR Records and POPIA
IT103 MS Excel

R1 479 was R1 845

Finance Clerk

Finance clerk, bookkeeping or payroll assistant

FN102 Bookkeeping Basics
FN103 Invoicing and Petty Cash
FN104 Introduction to Payroll
FN106 Business Maths and Excel
IT103 MS Excel

R1 549 was R1 945

Customer Service Agent

Call centre agent, retail assistant, front desk

SS101 Workplace Communication
SS107 Handling Conflict
CS101 Customer Service
CS102 Difficult Customers
CS103 Call Centre Skills

R1 399 was R1 745

Mine and Site Ready

General worker, site administrator, learnership applicant

WR104 Your First 90 Days
HS101 Intro to OHS
HS102 Hazards and Risk
HS105 Mining Environment
HS106 Health and Wellness

R1 879 was R2 346

IT Support Assistant

IT support assistant, help desk agent

IT101 Computer Literacy
IT103 MS Excel
IT104 Outlook, Teams, Google
IT105 Cyber Safety
IT106 IT Support

R1 549 was R1 945

Stores Assistant

Stores clerk, warehouse assistant, procurement clerk

LG101 Supply Chain
LG102 Stores and Warehouse
LG103 Stock Control
LG104 Procurement Admin
IT103 MS Excel

R1 479 was R1 845

Young Entrepreneur

Your own small business or side income

EN101 Starting a Business
EN102 Registering a Business
EN103 Costing and Pricing
EN104 Low-budget Marketing
DM102 Design with Canva

R1 399 was R1 745

Workshop Assistant

General worker, workshop or maintenance assistant

TS101 Workshop Safety and PPE
TS102 Basic Hand Tools
TS103 Basic Power Tools
TS104 Measuring and Marking
HS102 Hazards and Risk

R5 700 all in person

THE COURSES · 1 OF 6

Soft Skills

The people skills every employer screens for.

SS101	**Workplace Communication** Speaking clearly, active listening, body language and giving updates to a supervisor.	R349
SS102	**Professional Email and Business Writing** Email structure and tone, short reports and WhatsApp etiquette at work.	R349
SS103	**Emotional Intelligence at Work** Self-awareness, managing stress and emotions, empathy and handling criticism.	R349
SS104	**Teamwork and Collaboration** Team roles, working across cultures and ages, reliability and sharing credit.	R349
SS105	**Time Management and Personal Organisation** Planning a day, priorities, punctuality, deadlines and using a calendar.	R349
SS106	**Problem-Solving and Critical Thinking** Defining a problem, finding causes, weighing options and knowing when to escalate.	R349
SS107	**Handling Conflict Respectfully** Causes of conflict, staying calm, difficult conversations and when to involve HR.	R349

Work Readiness

Everything a school leaver needs to find, win and keep a first job.

WR101	**Writing a Winning CV and Cover Letter** CV layout, showing matric results and volunteer work, cover letters and LinkedIn basics.	R349
WR102	**Job Hunting and Avoiding Job Scams** Finding jobs, learnerships and bursaries, SAYouth and ESSA, and spotting fake adverts.	R349
WR103	**Interview Skills** Preparing, common questions, the STAR method, dress code and online interviews.	R349
WR104	**Your First 90 Days at Work** Induction, workplace rules and conduct, building a good reputation and asking for help.	R349
WR105	**Understanding Your Contract and Payslip** Contract types, probation, hours, leave, PAYE, UIF and deductions explained.	R349
WR106	**Workplace Ethics and Professional Conduct** Honesty, confidentiality, social media at work and reporting wrongdoing.	R349

Working towards a job? Courses on this page are part of these career pathways: Junior Office Administrator, HR Assistant, Customer Service Agent, Mine and Site Ready. See page 6.

THE COURSES · 2 OF 6

Human Resources

An entry route into HR assistant, HR administrator and recruitment roles.

HR101	**Introduction to Human Resources** What HR does, the employee life cycle, and HR roles and careers in South Africa.	R349
HR102	**Recruitment and Selection Administration** Job adverts, screening CVs, scheduling interviews, reference checks and offer letters.	R349
HR103	**Onboarding and Induction** New-starter checklists, induction programmes, first-day documents and probation tracking.	R349
HR104	**HR Records and POPIA** Personnel files, leave records, confidentiality, consent and safe storage.	R349
HR105	**Basics of Employee Relations** BCEA and LRA overview, codes of conduct, warnings, disciplinary and grievance procedures.	R349
HR106	**Introduction to EE and Skills Development** Employment Equity basics, workplace skills plans, learnerships and the role of SETAs.	R349

Office Administration

Practical office skills for receptionist, admin clerk and office assistant roles.

AD101	**Office Administration Essentials** The admin role, office equipment, stationery control and supporting a manager.	R349
AD102	**Reception and Front Desk Skills** Greeting visitors, telephone etiquette, taking messages and handling complaints.	R349
AD103	**Diary, Meetings and Travel Coordination** Managing calendars, booking venues, agendas, travel and accommodation.	R349
AD104	**Minute-Taking** Preparing for a meeting, recording decisions and actions, writing up and circulating minutes.	R349
AD105	**Filing and Records Management** Paper and electronic filing, naming conventions, archiving and document control.	R349
AD106	**Data Capturing with Accuracy** Typing speed and accuracy, checking data, working with forms and confidentiality.	R349

Working towards a job? Courses on this page are part of these career pathways: Junior Office Administrator, HR Assistant. See page 6.

THE COURSES · 3 OF 6

Information Technology

From computer literacy to a first step into IT support and digital tools.

IT101	**Computer Literacy Basics** Using Windows, files and folders, browsing the internet and keyboard shortcuts.	R349
IT102	**MS Word for the Workplace** Formatting, tables, templates, letters, mail merge and saving as PDF.	R349
IT103	**MS Excel for Beginners** Data entry, formulas, SUM and AVERAGE, sorting and filtering, and simple charts.	R449
IT104	**Outlook, Teams and Google Workspace** Email folders and rules, calendars, online meetings and shared documents.	R349
IT105	**Cyber Safety at Work** Strong passwords, phishing, scams and safe use of devices and public Wi-Fi.	R349
IT106	**Introduction to IT Support** Hardware basics, common faults, printers and networks, and logging support tickets.	R449
IT107	**Using AI Tools Responsibly** What AI tools can do, writing good prompts, checking answers, privacy and honesty.	R349

Finance

Number skills for finance clerk, bookkeeping and payroll assistant roles.

FN101	**Personal Money Management** Budgeting a first salary, saving, debt and credit, bank fees and avoiding loan sharks.	R349
FN102	**Bookkeeping Basics** Source documents, debits and credits, cash book, journals, ledgers and trial balance.	R449
FN103	**Invoicing, Petty Cash and Creditors** Quotes, invoices, statements, petty cash control and paying suppliers on time.	R349
FN104	**Introduction to Payroll** Timesheets, overtime, PAYE, UIF and SDL, payslips and month-end checks.	R349
FN105	**SARS and eFiling Basics** Tax numbers, IRP5s, filing a personal return and VAT in simple terms.	R349
FN106	**Business Maths and Excel for Finance** Percentages, VAT calculations, reconciliations and simple finance spreadsheets.	R349

Working towards a job? Courses on this page are part of these career pathways: Junior Office Administrator, HR Assistant, Finance Clerk, IT Support Assistant, Stores Assistant. See page 6.

THE COURSES · 4 OF 6

Law

Everyday legal knowledge for work and life, and a first step towards legal administration.

LW101	**Introduction to the South African Legal System** The Constitution, the Bill of Rights, the courts and how laws are made.	R349
LW102	**Know Your Rights at Work** BCEA, LRA, minimum wage, leave, dismissal, the CCMA and unions.	R349
LW103	**Contracts in Everyday Life** What makes a valid contract, cellphone and rental agreements, and signing safely.	R349
LW104	**Consumer Rights** The Consumer Protection Act, the National Credit Act, returns, complaints and ombudsmen.	R349
LW105	**POPIA and Personal Information** Personal information, consent, data breaches and your rights as a data subject.	R349
LW106	**Introduction to Legal Administration** Legal terms, filing and court documents, and working in a law firm or legal department.	R349

Health and Safety

Safety awareness that mining, construction, manufacturing and retail employers look for.

HS101	**Introduction to Occupational Health and Safety** OHSA duties of employers and employees, hazards and risks, PPE and reporting incidents.	R349
HS102	**Hazard Identification and Risk Assessment** Hands-on: spotting hazards, doing a risk assessment, safe work procedures and refusing unsafe work.	R950
HS103	**Fire Safety and Emergency Evacuation** Hands-on: fire classes, using extinguishers and hose reels, evacuation routes and assembly points.	R950
HS104	**First Aid Level 1** Hands-on Level 1 first aid: managing an emergency scene, CPR, choking, bleeding, burns and shock.	R1 250
HS105	**Introduction to the Mining Environment** The Mine Health and Safety Act, mine roles, induction and safety culture on a mine.	R349
HS106	**Health, Hygiene and Wellness at Work** Fatigue, substance abuse, HIV and TB awareness, mental wellbeing and support services.	R349

HS102, HS103 and HS104 are hands-on courses held in person. For HS102 and HS103, groups of 10 or more pay R800.

Working towards a job? Courses on this page are part of these career pathways: Mine and Site Ready, Workshop Assistant. See page 6.

THE COURSES · 5 OF 6

Customer Service and Sales

Skills for retail, call centre and frontline service jobs.

CS101	**Customer Service Excellence** Service standards, first impressions, listening to customers and going the extra mile.	R349
CS102	**Handling Complaints and Difficult Customers** Staying calm, apologising and fixing, escalation and recording complaints.	R349
CS103	**Call Centre Skills** Voice and tone, call scripts, handling call volumes, quality checks and CRM systems.	R349
CS104	**Retail and Cashier Skills** Till procedures, cash handling, stock and merchandising, and preventing shrinkage.	R349
CS105	**Selling Skills for Beginners** Understanding needs, product knowledge, handling objections and closing a sale ethically.	R349

Entrepreneurship

For school leavers who want to create their own income.

EN101	**Starting a Small Business** Finding a business idea, testing it with customers and writing a one-page business plan.	R349
EN102	**Registering and Running a Business Legally** CIPC registration, sole trader or company, SARS registration and basic compliance.	R349
EN103	**Costing, Pricing and Cash Flow** Working out costs, setting prices, profit, cash records and keeping business money separate.	R349
EN104	**Marketing on a Small Budget** WhatsApp Business, social media, word of mouth and branding basics.	R349
EN105	**Funding and Support for Young Entrepreneurs** NYDA and other youth funding, support programmes and writing a funding application.	R349

Digital Marketing and Content

Skills for social media assistant roles and online freelance work.

DM101	**Social Media Management** Platforms, content calendars, posting schedules, engagement and basic analytics.	R349
DM102	**Graphic Design with Canva** Layout, colour, fonts, brand kits, posts, flyers and simple presentations.	R349
DM103	**Copywriting for Business** Captions, adverts, product descriptions and short web copy.	R349
DM104	**Photo and Video Content on a Phone** Lighting, framing, short-form video and simple editing apps.	R349
DM105	**Freelancing Online** Building a portfolio, finding clients, quoting, getting paid safely and meeting deadlines.	R349

THE COURSES · 6 OF 6

Logistics and Supply Chain

A route into stores, warehouse, procurement and dispatch roles.

LG101	**Introduction to Supply Chain** How goods move from supplier to customer, key roles and career paths.	R349
LG102	**Stores and Warehouse Basics** Receiving, storing and issuing goods, bin cards, GRVs and safe storage.	R349
LG103	**Stock Control and Stock Counts** Stock records, minimum and maximum levels, cycle counts and variances.	R349
LG104	**Procurement Administration** Requisitions, quotes, purchase orders, supplier records and following up deliveries.	R349
LG105	**Dispatch, Fleet and Plant Administration** Delivery notes, trip sheets, vehicle and plant logbooks, and fuel records.	R349

Project Coordination

Organising skills for project administrator and coordinator roles in any industry.

PC101	**Introduction to Projects** What a project is, the project life cycle and the roles in a project team.	R349
PC102	**Planning and Scheduling** Breaking work into tasks, simple Gantt charts, deadlines and dependencies.	R349
PC103	**Tracking Progress and Reporting** Action registers, status reports and flagging risks and delays.	R349
PC104	**Project Tools** Excel trackers, Trello, Microsoft Planner, shared folders and version control.	R349

Practical Trade Skills

Hands-on workshops for general worker, workshop and maintenance assistant roles. In person only.

TS101	**Workshop Safety and PPE** Workshop rules, choosing and wearing PPE, housekeeping and inspecting tools before use.	R950
TS102	**Basic Hand Tools** Hammers, screwdrivers, spanners, pliers, saws, chisels, tape measures and spirit levels.	R950
TS103	**Basic Power Tools** Safe use of drills, angle grinders, jigsaws, circular saws and sanders; guards and electrical safety.	R1 900
TS104	**Measuring, Marking and Basic Drawings** Units of measurement, marking out accurately and reading simple sketches.	R950
TS105	**Basic Maintenance and Repairs** Simple repairs, fixing and fastening, painting and keeping a maintenance log.	R1 900

In person only. Prices are for the whole workshop; groups of 10 or more pay R800 a day.

FEES AND ENROLMENT

Simple prices, everything included

Option	What it includes	Price
Online short course	Lessons, workbook, toolkit, cheat sheet, knowledge checks, practical task, final assessment and certificate. Start any day.	**R349**
12-hour online course	The same, for IT103 MS Excel for Beginners, IT106 Introduction to IT Support and FN102 Bookkeeping Basics.	**R449**
Career pathway	Five courses for one job goal, about 20% less than buying them one by one.	**R1 399 to R1 879**
First Aid Level 1	Three days, hands-on and in person. Price for the whole course.	**R1 250**
In-person course	Fire Safety, Hazard Identification and trade workshops, per day.	**R950 a day**
Groups of 10 or more	In-person courses other than first aid, per day.	**R800 a day**

Prices are in rand and include all course materials. The price shown on the website at checkout applies.

How to enrol

1
Browse
Visit metaco.org.za/matric-programme and choose a course or pathway.

2
Sign up
Create your account. Add your school code if your school is a partner.

3
Pay
Pay securely online, or ask a parent, school or sponsor to pay.

4
Learn
Start straight away, at your own pace.

5
Certify
Pass, download your certificate and add it to your CV.

Under 18?

Some Grade 12 learners are still 17. Before your account is activated, a parent or guardian gives consent online, as POPIA requires for children's personal information.

Paying

Pay securely online through PayFast. Parents, schools and sponsors can also pay on a learner's behalf, and groups can ask for a quote.

SCHOOLS, SPONSORS AND COMPANIES

Help more young people get work-ready

Partner schools

FREE TO JOIN

Schools refer their Grade 12 learners and school leavers, follow their progress and earn for the school.

- ✓ A school code, referral link and printable QR poster
- ✓ A notice each time a learner from the school enrols
- ✓ 10% of course fees paid by its learners, after discounts
- ✓ A 10% discount when the school itself pays for learners
- ✓ A ready-made letter to parents, WhatsApp message and poster
- ✓ A dashboard of enrolments, progress and certificates
- ✓ Monthly statements, paid out once R500 is reached
- ✓ Up to three school users: principal and coordinators

Every partner school is verified by MetaCo before it goes live. Schools tell parents openly that they are a MetaCo partner school and receive 10% of course fees paid by their learners, and what the money is used for.

Sponsors and companies

- Buy seats and invite learners by email or a list.
- Track each learner's progress and certificates on a dashboard.
- Download completion reports and invoices.
- Choose single courses, pathways or in-person workshops.

Sponsoring training for young people may support your B-BBEE skills development or socio-economic development spend. MetaCo will help you prepare the evidence your verification agency needs.

Group bookings

- A whole class or intake, online or in person.
- Practical Trade Skills workshops at R800 a day for groups of 10 or more.
- Choose courses or a pathway, your dates and your venue.
- One invoice and one completion report.

Register your school: metaco.org.za/schools
Sponsor or group enquiry: info@metaco.org.za

Schools need their EMIS number, banking details and a signed agreement.

FOR LEARNERS AND PARENTS

Why it's worth it

STANDS OUT

A certificate employers can check

Every certificate has a unique number and a QR code, so an employer can confirm it in seconds. Add it straight to your CV or LinkedIn.

NO LAPTOP NEEDED

Learn on the phone you already have

Short reading lessons with nothing to stream, so it is light on data. Workbooks work on screen or printed, and a tablet or computer works too.

FAST

Job-ready skills in a week or two

Each course takes 4 to 12 hours. Start any day and fit it around the holidays, a part-time job or waiting for results.

FAIR

Three chances to pass

Practice quizzes can be retried as often as you like, and the final has three attempts with fresh questions each time, so you learn it rather than memorise it.

HEAD START

A CV with something real on it

Skills taken from real job adverts, plus a free Career Starter Kit: CV templates, interview prep and a job-scam checklist. No course can promise a job, but this gives a stronger start.

GREAT VALUE

From R349, everything included

Lessons, workbook, toolkit, cheat sheet, assessment and certificate in one price. A five-course pathway saves about 20%, and parents, schools or sponsors can pay.

SAFE

Built for under-18s, private by design

A parent or guardian gives consent before a 17-year-old starts, as POPIA requires, and their school only sees progress if they agree.

HANDS-ON

Safety courses and trades in person

First Aid Level 1, Fire Safety and Hazard Identification courses, and trade skills workshops with real tools, held in person. Dates and venue are confirmed when you book.

Still have a question?

We're happy to help learners, parents and schools choose the right courses.

info@metaco.org.za
+27 72 746 9456
+27 72 759 0779

MetaCo · Training & Consulting

START TODAY

Your first job starts with your first course

Browse every course and start online today, or ask us about a group, a school partnership or a sponsorship.

WEBSITE
metaco.org.za/matric-programme

EMAIL
info@metaco.org.za

PHONE
+27 72 746 9456
+27 72 759 0779

OFFICE
6 Celsius Street, Middelburg, Mpumalanga

Scan to see the courses

HS105 Introduction to the Mining Environment is not a mine induction. Personal information is handled in line with POPIA.