



Short Learning Programmes at VUT

The Vaal University of Technology (VUT) is an accredited public higher education institution, established in terms of the Higher Education Act (Act 101 of 1997). As a university, VUT offers both formal academic programmes registered on its Programme Qualification Mix (PQM) and a wide range of Short Learning Programmes (SLPs).

In addition to its formal programmes, the University is committed to providing just-in-time, non-formal training interventions designed to address skills gaps across different sectors of the South African economy. These SLPs are structured to support continuing education, lifelong learning, and self-empowerment. They are flexible in nature and can be tailored to meet specific client or industry needs in response to identified training gaps.

All SLPs are developed and offered in collaboration with VUT's four academic faculties, ensuring both academic rigour and relevance. Each programme undergoes a comprehensive internal accreditation process to ensure compliance with the quality standards prescribed by the Council on Higher Education (CHE).

It is important to note that while SLPs provide valuable knowledge and skills, the accumulation of short courses does not lead to, nor equate to, a formal qualification offered by the University.

SLPs may be delivered either on-campus or at an agreed external venue, depending on the requirements of the client.

Commencement date: 13-16 July 2026

Closing date of registrations: 29 June 2026

Costs: R7 300.00

Short Learning Programme: Report writing

The purpose of this course is to develop and improve the report writing skills of people who will be attending the course. This course will equip participants with the necessary knowledge and skills to write professional reports. The report writing course includes the structuring of reports from short to lengthy formal reports. As report writing requires conciseness and clarity for effective decision-making processes, basic report writing and writing principles are addressed.

!!!!!!!!!!!! Enrolments are now open for 2026, Act Fast Limited Space Available!!!!!!!!!!!!

Who Should attend

The SLP is ideal for any professional who is required to write formal correspondence in the form of emails, memos, reports or any other related correspondence for a variety of settings.

Brief overview of the SLP

The report writing programme is aimed at equipping the participants with the necessary skills to improve their competence in report writing. This is an interactive programme, it involves discussions of course material, and participants will be expected to engage in group discussions and with the facilitator during the session

What's in It for You? Upon completion of the SLP in customer service, participants will have learned.

- Improved communication skills as Participants learn to convey complex information clearly, concisely, and professionally.
- Better decision making of accurate and structured reports support informed and evidence-based decisions.
- Compliance and record keeping for proper reporting ensures compliance with legal, regulatory, and organizational requirements.
- Customization for various fields such as technical, business, HR, legal, or academic contexts.

Admission requirements

At least a matric and proof of higher managerial position.

Mode of Delivery

Face to face contact sessions Course Duration: 4 days

Course duration: 13-16 July 2026

Venue: Quest Conference Centre, Vanderbijlpark

Payment conditions:

The course fees should be fully payable before the commencement of the programme. The closing date of the fee's payment is at least 2 weeks' prior commencement.

Register now to secure your spot: [refer to the poster/link in the poster](#)

For enquiries and registration contact:

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