

The Learning Store: Short Course (SC) Providers Guide

Last updated: 24 May 2025

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The Learning Store

The Learning Store is an e-portal gateway powered by D2L's Course Merchant, which provides a central place for UCT short courses to be showcased.

This user-friendly platform offers a comprehensive catalogue of UCT's diverse range of short courses. Prospective students can effortlessly browse, select, and pay for their chosen courses online. Once payment is made, if the course content is hosted on Amathuba, users will be seamlessly enrolled in their selected course on the Amathuba digital learning platform.

Please note: Amathuba courses linked to The Learning Store products are to always be available (site active). You should make use of release conditions if content needs to be hidden.

This short course provider guide outlines requirements relating to information and images which need to be supplied by short course units / providers wanting to list their courses on The Learning Store.

Product listing types in The Learning Store

Short courses, events and workshops listed in The Learning Store are seen as "products" available to potential students for purchase and enrolment. Product types may be:

Course Type	Description
Amathuba course	A short course that is linked to an Amathuba course
Amathuba course with multiple "sessions"	A short course that has multiple offerings of the same course (Example: course runs multiple times during the year or different course options are available for different audiences during the year)
Other online platform	A short course that is offered on another online platform (not Amathuba)
Hybrid online and in person event	A short course that has some elements that take place on an online platform and some elements that take place in person
In person event	A workshop or event that takes place in person in a physical venue

Payment options

There are three payment options available for short courses listed on The Learning Store:

1. Paid through The Learning Store integrated payment gateway (PayU)
2. Paid by EFT or journal transfer (UCT internal) on a generated invoice
3. Paid on the short course unit / provider's existing payment gateway

Payment Option	Payment Gateway	Description	Recommended for
The Learning Store	PayU Payment Gateway	Transaction takes place through the PayU Payment Gateway by means of Visa / Master card.	Short Course Units / Providers who currently have a manual payment process in place.
The Learning Store	EFT (Invoice)	Invoice is generated for payment by EFT. Short Course Unit / Provider would need to create their own process flow for receiving proof of payment.	Short Course Units / Providers who allow for payment by means of an invoice and who currently have a manual payment process in place.
Short Course Unit / Provider's Platform	Short Course Unit / Provider's Payment Gateway	Transaction takes place on the Short Course Unit / Provider's Platform using their existing payment gateway.	Short Course Units / Providers who already have a payment gateway in place for purchase of their short courses.

Listing a product on The Learning Store

New products may be listed on The Learning Store using the Service Now form: [Add a new product listing to The Learning Store](#) (please ensure that you are logged in to [UCT Service Now Service Portal](#) in order to successfully access the form).

Category information required

This information will be presented when a user views courses by category, using the category buttons on The Learning Store homepage. It provides the user with a filtered view of all products (courses) aligned to a short course provider. If your product does not have an existing category, you will need to supply:

- **Logo:** May be square or rectangular (landscape) but should not be smaller than 350px on the shortest side. This logo will be incorporated into a banner and displayed on your category page.
- **Information:** General information paragraph (up to 200 words) about your Unit / Short Course Provider.

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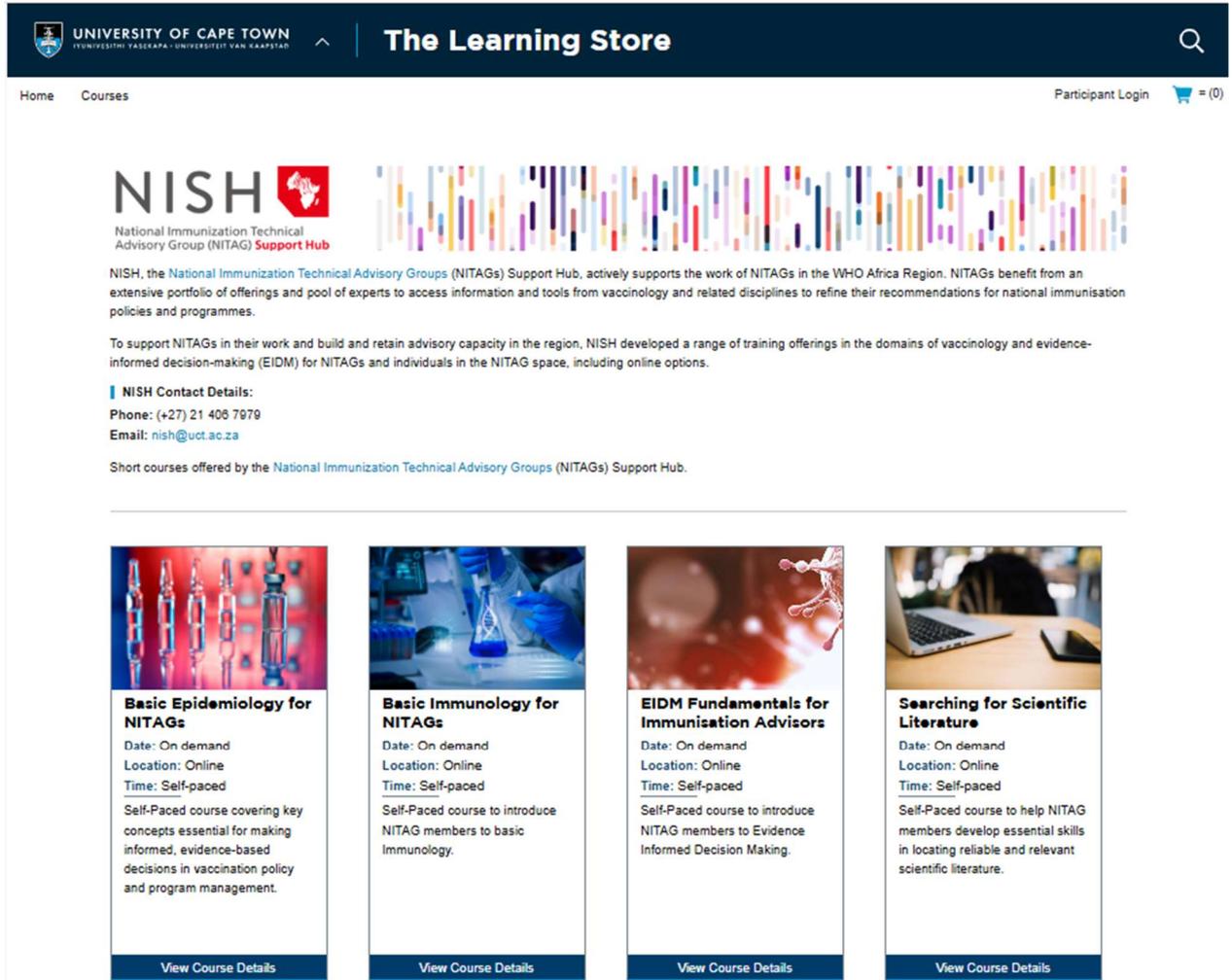


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- **Contact Details:** The phone number and email address that potential students can use to find out more information about your short courses.

An example of a category page on The Learning Store:



The screenshot shows the 'The Learning Store' interface for NISH (National Immunization Technical Advisory Group (NITAG) Support Hub). The page header includes the University of Cape Town logo and the title 'The Learning Store'. Below the header, there are navigation links for 'Home' and 'Courses', and a 'Participant Login' button. The main content area features the NISH logo and a colorful bar chart. The text describes NISH's role in supporting NITAGs in the WHO Africa Region and provides contact details: Phone: (+27) 21 408 7979 and Email: nish@uct.ac.za. Below this, there are four course cards, each with a title, date, location, time, and a brief description, along with a 'View Course Details' button.

NISH
National Immunization Technical Advisory Group (NITAG) Support Hub

NISH, the National Immunization Technical Advisory Groups (NITAGs) Support Hub, actively supports the work of NITAGs in the WHO Africa Region. NITAGs benefit from an extensive portfolio of offerings and pool of experts to access information and tools from vaccinology and related disciplines to refine their recommendations for national immunisation policies and programmes.

To support NITAGs in their work and build and retain advisory capacity in the region, NISH developed a range of training offerings in the domains of vaccinology and evidence-informed decision-making (EIDM) for NITAGs and individuals in the NITAG space, including online options.

NISH Contact Details:
Phone: (+27) 21 408 7979
Email: nish@uct.ac.za

Short courses offered by the National Immunization Technical Advisory Groups (NITAGs) Support Hub.

Course Title	Date	Location	Time	Description
Basic Epidemiology for NITAGs	On demand	Online	Self-paced	Self-Paced course covering key concepts essential for making informed, evidence-based decisions in vaccination policy and program management.
Basic Immunology for NITAGs	On demand	Online	Self-paced	Self-Paced course to introduce NITAG members to basic Immunology.
EIDM Fundamentals for Immunisation Advisors	On demand	Online	Self-paced	Self-Paced course to introduce NITAG members to Evidence Informed Decision Making.
Searching for Scientific Literature	On demand	Online	Self-paced	Self-Paced course to help NITAG members develop essential skills in locating reliable and relevant scientific literature.

Course sessions

If you run multiple iterations or offerings of the same course, where the basic course information remains the same but only small details differ for each offering, such as available dates / available seats / cost, then it is possible to capture your comprehensive course information once and display the applicable information for each available course offerings (called “sessions” – see screenshot below). The following additional information would need to be supplied for each available course session:

Item	Description
Course Sessions Title	A title which uniquely identifies this course as being a session of the main course
Course Session Start Date	DD-MM-YYYY or On demand
*Other unique course session information	If this course session has a different cost / sliding scale / voucher code / available seats or other distinctive information, this would need to be provided

An example of where this has been implemented:

Learning objectives

After completing this course, participants will be able to:

- Describe the workings of generative AI and Large Language Models (LLMs);
- Acquire foundations of prompt engineering;
- Select and use AI tools to support teaching, learning, assessment and research;
- Integrate AI into teaching, learning, assessment and research within a specific context;
- Discuss and reflect on ethical practices in AI engagement within a specific context.

Course cost

The full cost of the course is R5500. UCT staff are however entitled to a 30% discount i.e. R3850. All current full-time postgraduate students from any institution are entitled to a 50% discount i.e. R2750. Please request a discount voucher code from: pgbold@uct.ac.za BEFORE you enrol for the course.

More information

[Designing with AI](#)

Available Sessions

Product Name	Price	Quantity	Action
Designing with AI - July 2025	R5,500.00	<input type="text" value="1"/>	ENROL NOW
Designing with AI - Sept 2025	R5,500.00	<input type="text" value="1"/>	ENROL NOW

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Sliding scale (price)

An optional sliding scale can be made available for purchases of different quantities of your courses. Generally, the higher the quantities of a course being purchased in a single transaction, the lower you will set the cost price. An example of a costing sliding scale is given below:

Prices: Use the following fields to set price levels for different quantities of your products.

Qty:	<input type="text" value="1"/>	or more = Price:	<input type="text" value="500.00"/>
Qty:	<input type="text" value="5"/>	or more = Price:	<input type="text" value="450.00"/>
Qty:	<input type="text" value="8"/>	or more = Price:	<input type="text" value="400.00"/>
Qty:	<input type="text" value="10"/>	or more = Price:	<input type="text" value="395.00"/>
Qty:	<input type="text" value="15"/>	or more = Price:	<input type="text" value="350.00"/>
Qty:	<input type="text" value="20"/>	or more = Price:	<input type="text" value="320.00"/>

Voucher

If you would like to use vouchers for your course, please use the Service Now request: [Request vouchers for a product listing in The Learning Store](#) (please ensure that you are logged in to [UCT Service Now Service Portal](#) in order to successfully access the form).

A voucher code may be generated to allow the purchase of a course at a pre-determined discount rate (see screenshot below). Only one voucher can be used per transaction. If a user wants to purchase multiple products which each have eligible vouchers, they will need to purchase the products in separate transactions.

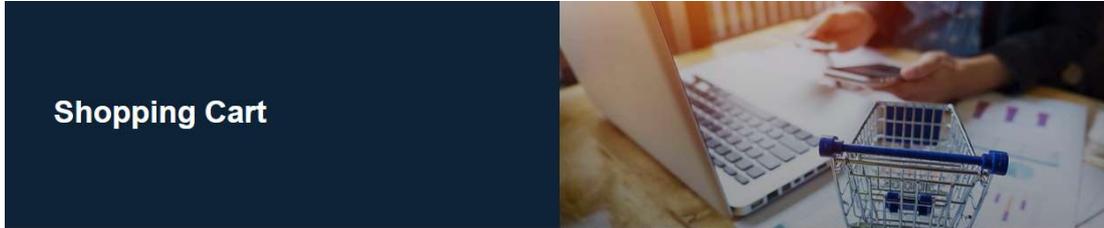
Vouchers can be set to:

- A fixed amount or percentage-based discount
- Be redeemable only when there is a minimum value in the cart
- Be limited to a specific number of times the voucher can be used
- Have an expiry date
- Be constrained to a particular course or course session
- Be constrained to courses from a particular short course unit / provider

It is the responsibility of the short course unit provider to:

- Distribute the generated voucher codes to eligible participants
- Keep a record of voucher codes allocated to participants
- Communicate to participants that vouchers are valid for single use on the designated product (within the expiry window, if this option has been enabled)

An example of where to use the voucher code at checkout:



Product	Quantity	Price (R)	Amount (R)	
Designing with AI - July 2025 - CILT	1	5,500.00	5,500.00	REMOVE

Sub-Total: R5,500.00
VAT: R0.00
Total: R5,500.00

To delete an item click **Remove** next to the item you wish to delete.

Voucher

If you have a voucher or coupon, enter its code in the box below and click on recalculate.

RECALCULATE

CHECKOUT

Course Image

Each course listed in The Learning Store will require a course image (free of any text) which is used in the banner on both the product page and the course catalogue card.

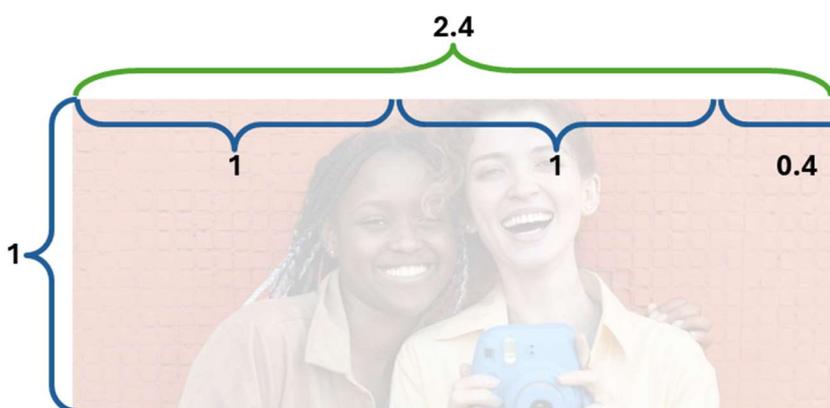
If your course already has an online presence with a course image associated with it, this image will be used to represent your course on The Learning Store, to maintain consistency and association with your course as a product. If you do not already have a course image associated with your course, you will need to supply a suitable image, which **you have the required rights to use** and is representative of your course.

The supplied course image will be visible in the following two areas in The Learning Store, each scaled dynamically to the required display dimensions:

Display Page	Display Area	Display Dimensions
The Learning Store: Home Page	Catalog Card	256 px X 170 px
The Learning Store: Product Page	Header Banner	720 px X 300 px

Course image dimensions

The supplied course image should be rectangular (landscape) 800px X 350px with an aspect ratio of 1:2.4. This means the length of your course image should be 2.4 times longer than the height of your image:



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Course image composition

Your course image should not contain any text. If your course image contains elements such as faces or people, ensure that they are the central focal point of the image and that there is a reasonable amount of surrounding background, such as the brick wall in this sample image, which can be “cropped” without the image losing meaning. If your course image contains groups of people / faces, ensure that they are centred within the image to avoid faces being cut off when the image is scaled for the catalog card.

As the course image display dimensions for the course catalog card differ from the product page header banner, please see the samples below, which demonstrate how the supplied course image will be cropped, scaled and displayed on the course catalog and the product page header.

Course image on a catalog card

The supplied course image will be scaled to 256 px X 170 px on the catalog card.

Note the area of the supplied course image which is displayed on the catalog card (outlined in red below) and the peripheral background area which is “cropped” from view on the catalog card.



Test Product

Date: Date Info
Location: 345
Time: 678

Self-Paced course to introduce NITAG members to Evidence Informed Decision Making. Self-Paced course introduce NITAG members to Evidence Informed Decision Making. Self-Paced course intro NITAG members to Evidence Informed Decision.

[View Course Details](#)



Supplied Course Image

Course image on a product page header banner

The supplied course image will be scaled to 720 px X 300 px on the product page header banner.

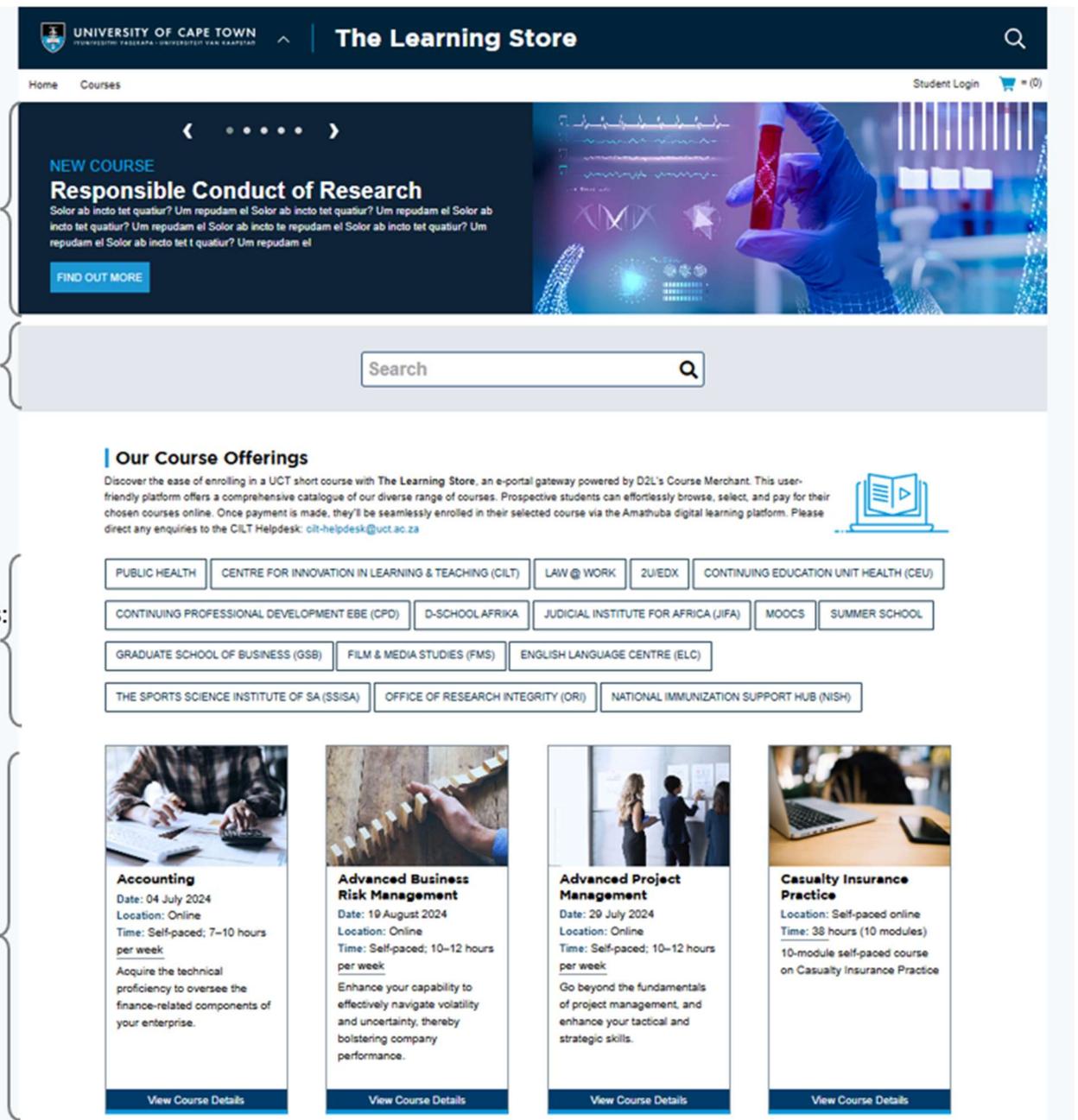
If the supplied course image is the required 1:2.4 aspect ratio, the complete area of the course image will be displayed in the product page header banner. Course images supplied which do not meet the required dimensions will be cropped accordingly.



Supplied Course Image

Home page layout

The Learning Store home page contains the following elements:



The screenshot shows the home page of 'The Learning Store' on the University of Cape Town website. The page is annotated with brackets and labels on the left side:

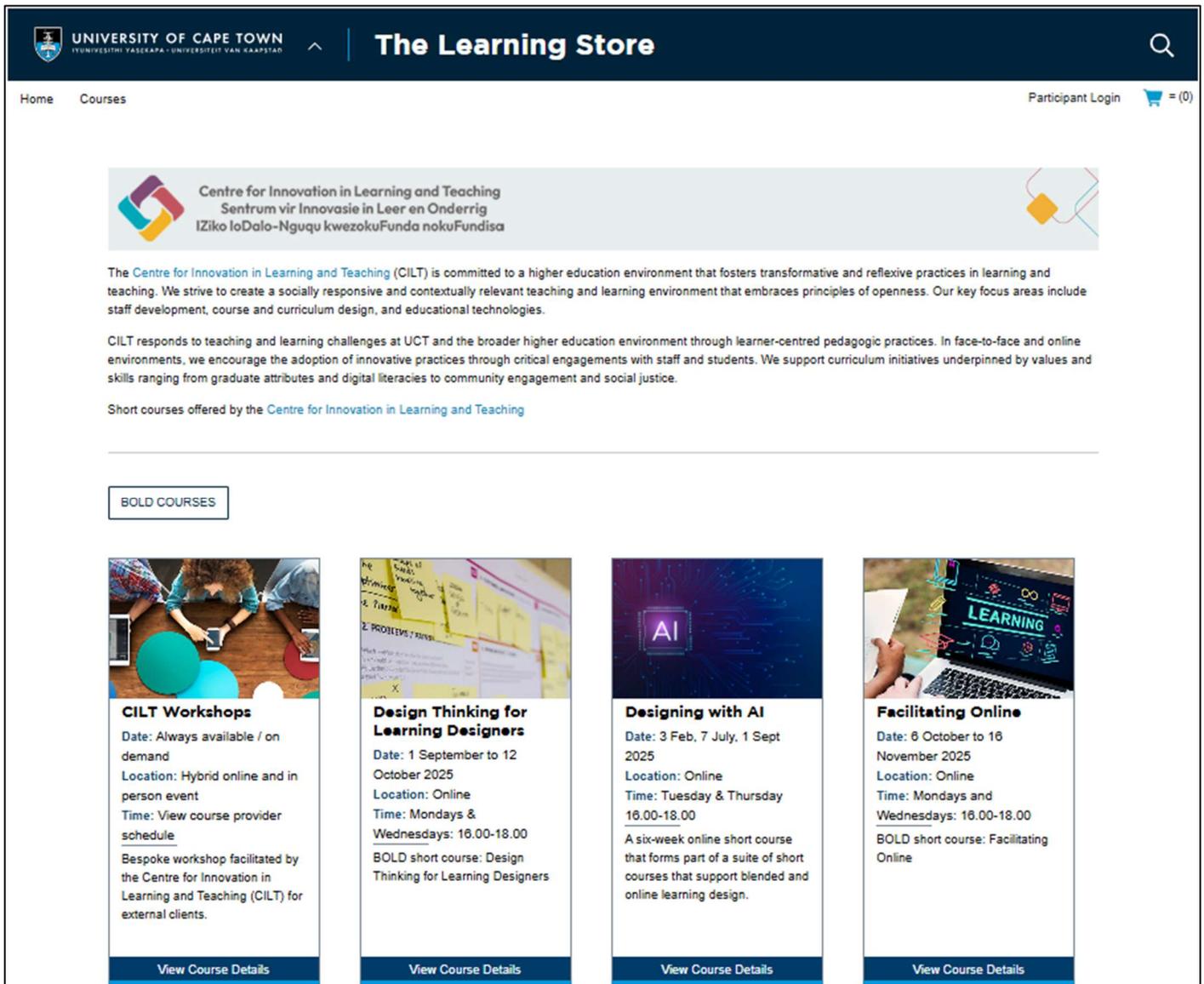
- Featured Course Carousel:** Points to a banner for a 'NEW COURSE' titled 'Responsible Conduct of Research' with a 'FIND OUT MORE' button.
- Search:** Points to a search bar with the placeholder text 'Search'.
- Course Categories: By Unit / Provider:** Points to a grid of category buttons including 'PUBLIC HEALTH', 'CENTRE FOR INNOVATION IN LEARNING & TEACHING (CILT)', 'LAW @ WORK', 'ZU/EDX', 'CONTINUING EDUCATION UNIT HEALTH (CEU)', 'CONTINUING PROFESSIONAL DEVELOPMENT EBE (CPD)', 'D-SCHOOL AFRIKA', 'JUDICIAL INSTITUTE FOR AFRICA (JIFA)', 'MOOCS', 'SUMMER SCHOOL', 'GRADUATE SCHOOL OF BUSINESS (GSB)', 'FILM & MEDIA STUDIES (FMS)', 'ENGLISH LANGUAGE CENTRE (ELC)', 'THE SPORTS SCIENCE INSTITUTE OF SA (SSISA)', 'OFFICE OF RESEARCH INTEGRITY (ORI)', and 'NATIONAL IMMUNIZATION SUPPORT HUB (NISH)'. An icon of a laptop with a play button is also present.
- Catalog Cards:** Points to four course cards:
 - Accounting:** Date: 04 July 2024, Location: Online, Time: Self-paced; 7–10 hours per week. Description: Acquire the technical proficiency to oversee the finance-related components of your enterprise.
 - Advanced Business Risk Management:** Date: 19 August 2024, Location: Online, Time: Self-paced; 10–12 hours per week. Description: Enhance your capability to effectively navigate volatility and uncertainty, thereby bolstering company performance.
 - Advanced Project Management:** Date: 29 July 2024, Location: Online, Time: Self-paced; 10–12 hours per week. Description: Go beyond the fundamentals of project management, and enhance your tactical and strategic skills.
 - Casualty Insurance Practice:** Location: Self-paced online, Time: 38 hours (10 modules). Description: 10-module self-paced course on Casualty Insurance Practice.

Category layout

Each short course unit / provider is represented by a category button on The Learning Store home page.

This provides a filtered view of all courses, displayed on catalog cards listed alphabetically by course title, associated with this short course unit / provider.

For example, the CILT category page is as follows:



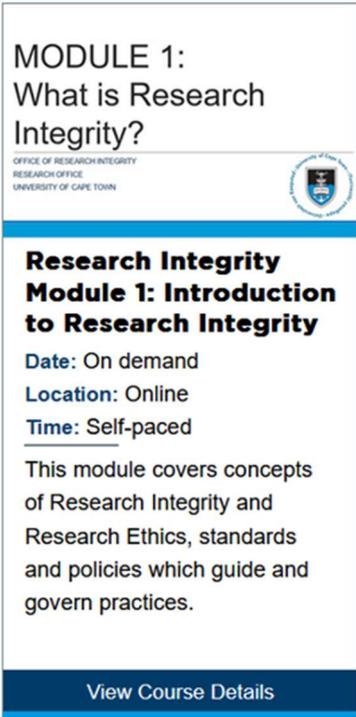
The screenshot shows the 'The Learning Store' page for the Centre for Innovation in Learning and Teaching (CILT). The page header includes the University of Cape Town logo and navigation links for 'Home' and 'Courses'. A search icon and 'Participant Login' are also visible. The main content area features the CILT logo and a brief description of the center's mission. Below this, there is a section titled 'BOLD COURSES' which displays four course cards:

- CILT Workshops**: Date: Always available / on demand; Location: Hybrid online and in person event; Time: View course provider schedule; Description: Bespoke workshop facilitated by the Centre for Innovation in Learning and Teaching (CILT) for external clients.
- Design Thinking for Learning Designers**: Date: 1 September to 12 October 2025; Location: Online; Time: Mondays & Wednesdays: 16.00-18.00; Description: BOLD short course: Design Thinking for Learning Designers.
- Designing with AI**: Date: 3 Feb, 7 July, 1 Sept 2025; Location: Online; Time: Tuesday & Thursday 16.00-18.00; Description: A six-week online short course that forms part of a suite of short courses that support blended and online learning design.
- Facilitating Online**: Date: 6 October to 16 November 2025; Location: Online; Time: Mondays and Wednesdays: 16.00-18.00; Description: BOLD short course: Facilitating Online.

Catalog cards layout

Catalog cards contain a concise synopsis of select course information and are used to link the user to the product page containing more details about the course. Catalog cards are displayed in the following places:

Learning Store page	Course card purpose
Home page	Featured catalog cards
All courses page	All catalog cards listed alphabetically by title
Courses by category	Catalog cards of all courses from the selected Unit / Provider
Search Results	Catalog cards relevant to the search results
Related Courses	Catalog cards linking to related courses displayed on the product page

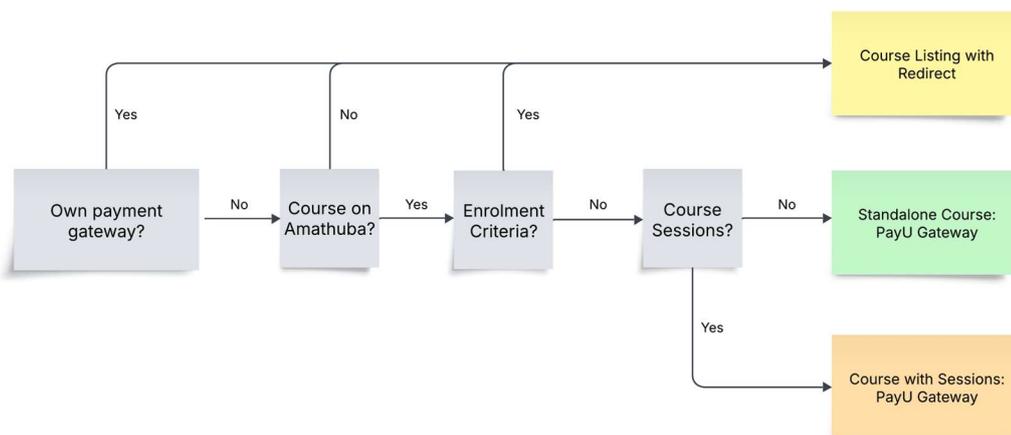
Course Image 256 X 170	
Course Title	
Course Details	
Short description	
Link to Product	

Product page layout

The type of short course listing on The Learning Store will depend on the existing requirements of your course. The examples provided cover some common short course scenarios. If you have specific requirements for your course, please contact cilt-helpdesk@uct.ac.za

Course Element	Description	Product Listing Type
Own Payment Gateway	You already have a functional store with course listings and a payment gateway in place	Course with redirect to providers course listing
Course on Amathuba	Your course content is not hosted on Amathuba (i.e.: It is hosted elsewhere or has not yet been migrated to Amathuba)	Course with redirect to providers course listing
Enrolment Criteria	You have an application and selection process or eligibility criteria in place	Course with redirect to providers course listing
Course Sessions	You have several sessions of the same course using different dates / costs / users with no existing payment gateway or prerequisites and your course is hosted on Amathuba	Course with sessions using PayU payment gateway
Standalone Course	You have a course with no existing payment gateway, prerequisites or sessions and your course is hosted on Amathuba	Standalone course using PayU payment gateway

A visual representation of the above:



Standalone course

The product page for a standalone course, available for purchase using the integrated PayU payment gateway on The Learning Store, is displayed as follows, with the option to purchase (enrol) the required quantity.

UNIVERSITY OF CAPE TOWN
The Learning Store

Home Courses
Student Login 🛒 (0)

Research Integrity Module 2: Research Misconduct and Questionable Research Practices

MODULE 2: Research Misconduct and Questionable Research Practices

OFFICE OF RESEARCH INTEGRITY
RESEARCH OFFICE
UNIVERSITY OF CAPE TOWN

Breadcrumb navigation

[Home](#) > [Catalog](#) > [Office of Research Integrity \(ORI\)](#) > [Research Integrity Module 2: Research Misconduct and Questionable Research Practices](#)

Course details

Course Date: On demand
Location: Online
Time: Self-paced
Duration: 2 hours

About the course
This is module 2 out of 6. Each module consists of online content and a self-contained knowledge check, followed by a final assessment on the Learning Management System. Once you have completed the final assessment (and achieved more than 80%), you will be directed to a course evaluation. A certificate of attendance (for individual modules) will be triggered once the course evaluation has been submitted.

Course Content
This module outlines practices and policies that govern research misconduct at the institution and internationally. You will be introduced to questionable research practices and be given some tips for avoiding them. We hope you will leave this module understanding why research misconduct and questionable research practices are problematic, how they can impact you personally and professionally, and what this means for research in general.

Registration
The modules are currently hosted on HR's SuccessFactors (SF) Learning Management System. You can access the courses by simply logging in to the platform and searching for them.

More Information
<https://uct.ac.za/research-support-hub/integrity/training-and-education>

Purchase details

Price: R1,750.00

[ENROL NOW](#)

Quantity:

Related Courses

OFFICE OF RESEARCH INTEGRITY
RESEARCH OFFICE
UNIVERSITY OF CAPE TOWN

2: Research Misconduct and Questionable Research Practices

Date: On demand
Location: Online
Time: 2 hours

This module broadly outlines practices and policies that govern research misconduct.

[View Course Details](#)

OFFICE OF RESEARCH INTEGRITY
RESEARCH OFFICE
UNIVERSITY OF CAPE TOWN

3: Responsible Authorship and Publication Practices

Date: On demand
Location: Online
Time: 2 hours

In this module, you will be introduced to responsible authorship practices, including some strategies for avoiding authorship disputes.

[View Course Details](#)

OFFICE OF RESEARCH INTEGRITY
RESEARCH OFFICE
UNIVERSITY OF CAPE TOWN

4: Research Using Human Participants

Date: On demand
Location: Online
Time: 3 hours

This module will provide a comprehensive introduction to research ethics, covering key principles, benchmarks, and historical ethical violations.

[View Course Details](#)

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RESEARCH OFFICE
UNIVERSITY OF CAPE TOWN

5: Managing and Sharing Human Research Data

Date: On demand
Location: Online
Time: 3 hours

This module explores the intersection of ethics and data sharing, following the narrative journey of two fictional researchers as they navigate the complexities of open data.

[View Course Details](#)



Course with sessions

The product page for a course with sessions, which is available for purchase using the utilising the integrated PayU payment gateway for The Learning Store, is displayed with the option to purchase (enrol) the required quantity for each available session.

Banner with course image

Breadcrumb navigation

Course details

Available Sessions

The Learning Store
🔍

Home > Catalog > Continuing Professional Development EBE (CPD) > Future Female Leaders in Energy

Course Date: 01 July 2024

Location: Online

Fee: Self-paced

Duration: 4 weeks per module

Application Deadline: Two weeks before the start of the programme

About the course

Future Female Leaders in Energy programme is a formally assessed programme, aimed to fast-track the career development and progression of women in the energy sector. The goal is to enable entry-level and junior employees to grow into leadership positions in the off-grid energy sector. The programme will benefit women already in the sector, with identified leadership potential improving gender inclusivity and representation in leadership.

Participants will build their credibility in the sector, through greater familiarity sector specific terminology, opportunities and risks. Certificates will be awarded upon successful completion of the programme.

Course Content

- **Module 1**
- Introduction to the Energy and Off-Grid Energy sector
- **Module 2**
- Introduction to Leadership Skills
- **Module 3**
- Speak Up and Lead (Communication)
- **Module 4**
- An Introduction to Finance
- **Module 5**
- Risk Management
- **Module 6**
- Project Management

Registration

- Potential candidates interested in participating in this programme, can visit [here](#) to check eligibility criteria and to register interest. All applications will be considered, and successful candidates will be informed via email if they have been accepted.
- The registration fee covers all sessions of the programme and course material, there are no additional costs.
- Registrations close two weeks before the start of the programme. Confirmation of successful enrolment will be sent by email.
- Cancellations must be received no less than one week before the start of a programme, or the full programme fee will be charged.

More Information

<https://ibe.uct.ac.za/cpd/events/future-female-leaders-energy-0>

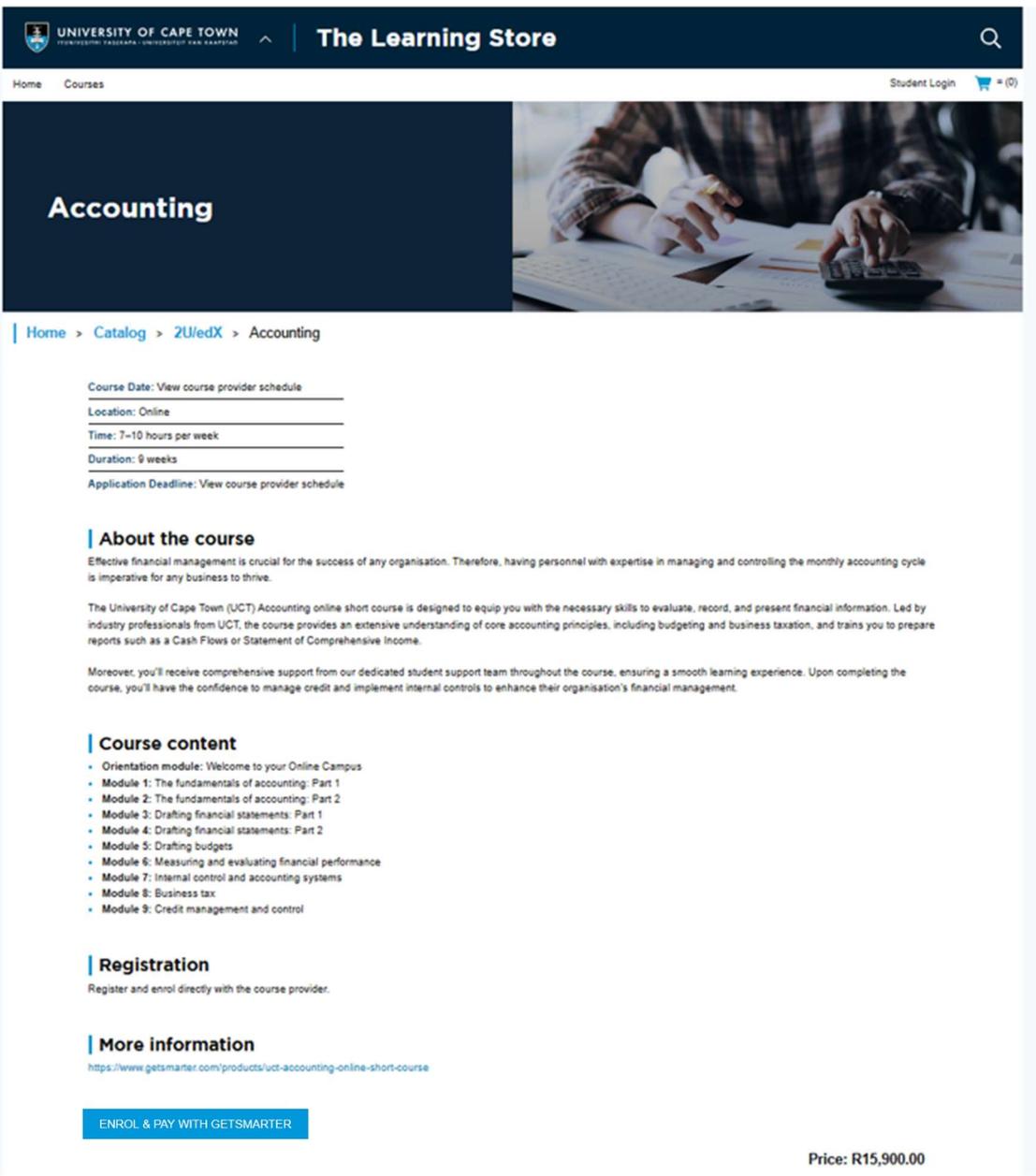
Available Sessions

Product Name	Category	Price	
Future Female Leaders in Energy - 1 July		R1,000.00	<input style="width: 50px;" type="text" value="1"/> <input type="button" value="ENROL NOW"/>
Future Female Leaders in Energy - 30 September		R1,000.00	<input style="width: 50px;" type="text" value="1"/> <input type="button" value="ENROL NOW"/>



Course with external payment gateway

Short courses units / providers who already have a payment gateway in place or have other prerequisites before enrolling users on their short courses (such as an application and selection process), may have their courses listed on The Learning Store which directs users to the relevant course information page on the providers website.



The screenshot shows the 'The Learning Store' interface for an 'Accounting' course. The page includes a navigation bar with 'Home' and 'Courses' links, a search icon, and a 'Student Login' button. A large banner at the top features the course title 'Accounting' and an image of hands working with a calculator and documents. Below the banner is a breadcrumb trail: 'Home > Catalog > 2U/edX > Accounting'. The course details section lists: 'Course Date: View course provider schedule', 'Location: Online', 'Time: 7-10 hours per week', 'Duration: 9 weeks', and 'Application Deadline: View course provider schedule'. The 'About the course' section describes the course's focus on financial management and provides a link to the course content. The 'Course content' section lists nine modules, from orientation to credit management. The 'Registration' section states that users should register and enrol directly with the course provider. The 'More information' section provides a URL to the course page. A blue button labeled 'ENROL & PAY WITH GETSMARTER' is prominently displayed, and the price is listed as 'Price: R15,900.00'.

Banner with course image

Breadcrumb navigation

Course details

Link to course provider

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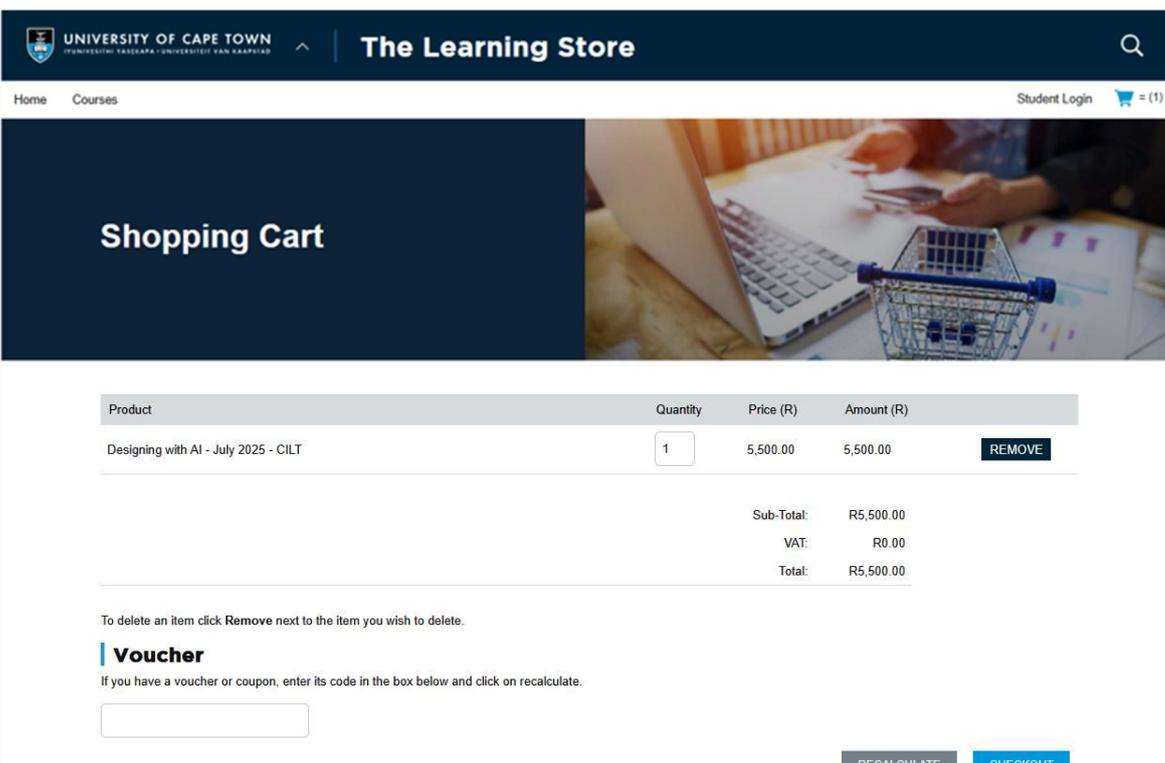
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Shopping cart layout

Products (courses) available for purchase may be added or removed and quantities updated in the cart, as required. A link to pay by invoice will also be available for those courses who have selected this option.

Upon checkout, users will be prompted to register a new account with the payment gateway or log in with an existing account to conclude their transaction.



Banner with cart image

Cart details

Product	Quantity	Price (R)	Amount (R)	
Designing with AI - July 2025 - CILT	1	5,500.00	5,500.00	REMOVE
			Sub-Total:	R5,500.00
			VAT:	R0.00
			Total:	R5,500.00

To delete an item click **Remove** next to the item you wish to delete.

Voucher
If you have a voucher or coupon, enter its code in the box below and click on recalculate.

Recalculate / Checkout

RECALCULATE CHECKOUT

Help and Support

Please direct any enquiries to the CILT Helpdesk (office hours: Mon-Fri, 9am-5pm):

- Email cilt-helpdesk@uct.ac.za
- Log a call on <https://uct.service-now.com/sp/>
- Phone 021 650 5500

ServiceNow Links

The functionality to add and edit products on The Learning Store, along with requesting vouchers, is completed through form submission on ServiceNow. Please ensure that you are logged in to [UCT ServiceNow Service Portal](#) before attempting to access any of the following links.

[Add a new product listing to The Learning Store](#)

[Edit a product listing on The Learning Store](#)

[Request vouchers for a product listing in The Learning Store](#)

Additional Information

[Payment Information – EFT and UCT Journal Transfers](#)

[The Learning Store Terms and Conditions](#)

[Short Course Providers MS Teams Channel](#)