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## **Executive Summary**

Business World is a business hub with various business entities that complement each other. Each entity serves as a supplier within the business world, focusing on their core business to ensure a quality service.

Business World is a level 3 BBBEE contributor and supports outsourcing to other organizations with BBBEE status because forming partnerships with supplier's results in a more even distribution of power, assists with job creation and can be mutually beneficial for both the supplier and the buyer.

We are a member of the Pietermaritzburg Chambers of Business and registered at the Department of Treasury (IT no:KZN211248)

The Business School offers a practical curriculum specializing in one year certificates for The New Venture Creation Program (NQF 4) and the Generic Management Program (NQF 5).

## **Vision**

To improve on socio-economical development by increasing the levels of skills within the government and private sector by developing of individuals' skills through continuous assessment of their training needs in line with the Skills Development Act and the National Qualifications Framework.

## **Mission**

To provide a quality service to our clients by enhancing their skill levels which will achieve the goals set out by their organizations,

## **Shared values**

Quality Service delivery

Integrity

Value for money



## **Core Objectives**

- 1. To gather information for the purpose of a BEE verification process in terms of**
  - a. CODES 801 Ownership Equity
  - b. CODES 802 Management Control
  - c. CODES 803 Employment Equity
  - d. CODES 804 Skills Development
  - e. CODES 805 Preferential Procurement
  - f. CODES 806 Enterprise Development
  - g. CODES 807 Socio- Economical development
  
- 2. To act as an external skills development facilitator to organizations providing the following services:**
  - a. Facilitate the development of employees in the organization and the strategies of the organization fairly and equally.
  - b. Acquire the resources to accredit and evaluate learnerships and skills programs in the organization.
  - c. Evaluate the skills development needs of the employees and organization and continually evaluate the implementation of identified needs.
  - d. Advise the employees and the employer on external and internal skills strategies as well as the progress of the skills development of the organization.
  - e. Be a training committed leader and lead the process of organizational skills development and employee development.
  - f. Act as SDF administration and check all SETA documentation before submitting.
  - g. Set up a training committee.
  - h. Advise the organization on the implementation of the WSP.
  - i. Advise the organization on the quality assurance requirements of the relevant SETA.
  - j. Serve as contact person between the organization and the external SDF and SETA.
  - k. Chair the skills development planning committee or training committee.
  - l. Bring the company policies in line with the regulations as laid down by the Skills Development Act.



- m. Create a skills performance system for the company where no skills performance system exists.
- n. Generate the key performance area for the skills performance system.
- o. Complete an individual development pathway for all employees, as well as the skills requirement and learning pathway.
- p. Create a portfolio of evidence for all employees that will receive training in the company.
- q. Complete the WSP, ATR and submit it to the correct SETA, before the deadline.
- r. Formalize the qualifications of employees through a baseline assessment.
- s. Train employed staff in order to claim the skills development levy grant from the SETA
- t. Register learnership Programs by training unemployed people.

**3. To provide training in business management by:**

- a. providing individuals with accredited management training
- b. placing qualified learners within organizations on learnerships

**4. To provide organizations with the following services:**

**A) Financial Management SAICA NO 09011123**

Core Function

- To provide professional, accurate, efficient business services at affordable rates
- To nurture good business ideas and grow them into great ideas

Services Offered

1. Accounting
  - Monthly accounting  
Generation of detailed accounts from invoices and statements  
Reconciliation to bank statement, debtors statement and creditors statements  
Generation of income statement and balance sheet - by month
  - Preparation of annual financial statements
  
2. Financial Management
  - Variance analysis  
Detail comparison to budgets and analysis of variances
  - Cash flow management  
Detail planning on working capital requirements  
Future planning on capital investment (growth of business)
  - Feedback to client  
Provide client feedback on performance of business  
Mentor client on how to grow his business and identify threats and weakness



### 3. Taxation

- Income tax  
Completion of all statutory requirements accurately and timeously
- VAT  
Completion of all statutory requirements accurately and timeously

### 4. Payroll

- Full Payroll administration function  
Complete function including pay slips, all statutory returns (UIF, PAYE, etc)

### 5. Other

- Business Plans
- CC company registration
- Other business registration (Income Tax, PAYE, UIF, SDL, COIDA & VAT)

## **B) Human Resources Management: HPCSA PSIN 0118150 , EAP SA 704**

### 1. Recruitment & Selection

- Assistance provided to organizations in order to develop its recruitment process and by means of assessment centers, psychometric assessments and competency based interviewing we ensure the best candidate is placed in your organization.

### 2. Career Counseling

- Assistance is provided to scholars and individuals seeking a career change in order to develop where their career interests lie in order to improve their career development.

### 3. Coaching

- Individual or group coaching with the intention to identify goals or develop specific skills that improve individuals, teams and ultimately enhance organizational effectiveness.

### 4. Industrial Relations

- Assistance is provided to organizations to develop effective Industrial relations within the workplace. Guidance is provided with the drawing up of employee contracts, and in setting up an effective disciplinary policy in line with the values and mission of the company.
- Design of workplace meditation centre
- Labour Law Compliance
- Employment Equity
- Labour Relations



- Basic Conditions of Employment
  - Occupational health and safety
5. Change Management
    - Utilizing methodology of a series of processes to ensure significant changes implemented in an orderly, controlled and systematic fashion to bring about organization change.
  6. Job Profiling
    - Assistance in analyzing the key criteria that define the top performers of the organization for a specific job. The central focus is on the skills and competencies, challenges attached to the job.
  7. Team building and Team Development
    - Develop groups of people into teams reflecting on their individual strengths and enhancing group performance.
  8. Organizational Re-structuring
    - Involves grouping and re-grouping employees based on their tasks, functions and/or projects in order to maximize the efficiency of human capital in achieving organizational goals.
  9. Performance Management
    - Assistance in designing an effective performance management system compared to organizational and individual performance based on the initial goals set, and allows an organization take in corrective action.
  10. Personal development plans
    - Utilizing a process with employees to upon their performance and achievements, and therefore to plan for their personal, educational and career development.
  11. Psychometric Assessments
  12. Succession plans
  13. Talent Management
  14. Employee and Organizational Health and Wellness
  15. Organizational Development:

**Including:**

- planning and implementing internship programmes or graduate



development programmes

- Utilizing climate surveys to assess organization functioning

16. Conduct Research

17. Counseling of employees

Provide a counseling function to employees on an array of issues including:

- Pre & post retirement counseling
- Retrenchment

### **C. Logistics Management: SAP NO 804892**

Core Function: Provide Logistics Support, Training and Consulting

- Routing and Scheduling
- Fleet Logistics Optimizer (FLO)
- Operational Training
- Inbound / Outbound Logistics
- Stock Control
- FIFO / LIFO
- Dispatching and receiving
- Weekly / Monthly Reports
- Load Plan Execution
- Order making
- Loading Making
- Distribution Load Plan Execution
- Management of Key Performance Indicator's (Tracking and Trending)



## Curriculum

### Eligibility

Each programme assumes that the learner is competent in the language of instruction of the Training Provider, which is English. The learning assumed to be in place is: Grade 12 Certificate; NQF level 4 or equivalent qualification.

NQF Level	Qualification	SAQA ID	CREDITS
Level 5	National Certificate: Generic Management	59201	162
Level 4	Further Education and Training Certificate: New Venture Creation	66249	149

**Portfolio of Evidence  
to be submitted**

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### Outcomes

After 1 year, individuals will exit with a management qualification and Business World will assist with intern placements in the second year where they can gain practical experience in the business world.

### Workshops

We offer a series of workshops ranging from 1 day to 1 week.



## **Important Information**

### **What is the skills development Act?**

The Skills Development Act aims to develop the skills of the South African workforce and to improve the quality of life of workers and their prospects of work; improve productivity in the workplace and the competitiveness of employers; and to promote self-employment.

The Skills Development Act No 97 of 1998 was passed in order to develop and improve the skills of people in the workplace. The Act does the following:

- provides a framework for the development of skills of people at work
- builds these development plans/strategies into the National Qualifications Framework
- provides for learnerships that lead to recognized occupational qualifications
- provides for the financing of skills development by means of a levy-grant scheme and a National Skills Fund

### **The National Qualifications Framework (NQF)**

The NQF is a plan for education and training. The aim is for people to continue accumulating qualification credits as they learn and work. The Skills Development Act defines the following structures to implement the NQF:

- **South African Qualifications Authority (SAQA)** - This is the body responsible for overseeing the development and implementation of the NQF and it is accountable to the Departments of Labor and of Education. SAQA establishes National Standards Bodies, Standards Generating Bodies and Education and Training Quality Assurers.

### **The Skills Development Levy-Grant scheme**

The Skills Development Levy was established under the Skills Development Act. A levy is an amount of money that employers have to pay to the South African Revenue Service (SARS) for skills development of employees. If employees undergo training then the employer can claim this amount back from the relevant SETA.

### **Paying the Skills Development Levy**

An employer must pay a skills development levy every month if:



- the employer has registered the employees with SARS for tax purposes (PAYE), and/or
- the employer pays over R500 000 a year in salaries and wages to their employees (even if they are not registered for PAYE with SARS)

An employer must pay 1% of the total amount paid in salaries to employees (including overtime payments, leave pay, bonuses, commissions and lump sum payments).

The employer must register with SARS and pay the levy monthly. SARS will supply the correct forms to fill in (SDL 201 return form). The levy must be paid to SARS not later than 7 days after the end of every month.

### **How are the levies used?**

The levies paid to SARS are put in a special fund. 80% of the money from this fund will be distributed to the different Seta's and the other 20% will be paid into the National Skills Fund. The Seta's will then pay grants to employers who appoint a Skills Development Facilitator. The National Skills Fund will fund skills development projects that don't fall under the Seta's.

### **Getting a Skills Development Grant**

An employer can get money back from the SETA or the National Skills Fund to use on training and developing their own employees' skills. To qualify for a Skills Development Grant an employer must have paid Skills Development levies; have a Skills Development Facilitator and follow all the rules and regulations in the Act

An employer can get back 50% or more of the levies they paid to SARS. These grants are called Grants A, B, C and D. This is how the grant system works:

Grant A - When an employer appoints and registers a Skills Development Facilitator, then Grant A is paid back to the employer. This is 15% of the levy paid to SARS by the employer. Employers can only get Grants B, C and D if they have got grant A. Grant B - When the employer sends in a workplace skills plan to the relevant SETA and the SETA approves the plan, then Grant B is paid. This is 10% of the levy paid to SARS by the employer. Employers can only get Grant C if they have got grant B.

Grant C - When the employer sends an annual training report based on the approved workplace skills plan, then, Grant C is paid. This is 20% of the levy paid to SARS by the employer.



Grant D - Seta's may pay out grant D for specific sector skills initiatives in the workplace. Grant D is 5% of the levy paid to the Fund by the employer.

If employers do not meet the requirements for recovering a grant then they lose the grant.

### **The Workplace Skills Plan (WSP)**

The WSP or SMME Profile identifies planned training for the period 1 April to 31 March and qualifies for the company for an annual grant. The WSP or SMME Profile must be completed in the SETA format and submitted timeously.

The submission date for the WSP for the training period 1 April to 31 March is June of every year. No extension will be given to companies on this date and no late applications will be accepted.

A company must first appoint a Skills Development Facilitator (SDF). The SDF can be an employee or a consultant. A company can appoint more than one SDF. The SDF is the main liaison person with the SETA. The SDF will be able to apply for a user id and password to access company information directly on the SETA database (DATANET).

All training provided to employees within a training year can be included in the WSP. Formal, informal and in-house training can be included provided the company can proof that the training has taken place by means of certificates, reports or invoices.

In companies with less than 50 employees the employer and SDF must sign the SMME Profile document. Companies with more than 50 employees must consult in the process of nominating the SDF and developing the WSP. These employers must establish an in-house forum for consultation. However, where a workplace is unionized, trade union or management structures shall fulfill this function. In addition, trade union (or employee representative of a Training Committee, where there is no trade union) signature is required to verify that consultation on the appointment of the SDF and the development of the WSP had taken place.

