

Corporate Profile

South African
Corporate Training
Association

SACTA 



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OUR BACKGROUND

The South African Corporate Training Association (SACTA) is a skills development and training company that specialises in the provision of customised application-based learning programs. These learning programmes are structured to ensure enhanced levels of productivity and performance to both management and employees. Training modules are individually customised to the specific needs, plans and long-term objectives of each client and the company alike. It is built on a complete client centred approach. **SACTA** is a proudly South African company managed by a team of highly qualified and experienced professionals. It is 100% Black owned. Our philosophy is rooted in ensuring the full optimization of individual and team performance and in unlocking the full potential of all our candidates for the benefit of organizational performance and development. Through our various partnerships within the industry, we confidently ensure that all our courses offer the best solutions for the achievement of excellence. Our name, **SACTA** was motivated by the strong belief that Corporate Training Providers should collectively act for the greater good of South Africa and that this cohesive working together can achieve anything and everything in the corporate training environment.

OUR VISION

We envisage being the best in the chosen field of expertise and we aim to be one of the leading Human Capital managers noted for our excellent, dedicated and committed services.

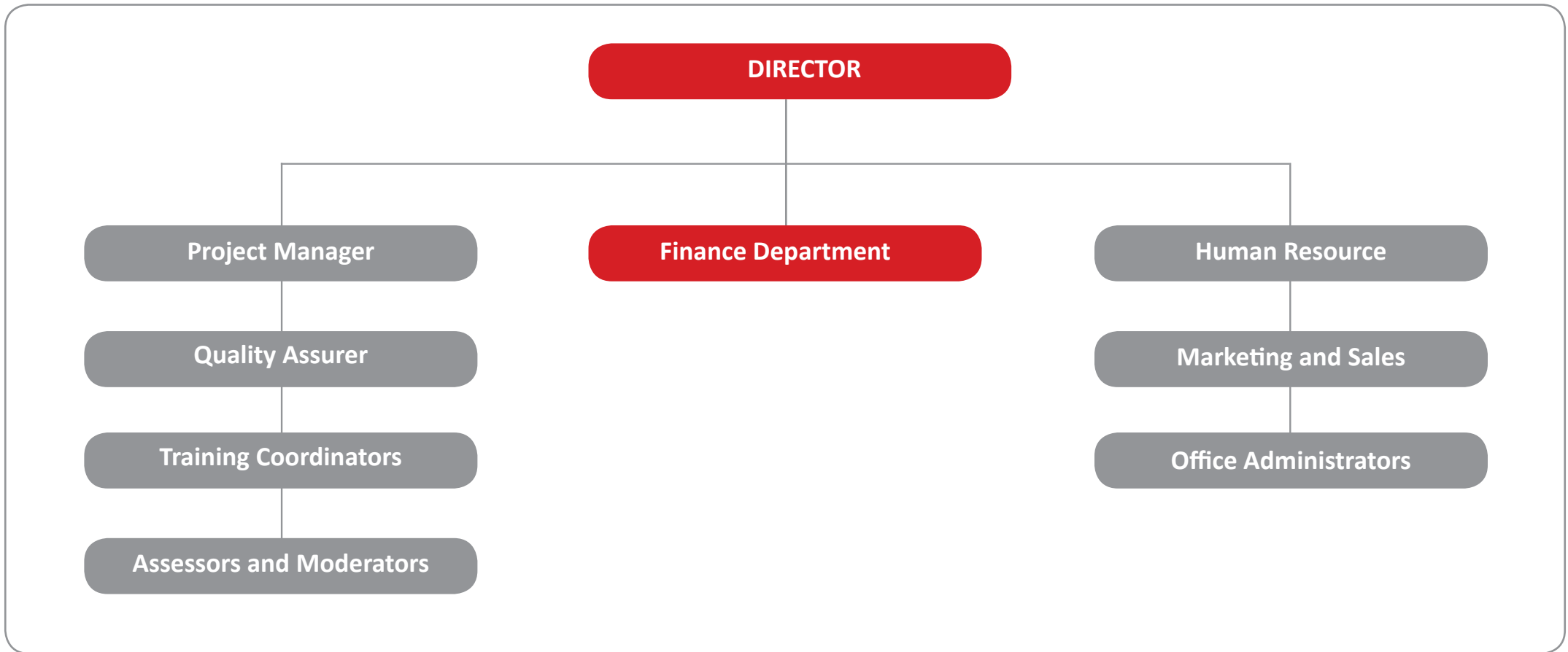
OUR MISSION

Establish and nurture long-term partnerships through trust, commitment, reliance and integrity with our clients
Provide an honest and open assistance to candidates, trainers, training providers and S.A ETQA's.
Contribute positively towards South Africa's economic progress through the provision of service excellence; career guidance and organisational efficiency and increased productivity.
Empower and sustain disadvantaged individuals

OUR PEOPLE

SACTA boasts an unrivalled professional and personalized service to clients. We pride ourselves with the understanding that our clients are all unique and thus tailor our services to their individual needs to form partnerships. Our highly skilled personnel share our company values of honesty; integrity and accountability, which further translate into the delivery of efficient services across all nine provinces within the country. We believe in constant self-evaluation, learning and growth to facilitate long-term partnerships with our clients. We can at any time count on our staff, both administrative and professional to ensure that the delegates enjoy the best possible experience whilst they are on training.

ORGANOGRAM



OUR OFFERINGS

SACTA is committed to uplifting the skills of its employees, organizations and the community at large. Through our expert facilitators, we work closely with organizations to develop and implement their Workplace Skills Plans where we also encourage on-the-job training by identifying further learning opportunities for our clients.

SACTA provides the following Skills Development Services:

- Skills Training programs to uplift the skills of existing employees;
- The development of various Learnership programmes;
- The development of Project Management programs and courses;
- The provision of an environment of learning;
- Occupational directed outcomes based learning;
- Accessing grants in line with SETA requirements.

Our **Computing Technology Industry Association (CompTIA)** membership adds our voice to the world's \$3 Trillion information technology industry. CompTIA membership extends our services and includes our company as one at the forefront of innovation. CompTIA certifications are the recognized industry benchmarks for a broad range of foundation -level IT skills. SACTA is fully CompTIA certified.

Our **CompTIA+ certification** validates the skills needed by computer support professionals, which include installation, configuration, diagnosing, preventive maintenance, basic networking, security, safety, environmental issues, communication and professionalism.

CompTIA Network+ validates an IT professional's ability to install, configure and troubleshoot basic networking hardware, protocols and services. CompTIA Security+ validates the knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts.

Microsoft Courses

1. MCSD Certification 2. MCP Certification 3. MCSA Certification 4. MCSE Certification

SACTA is also a proud certified member of **ICDL South Africa** and we are registered as a Training and Testing Centre to cater for introductory Computer Learning in South Africa.

OUR ACCREDITATIONS

SETAS	QUALIFICATION ID	QUALIFICATION TITLE	LEVEL	CREDITS
MICSETA	49077	National Certificate: Information Technology: End User Computing	3	130
	48872	National Certificate: Information Technology (Systems Development)	5	131
	48573	National Certificate: Information Technology: Systems Support	5	147
	58394	National Certificate: Film and Television Production	5	122
SERVICES SETA	57712	Further Education and Training Certificate: Generic Management	4	150
	59201	National Certificate: Generic Management	5	162
	66249	Further Education and Training Certificate: New Venture Creation	4	149
	58395	National Certificate: Project Management	5	120
CATHSSETA	14110	National Certificate: Accommodation Services	2	120
	14113	National Certificate: Food and Beverage Services	4	133
	67697	Further Education and Training Certificate: Sport Administration	4	172
	14115	National Certificate: Fast Food Services	3	138
	14111	National Certificate: Professional Cookery	4	145
LGSETA	49554	National Diploma: Public Finance Management and Administration	5	260
	50372	Further Education and Training Certificate: Municipal Finance and Administration	4	157
	48965	Certificate: Municipal Financial Management	6	166
	36436	National Certificate: Local Economic Development	4	163
	49605	National Certificate: Environmental Practice	2	128
AgriSETA	48970	Certificate: Municipal Financial Management	6	166
	8976	National Certificate: Animal Production	2	120
	49048	National Certificate: Animal Production	3	120
	48979	National Certificate: Animal Production	4	40
	20288	National Certificate: Farming	2	120
	20290	National Certificate: Farming	4	131
	48971	National Certificate: Mixed Farming Systems	1	120
	48977	National Certificate: Mixed Farming Systems	2	120

OUR ACCREDITATIONS

SETAS	QUALIFICATION ID	QUALIFICATION TITLE	LEVEL	CREDITS
BANKSETA	23433	Further Education & Training Certificate: Micro Finance	4	144
	23453	National Certificate: Micro Finance	3	120
FASSET SETA	58376	Further Education & Training Certificate: Bookkeeping	4	130
	49021	Further Education & Training Certificate: Debt recovery	4	140
	48736	National Certificate : Small business Financial Management	4	120
	58375	National Certificate : Bookkeeping	3	120
TETA	50285	NC: Professional Driving	3	122
	48437	NC: Road Transport	3	133
	49398	NC: Incident Management	5	145
	48439	FETC: Road Transport Supervision	4	138
	74149	C: Supply Chain Management	5	150
	57831	NC: Freight Handling: Warehousing and Distribution	3	128
	58473	ND: Freight Handling Logistics	5	242
	59365	NC: Freight Forwarding and Customs Compliance	3	130
	59298	FETC: Freight Forwarding and Customs Compliance	4	135
66669	FETC: Rail Operation (Train Control)	4	120	

OUR SHORT COURSES

SOUTH AFRICAN CORPORATE TRAINING ASSOCIATION PROVIDES THE FOLLOWING SKILLS DEVELOPMENT SERVICES:

1. Team Building
2. Project Management
3. Leadership and Personal Skills
4. Financial/Accounting Management
5. Human Resource management
6. Presentation
7. Legal Issues
8. Management Strategy
9. Administration
10. Communications Skills
11. Business & Report writing
12. Events Management
13. Asset Management
14. Mentorship and coaching skills
15. Team Building
16. Telephone & reception skills
17. Business Management
18. Business Analysis
19. Risk Management
20. Managing Conflicts and Grievances
21. Diversity Training
22. Time Management
23. Change Management
24. Meetings & Minutes Taking
25. Batho Pele Principles
26. Financial Administrative
27. Customer service
28. Records Management
29. Supervisory
30. Budgeting
31. Leadership development
32. Performance Management/ Strategic Planning
33. Supply Chain Management
34. Business Development
35. Emotional Intelligence
36. HIV/AIDS Training
37. Ethics and Values

OUR TRAINING METHODOLOGY

- Pre-Class Assessment to determine level of knowledge before training is conducted
- Customise training materials to suite outcomes as per client requested specific outcomes

Preparatory and Intervention Phase

Post Assessment of Training Intervention Phase

- Face to Face Facilitation
- On going Class Assessments
- Formative Assessments
- Summative Assessments
- Compiling of P.OEs for SETA verification

- Internal Moderation of P.O.Es
- External Moderation of P.O.Es
- Verification by SETA of P.O.Es
- Uploading of Results on SETA database
- Certification or issuing of statement of results for delegates

Provision of Human Resources Development by means of comparing pre and post assessment results

Our Training Needs Analysis recognizes that organisations face different challenges at the various stages of business development and their needs are therefore constantly changing. It is in this light that we place a major emphasis on keeping abreast with the developments in our client's industry. This enables us to assist through an extensive evaluation process that aims to identify gaps and opportunities that help us uncover the specific needs of our clients. Our Needs Analysis process is the most important part of our engagement with clients. It ensures that the best solution for the company and their employees is offered by means of relevant training that addresses specific needs.

ASSESSMENT METHODOLOGY

The SAQA and the SETA system

Contact time	30%
Pre-assessment	5%
Portfolio Building	25%
Workplace skills application	40%

OUR TRAINING METHODOLOGY

Contact Session with learner: The facilitation of the learning material and guiding the learner through the various processes would be 8 hours of contact time per day. This includes the formative assessments on a daily basis during the course of a 2 day programme.

Pre-assessment with learner- contact time of 1 day: The learners will prepare by covering the following content:

- a) Defining the assessment and its purpose
- b) The parties involved in the assessment process
- c) The steps in the assessment process
- d) The assessment principles and guidelines
- e) The activities that determine learner assessor readiness for assessment
- f) The outline of the assessment plan
- g) Opportunities for gathering evidence and the compiling of a Portfolio of evidence
- h) Learner rights and responsibilities
- i) Results and feedback

Workplace application, mentoring and the building of a Portfolio of Evidence (PoE):

A tool is used by the learner at individual workstations which involves the learners' supervisor to ensure that the programme is results oriented and the evidence for the learner is to put theory into practice. The learner builds his/her Portfolio of Evidence to demonstrate an understanding of the theory/content delivered during the contact session. This usually happens under the mentoring and nurturing eye of his/her supervisor or manager.

Formative Assessment: The design of the learning material takes cognisance of the provision of activities that measure progress on an ongoing basis during training.

The following will be the formative assessments:

- Written exercises
- Knowledge questionnaire
- Group tasks

Summative Assessment:

The final learner competence is assessed through a variety of methodologies as prescribed by the Seta System.

The assessment methods employed include:

- Simulation
- Portfolio building – assignments and case study
- Open Book assessments and knowledge questionnaires
- Workplace competency validation – conducted by the supervisor / mentor at the learners' place of work

OUR TRAINING METHODOLOGY

Assessment Tool Development

Our assessment tools are designed to support the learner on his/her learning path, from formative activities during the learning intervention to summative assessment. These tools are developed to focus on the individual learner.

- Formative (On-going)
- Summative (end of the course)
- Assessments are done by qualified Assessor/s who are accredited by ETQA based on
- the SAQA standards
- Moderated by External Moderator/s accredited by ETQA

The following roles are carried out by the assessor at this stage to ensure compliance with Seta requirements:

- Meeting between assessor and moderator to discuss the assessment of the learners
- for this course
- Assessment of the portfolio of evidence
- Validating the recommendations from the mentor
- Arriving at a decision of competence by the assessor
- Drawing up a report on the assessment to the moderator

A learner is found to be either “competent” or “not yet competent”. The learners who are found to be “not yet competent” would be given constructive feedback following the policy on assessment and moderation. The learner would be given an opportunity for re-assessment.

Moderation: A moderator oversees the assessment process to ensure that the NQF principles on assessment are complied with. A 25% sample of the portfolio is moderated and this percentage can be increased if the moderator picks up some anomalies. Learners will get feedback after the moderation. A moderation report would be drawn up by the moderator.

External moderation/Verification: After the moderation exercise the learner achievements are uploaded onto the data net and an application is lodged to the ETQA for external moderation by a verifier from the Seta. The purpose of the visit is to validate and endorse the learner’s achievements and as a rule of thumb the verifier would take 1 or 2 percent sample of the portfolios.

Statement of Results and Certification: Once the learner achievements have been endorsed by respective ETQA learners would receive their certificates and statement of results.

Summative Report: A report detailing the contract would be generated by SACTA using the Department of Labour template which is recommended by the ETQA

OUR TRAINING METHODOLOGY

We appreciate the diversity of participants.

- We set the intervention at the right pitch for the right candidates, considering their level of skill.
- We use a variety of learning styles, delivery approaches and learning tools,
- We meet the direct needs of our clients and offer opportunities which have the greatest impact on day-to-day efficiency and effectiveness. We do this through customising our existing learning material and learning tools to the client's specific environment.
- Our facilitators and Assessors are trained to be good listeners and provide challenging and thought-provoking learning sessions.
- We impart the understanding that our interventions are about developing strengths as well as addressing weaknesses.
- We are constantly mindful and ask the question "What are we developing people to do?"
- We develop rapport with our clients, our delegates as well as with other critical market and sector stakeholders.

Our training Procedures

- We align training approaches with real work challenges
- We create a sense of anticipation before face-to-face training.
- We allow for practical knowledge application through the use of assignments and case studies.
- We provide post-facilitation support through coaching and mentoring using social media such as blogs, videos and e-mails. Facilitators are always available to support learners and candidates.
- We are committed to the principles of equity, redress and inclusion.
- We recognize existing skills and knowledge irrespective of how such learning was obtained.
- We ensure that the critical elements for the effective implementation of our training is validity, authenticity, sufficiency, currency and flexibility which are all adhered to in the process.
- We provide our delegates with a supportive environment in which they can thrive and achieve higher levels of competence and accreditation with our assistance.

OUR TRAINING METHODOLOGY

PRE COURSE ASSESSMENT - SKILLS EVALUATION PROCESS

Once the needs of the organisation have been clearly defined, we evaluate the skills of the staff against set standards and benchmark these skills against best practices. The Skills Evaluation Process identifies skills gaps and outlines each individual's training needs. On completion of this process, a detailed report covering the following areas is then presented to the client:

- Skills and knowledge gaps and possible reasons thereof;
- Each individual skills level for all the identified developmental areas;
- Skills required per individual to effectively perform their duties;
- Recommendations and proposed training programmes for each individual to cover the skills gaps.

DESIGN TRAINING PROGRAM

All our training is customized to the client's needs and the design process is done in consultation with the client. Training dates are jointly set with the client so as to ensure minimal disruption to our client's business operations. It is imperative that timelines are strictly adhered to for the efficient delivery of services.

FACE TO FACE TRAINING

The training is done within the arranged stipulated timelines. During training, learners are assigned projects, case studies or homework. Assessments are done at the end of each course and on completion the learners are issued with the necessary certificates of attendance or competence in line with SAQA requirements.

POST COURSE REVIEW AND SUPPORT

On completion of each course, delegates are given the opportunity to review the courses and rate their level of satisfaction by filling in a confidential questionnaire. A post evaluation session is also held with the organisation. SACTA offers ongoing support, tutoring and mentoring to all learners who attend our courses. This ensures that delegates apply the acquired skills and knowledge in the workplace on a continuous basis.

OUR VALUE PROPOSITION

At SACTA we pride ourselves in providing solutions that meet the needs of our clients through:

- **Expertise** - We provide products and services in our areas of expertise and experience. The company directors are personally involved in ensuring that quality is not compromised. We keep abreast with developments in the industry and this keeps us in sync with best practices.
- **Customised Solutions** - SACTA understands that the needs of each client is unique, hence we place great emphasis in providing customised solutions to each client.
- **Partnerships** - SACTA is a member of all the necessary industry bodies and in this way we ensure that our clients are in the best hands at all times. Resources - SACTA is equipped with the best resources and up to date technology. Our facilities are of a high standard and we pride ourselves in offering an environment conducive to learning.
- **Experience** - SACTA has been providing services to different industries over the years such as the Financial, Manufacturing, Motor, Logistical, National and

OUR COMPANY DETAILS

Provincial Government, Public Enterprises, Government Agencies, Mining and Telecommunications, to mention a few.

- Some of our major clients include: The City of Johannesburg, The South African Revenue Services, The International Marketing Council, Gauteng Shared Services Centre, The Department of International Relations and Cooperation, The Quality Standards Authority of Ethiopia, Nedcor, BMW South Africa and the Office of the Public Prosecutor.
- Qualified Trainers - We source the most qualified and accredited trainers in the industry and always match our trainer's experience with client and industry expectations.
- We work with very strict Service Level Agreements with all our trainers, service providers and clients.

OUR CORPORATE SOCIAL INVESTMENT INITIATIVES

SACTA recognizes the importance of empowering those who were not given the opportunity to educate themselves. We are therefore committed to contributing to the community through initiatives such as offering free computer training to disadvantaged communities in various townships.

BEE PROCUREMENT

Our BB-BEE policy is in line with the government's Broad Based BEE initiative. Our procurement is also strictly in line with this policy and the Directors of SACTA strictly adhere to this. SACTA is also a member of Proudly South African, thereby ensuring that all our products and services are procured within South Africa.

CONTACT DETAILS

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