

PROFESSIONAL **SKILLS**

NETWORK

TRANSFORMATIONAL COMPETITIVE

PROFESSIONAL

**SKILLS** PROFESSIONAL

COMPETITIVE TRANSFORMATIONAL

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SKILLS **COMPETITIVE**

NETWORK

TRANSFORMATIONAL SKILLS

TRANSFORMATIONAL

NETWORK

PROFESSIONAL



**Summary of the turnkey management services  
provided by BBB in support of learnerships  
for unemployed disabled individuals**

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# Overview

Key features of the turnkey management services offered by BBB in support of skills development programmes conducted for unemployed disabled individuals are concentrated on addressing and dramatically lowering the cost of skills development.

The services are provided free of charge to the client which helps guarantee that the cost of the most expensive element when it comes to maximising points earned within the B-BBEE scorecard, is reduced to virtually ZERO.

Features and benefits of BBB's unique approach to skills development include:

- An undertaking that, with expert assistance and support from BBB, up to 99% of the total required spend on learnerships can be recovered in cash by means of various SARS-approved Income Tax grants. This helps to guarantee that skills development investments are virtually cash-neutral for the business.
- Support provided by BBB for the recovery of Income Tax Grants helps to ensure that the cost of BEE compliance for the skills development element of the client's scorecard is reduced to virtually zero.
- BBB takes responsibility for facilitating host employment for learners at other companies that are ideally structured to work with people with disability. This ensures that the client is shielded from having to manage the complexities of dealing with this aspect, which can be a major disruption to normal day-to-day business operations.
- All documentary evidence required for a successful B-BEE audit, including the provision of signed EEA1 submissions (forms that provide acceptable proof of disabilities) along with the signed learnership agreements, are provided by BBB as part of the turnkey service and at no additional cost to the client.
- The BBB skills development solution enables clients to fully address and comply with the requirements of both the Skills Development Act as well as the B-BBEE Act in the most cost-effective manner possible.
- Onerous, time-consuming and often complex administrative and management functions associated with SETA-accredited learnership programmes for people with disabilities are removed from the client's direct responsibility and involvement by the provision of these and other related services at no additional cost.
- The BBB skills development solution meets the requirements of transformation in its purest form as it makes a fundamental difference in the lives of many poor and previously disadvantaged individuals as well as the lives of their families.
- BBB has a proven track record whereby an average of more than 90% of learners enrolled on learnerships on behalf of clients successfully complete their courses compared to a national average of 31% for all learnerships.



# Itemised list of examples of the work undertaken by BBB on behalf of the Client at no cost

## Pre-vetting

The pre-vetting process that forms part of the student recruitment and selection process includes the following:

- A. Advertising and managing applications received from disabled student applicants.
- B. Compiling a list of students that have applied and ensuring that there are no duplicates.
- C. Receiving and quality checking all documentation of students once they have applied. Including the following:
  - i. Certified copy of ID.
  - ii. Certified copy of Highest Qualification Achieved.
  - iii. Student Registration Document Completed by student.
  - iv. Certified copy of Doctor Report.
  - v. Certified copy of SASSA Letter indicating disability status and grant where applicable.
  - vi. Proof of address.
  - vii. Check Bank Statements.
  - viii. Tax Number Confirmation.
- D. Quality control and assurance activities conducted for each student.
  - i. Confirm that students are not registered for any other learnerships at the time of application.
  - ii. Confirm whether or not the applicant has a criminal record.
  - iii. Confirming student qualifications are valid via SAQA report.
  - iv. Check bank statements for SASSA Payments, Stipend Payments over the past 3 months.
  - v. Check that addresses correlate over all documentation (Bank, SASSA, Proof of Address, Tax Document).
- E. General summary of all administration and service activities in pursuit of a successful learnership programme:
  - i. Student Applications
  - ii. Student Pre-Vetting Reports
  - iii. Student Admissions
  - iv. Documentation Quality Checks – Visibility of Face Features on ID's, Certified, and Readable copies of documentation, Validity of Documentation, 1 Month Date Stamps on Certified documents.
  - v. Student Registrations – FPT Se
  - vi. Learnership Registrations – Client Set
  - vii. Fixed Term Contract between Lead Employer, FPT and Host Employer
  - viii. Payroll Sheet – to be sent to client.
  - ix. Attendance – Monthly
  - x. Student Portfolio Management – Monthly
  - xi. Assessment and Moderation Reports – Quarterly
  - xii. Student Progress Reporting – Monthly
  - xiii. Overall Quick View Report on all measured entities in Excel Format – Monthly
  - xiv. Individual Exit Reports – Yearly
  - xv. Attendance Certificate – Yearly
  - xvi. Verification Reports – Once Received from the SETA
  - xvii. Certificate of Competence once received from SETA.
  - xviii. Sort out any issues regarding stipends.
- F. Conduct all assessments and moderation as well as complete the verification process with the SETA's, this will include providing feedback to the entity SETA's as per learnership requirements.
- G. Management of any disciplinary action with students when needed as well as replacement of students if needed.

## Course alignment

BBB pursues a strict policy that takes into account the need to develop a detailed and in-depth understanding of each and every student in terms of the individual's abilities, their experience and their future potential in order to help ensure that they are enrolled on a learnership programme that helps guarantee prospects for a successful outcome to the training.

Based on extensive experience gained in pursuit of this policy it has been established that in an overwhelming number of cases people with disability are extremely suited to succeed based on NQF 1 and NQF 2 learnerships.

All learnership programmes are carefully aligned with the White Paper for Post-School Education and Training (2013) and the National Skills Development Strategy III and have been explicitly developed to address the specific needs of persons across the spectrum of disability.

The comprehensive portfolio of SETA accredited skills development solutions also conforms to the Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 by ensuring that the appropriate resources are put in place to enable the beneficiaries of any such training to have equal access to opportunities in the workplace and enable graduates to earn sustainable livelihoods as meaningful contributors to the national economy.

The following accreditations are highly recommended as being suited to individuals with disability and that also comply with legislative requirements mentioned above:

### **SERVICES SETA ACCREDITATIONS – Accreditation Number: 2331**

Further Education and Training Certificate: Generic Managements NQF Level 4  
General Education and Training Certificate: Hygiene and Cleaning NQF Level 1  
General Education and Training Certificate: Domestic Services NQF Level 1  
General Education and Training Certificate: Business Practice NQF Level 1  
Further Education and Training Certificate: Generic Management NQF Level 4  
National Certificate: Generic Management NQF Level 3  
National Certificate: Quality Management System NQF Level 3  
National Certificate: New Venture Creations NQF Level 2  
Further Education and Training Certificate: New Venture NQF Level 4

### **WRSETA**

National Certificate – Service Station Operations NQF Level 2  
National Certificate – Wholesale and Retail Operations NQF Level 2  
National Certificate – Wholesale and Retail Operations NQF Level 3  
National Certificate – Wholesale and Retail Operations Supervision NQF Level



### **For further information**

**Contact:** Brian Streak  
**Tel:** 082 568 2741