



## SKILLS DEVELOPMENT FACILITATION

- Development of a Workplace Skills Plan and Pivotal Plan
- Submission of the Workplace Skills Plan and Pivotal Plan to the relevant SETA
- Liaising with the relevant SETA to ensure that the client receives Mandatory and Discretionary grant disbursements
- Establishing and assisting with Employment Equity / Skills Development Committees
- Advising and implementation of the Workplace Skills Plan and Pivotal Plan
- Application submissions for Discretionary Funding and other grants / projects offered by the SETA's
- Drafting Annual Training Report against approved Workplace Skills Plan and submission of the plan to the SETA
- Advising on quality assurance requirements as set by the relevant SETA
- Serving as a contact person between the employer and relevant SETA
- Providing telephonic contact with consultants of the consultancy during normal working hours and with reasonable pre agreed after hours
- Initiating and guiding the client's training committee
- Sourcing applicable accredited training providers in terms of the budget, strategic skills profile and schedule.

understanding and indepth knowledge and to provide innovative solutions thereby increasing returns on your investments and reducing company

costs.

- PAYROLL AND PAYROLL MANAGEMENT
- LABOUR COMPLIANCE
- WORKMAN'S COMPENSATIONS AND UIF CLAIMS
- TRAINING AND DEVELOPMENT
- HR AUDITS
- EMPLOYMENT EQUITY
- SKILLS DEVELOPMENT FACILITATION
- INDUSTRIAL RELATIONS
- POLICIES AND PROCEDURES MANUALS