

National Learnership In Practical Business Administration NQF 4, SAQA ID: 61595



in proud association

Why Learnerships?

Running a learnership in partnership with a reputable training and implementation partner, makes BEE compliance easy.

Recent changes to both the B-BBEE Codes and Tax Legislation shows a marked emphasis on skills development as a prioritised solution to a national economic context of skills shortages, limited access to quality education and extremely high unemployment rates for youth between the ages of 18-24.

Building on a 14 year track record of educating entrepreneurial leaders, the Tertiary School in Business Administration (TSiBA) in partnership with Educate24 now offers an innovative **Learnership in Practical Business Administration (NQF4, SAQA ID: 61595)**.

Summary outline of the qualification:

Cycle 1: Self Management in Business

Number of Unit Standards: 7

Number of Credits: 43

This learning cycle introduces learners to the business environment and covers topics such as organisational ethics, cultural awareness and how to work in a project team.

Cycle 2: Business Administration

Number of Unit Standards: 9

Number of Credits: 40

In this cycle, learners will learn about basic business processes, including budgeting and procurement.

Cycle 3: Business Management

Number of Unit Standards: 9

Number of Credits: 41

The theoretical teaching culminates in this learning cycle where learners will engage with topics such as interpreting basic financial statements, report writing and team performance.

Learnership delivery is structured as a series of two-week facilitated contact sessions that include theory, formative and summative assessments, followed by six weeks of experiential learning at suitable sector-appropriate employers to ensure contextualising and embedding of theoretical knowledge. **In addition, learners will be able to choose from a selected list of online courses on the Educate24 platform to enhance and support their learning.**



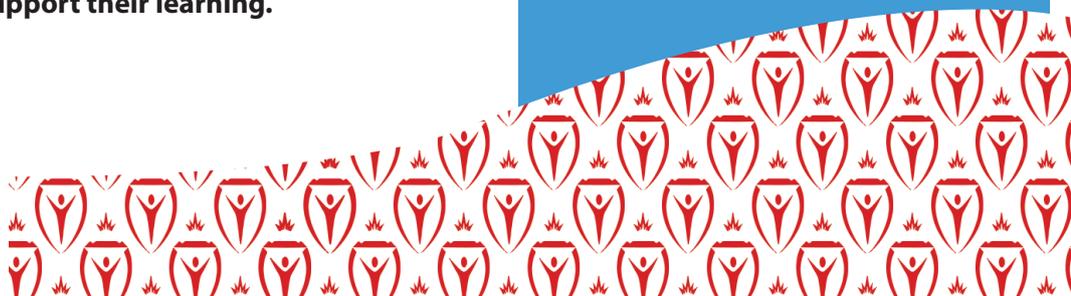
Did you know?

Learners that complete our learnership will be able to follow and add value in careers such as:

- Secretarial, reception and switchboard operation.
- Financial services, human resources and banking administration.
- Personal/executive assistant services.
- Data capturing and systems administration.
- Project coordination.

As part of our **full-service offering** we also:

- Prepare and submit all supporting documentation required by the sector appropriate SETA in compliance with completing a registered learnership.
- Ensure full project management, from submission of intent through to certification.
- Recruit and enroll learners onto the appropriate SETA database.
- Place learners into a reputable experiential workplace environment (when required).
- Conduct SETA required site visits and submit quarterly reporting to the appropriate SETA.



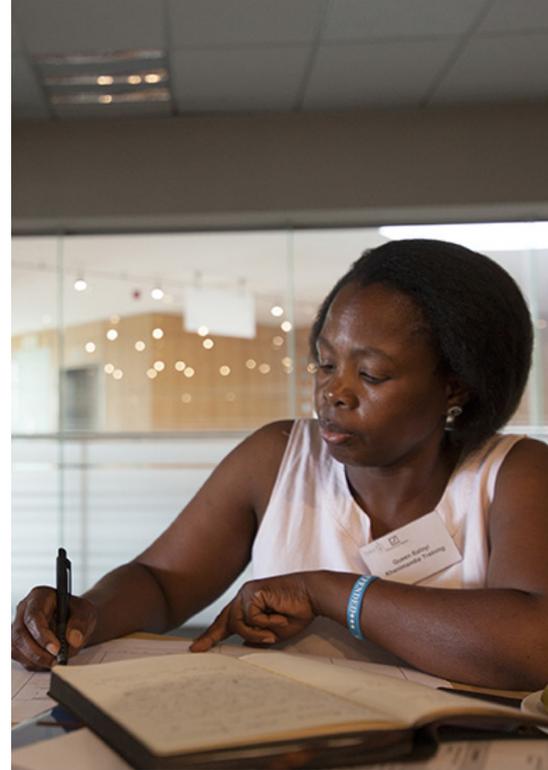
How does investing in a learnership benefit you?

The South African legislative framework is highly supportive of learnerships. For employers investing in this learnership the **benefits** include:

- Building a more **competent workforce** with sound understanding of basic business concepts and practical business experience.
- Training that is classified as **category C or D** training on the Learning Programme Matrix in the B-BBEE Codes of Good practice, ensuring maximised compliance points for your spend.
- **Addressing skills gaps** and furthering employment equity goals included in Workplace Skills Plans.
- **Employers can benefit from two (2) SARS tax incentives * when running a registered learnership.**
 - (i) Employers can claim a direct monthly tax benefit when they host a learner in the workplace and add a learnership stipend to their payroll by claiming the Employee Tax Incentive (ETI) on their PAYE.
 - (ii) Employers can also derive a substantial indirect tax benefit on annual taxable income as explained in Section 12H of the Income Tax Act 58 of 1962 (as amended). In terms of the act employers can claim an annual enrolment incentive of up to R60 000.00+ per registered learnership.

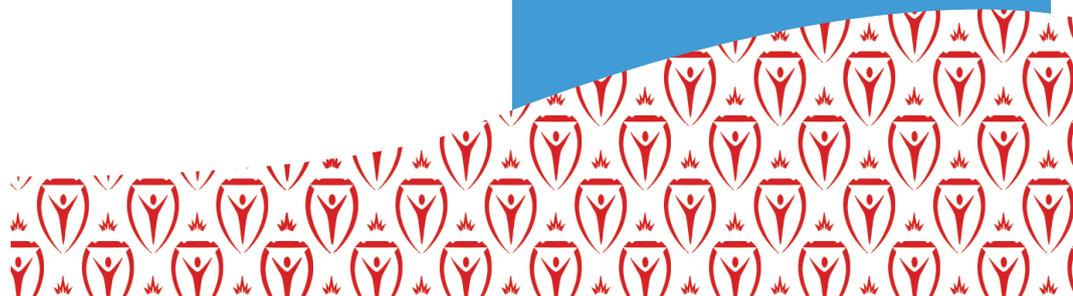
Employers can apply to their sector SETA to register either funded or non-funded learnerships. During open funding windows employers can apply for full or partial funding for the training and stipend components of planned learnerships. We would be happy to provide more information regarding the timing of funding windows and the process of applying for funded learnerships.

* additional information regarding current amendments, recommendations and interpretation notes are available on request. Employers are advised to seek advice from a trusted tax consultant in this regard.



Did you know?

- Training that is not SAQA recognised is regarded as informal training and **cannot exceed a total of 15%** of training expenditure.
- Internationally recognized qualifications that are not SAQA recognized are classified as **informal training**.
- Expenses on scholarships and bursaries do not constitute **training expenditure** if the organisation can recover any portion of the expenses from the Employee, or if the grant of the scholarship or bursary is conditional (exceptions do apply).
- The **interpretation of the codes often varies** from rating agency to rating agency. It is our recommendation to present your training plan to your B-BBEE consultant or rating agency for review and approval before commencement.



Why choose us?

TSiBA is a business school founded in 2004 with a vision to Ignite Opportunity. TSiBA is registered and accredited with the Department of Education as a private higher education institution (No: 2007/HE08/001). TSiBA is also accredited with the Services SETA as a training provider (No: 3919) and is registered as a Public Benefit Organisation (No: 930014613).

In addition to our core offering, the **TSiBA Ignition Centre** delivers quality commercial offerings in education, training, business development support and recruitment to support public and private organisations in addressing their (i) employability skills gaps, (ii) succession planning across all business sectors and (iii) enterprise and supplier development needs.

TSiBA's mission is to be an innovative learning community that graduates entrepreneurial leaders and our educational approach, designed to integrate mentorship support and curriculum based leadership and self-development, has shown itself to be an effective education model, and one with much **relevance** in the South African historical context.

TSiBA has a **proven track record** of developing entre-and intrapreneurial leaders and change agents who utilise the business knowledge and skills that they gain to bring about **fundamental societal transformation**.

Contact

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Educate24 is an independent online training platform, focusing on granular content, also known as short learning courses (SLC's). Our innovative approach to up-skilling gives business instant results through real time self-learning.

Our **top quality content** is created by leading South African academics and industry experts, making our courses **locally relevant**. Our modular format allows course material to be easily absorbed and retained, where it can be used to **maximum effect** in your business.

Our portfolio of more than 80 courses covers Business Management & Processes, Human Resources, Information Technology, Hospitality, Personal Development and Health and Wellness. We believe in a **holistic approach to staff training** and development.

Employees who believe that management takes care of them as a whole person – not just as an employee – are more productive, satisfied and fulfilled. Satisfied employees means satisfied customers, which **leads to profitability**.

We are also able to deliver **bespoke training services** incorporating a wide range of flexible solutions, while aiming to close the skills gaps that exist, allowing your organisation to **perform optimally**.

Our programmes are **cost effective**, and we deliver exceptional **personalised** service as your key skills provider.



Pricing

We offer learnerships for both **employed and unemployed** learners.

Unemployed Learnership

R 35 000.00 ex VAT per learner

Employed (guided/RPL) Learnership

R 25 000.00 ex VAT per learner

- Pricing excludes learner **stipends** as prescribed by the Department of Labour.
- Pricing includes **all project management**, SETA liaison, facilitation, training materials, assessments, moderation and value added online courses.
- **We will be running two public schedules** * for unemployed learnerships during 2017/2018.
- For employed learnerships and employers that wish to register ten (10) or more unemployed learnerships, **customised** on-site training schedules will be agreed on a per client basis.
- **Discounts** available for 10 or more learnerships.

*dependent on a minimum class size of 10 learners

