



## *Professional Services*

Siyandza offers a comprehensive range of skill-development services to our clients.

We can customise these services to suit your organisation's needs, integrating into your current processes as an outsourced skills administrator or management partner, or as a consultancy that will assist in the identification and implementation of training requirements.

Siyandza offers a cost-effective and efficient solution, while allowing an organisation to focus on its core competencies.

## *Why Choose Siyandza Professional Services?*

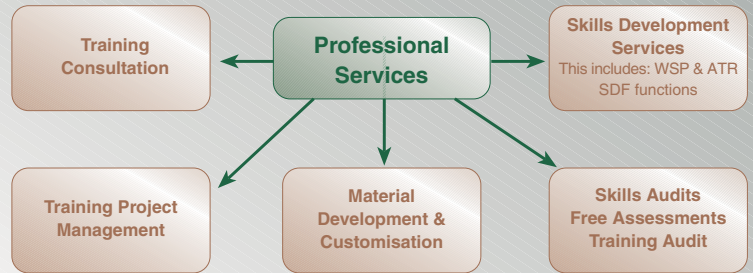
- We are experts in training and skills development
- Outsourcing to a third party allows a third party to assume responsibility for your training outcomes, enabling your organisation to focus on its core business areas.
- As an outsourced solution, Siyandza can provide the range of skills necessary within your organisation.
- Siyandza has the relevant knowledge and experience to implement best-practice systems and processes, as well as to efficiently identify skill-gaps within organisations.
- Our range of professional services allows us to assist you in formulating the ideal solution for your organisation



*Delivering outcomes based corporate training solutions  
tailored to your company's specific needs*

## Services

The Siyandza Professional Services are broken down into five key areas, each of which can be utilised individually or as a part of a customised service solution.



## Skills audit

Free skills assessments are conducted to give you a high-level overview of the fundamental skills that may be missing from a particular business unit in your organisation. A comprehensive skills audit allows Siyandza to record and measure the skills your organisation currently has and those that it may need in the future.

The outcome of the skills audit process is a skills gap analysis report. This information will enable your organisation to improve by providing the appropriate training and development to individuals to cater for the identified skill gaps. The skills audit process will also provide information which can be used for internal employee selection.

## Training Material Development & Customisation

Siyandza's team of dedicated instructional and training designers is responsible for giving Siyandza the edge when it comes to satisfying client requirements. Training material and programmes are custom developed to identify and resolve a specific skills gap in your organisation.

## Training Project Management

Siyandza's skills development project team is dedicated to the efficient planning, coordination, control, implementation and management of different types of interventions. Our project team will provide:

- Project Management
- Skills development training

- Team coaching
- Executive support and guidance

## Skills Development: Workplace Skills Plan and Annual Training Report

Siyandza assists an organisation in the compilation of both the Workplace Skills Plan and the Annual Training Report; helping to identify areas where skills are needed, plan interventions to meet the needs, and manage the final training solution.

### Workplace Skills Plan (WSP):

The Workplace Skills Plan is compiled by a company to detail all of the scarce and critical skills within the workplace and the training required to fill these gaps. Once approved by the relevant SETA, a grant amounting to up to 50% of the levy will be paid to the organisation, providing the funds needed for the implementation of training.

### Annual Training Report (ATR):

The Annual Training Report states the company has completed its training interventions. This report allows the relevant SETA to provide compensation to an organisation after the implementation of the Workplace Skills Plan. The Annual Training Report consists of all the supporting documentation such as all attendance registers and also proof of expenditure.

*To utilise Siyandza Professional Services, or to discuss a comprehensive solution suited to your organisation, please contact us.*



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