



SIMPLIFYING THE **A B C** OF BEE



## UBUHLE HR SETA CONSULTING SERVICES

HOW CAN YOUR BUSINESS CLAIM BACK MONEY FROM THE SETA'S?  
HOW CAN YOUR SKILLS LEVY BE UTILIZED TO BENEFIT YOUR BBEE?

# UBUHLE HR CAN ASSIST YOU

UBUHLE HR is one of the leading HR, Training and Development Consultancies in Southern Africa. We have been managing SETA processes for clients across various sectors for the past 13 years. Our clients include corporate, medium and small organisations. UBUHLE HR is an accredited SETA provider and a member of the Institute of People Management (IPM). UBUHLE HR is a BBBEE Level 4 Contributor.

The Skills Development Facilitator (SDF) is a crucial role within your organisation to enable growth. At Ubuhle HR & Management Consultants, we offer SDF Services that alleviates the administrative burden of implementing learnerships and skills development initiatives.



## OUR SERVICES INCLUDE THE FOLLOWING:

### 1. Skills audit

- Conduct an annual Skills Audit at the Client with the purpose of determining training needs;

### 2. Completion and submission of WSP and ATR

- Assist with the compilation and submission of a Workplace Skills Plan (WSP) to the relevant Seta on or before the official deadline date to qualify for mandatory and pivotal grants;
- Assist with the compilation and submission of an Annual Training Report (ATR)/ Implementation Report to the relevant Seta before the deadline;

### 3. Follow up on SETA grants

- Liaise with the Seta and ensure the quarterly disbursement of mandatory and pivotal grants to the Client;

#### **4. Ensure the implementation of the workplace skills plan by providing assistance with:**

- Sourcing, appointing and managing accredited/approved training service providers to conduct the training as outlined in the Workplace Skills Plan;
- Scheduling of training;
- Performing training arrangements and logistics;
- Quality assuring all training conducted by training providers;
- Maintaining records of training attendance, learner and facilitator feedback, certification and training reports;

#### **5. Learnership implementation and management**

- Advise on the implementation of learnerships and assist with the management and auditing of these learnerships and ensuring the proper assessments of the learners on the learnership;

#### **6. Monthly training reports**

- Provide a detailed training report and supplementary records to the Client at the end of every month;

#### **7. BBBEE & skills development**

- Record keeping of all training as proof, in order to achieve 20% skills development requirement for BBBEE rating;

#### **8. Health and safety training**

- Project management of H&S and compliancy training;

#### **9. Tax incentives**

- Advice on tax incentives on Learnerships from the government and IT180 submissions;

#### **10. SETA stakeholder representation**

- Representing the company at SETA Stakeholder meetings.

Cost of Services for SETA consulting services are split into a small monthly retainer over 12 months.

## OUR CLIENTS



## IN CONCLUSION

We believe in providing our partners with something that money can't buy – exceptional service and the fundamental principles of business. We acknowledge that finding a business partner who contributes value and positive influence is a very rare find and that you are lucky if you do. At Ubuhle, we maintain that by uplifting others, we ourselves rise, and that our success is based on partnership from the start.



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