

**BUSINESS  
PROFILE**



# Tashie

**Training & Business Solutions**

Skills Development, Training, Compliance & Business Consulting <sup>®</sup>



Your trusted partner in  
Skills development, corporate training, legal  
compliance & business solutions

 **CORPORATE MEMBER**   
TASHIE HOLDINGS T/A TASHIE TRAINING &  
BUSINESS SOLUTIONS  
Membership No: 66153032



**LGSETA**  
CREATING GREATER IMPACT



employment & labour  
Department:  
Employment and Labour  
REPUBLIC OF SOUTH AFRICA

**Fully Accredited Training, Skills Development & Legal  
Compliance Provider**

<i>Department of Labour Number</i>	<b>CI 283/3/12/1</b>
<i>Company Registration Number</i>	<b>2017/229384/07</b>
<i>LGSETA Accreditation &amp; SAIOSH Licensee</i>	<b>LGRS-2204-201123</b> <b>SAIOSH MEMBER: 66153032</b> Licensee to a TETA and Department of Labour Accredited entity
<i>Company Tax Status</i>	Tax Clearance Certificate (Compliant)
<i>Physical &amp; Postal Address</i>	Unit AU7B Gallagher Corner Business Park, 23 Richards Drive (C/O Richards Drive & Gallagher Road), Midland 1685
<i>Contacts</i>	Phone: +27 10 312 6187 Cell: +27 63 191 6275 <a href="mailto:info@tashie.co.za">info@tashie.co.za</a> / <a href="mailto:joan@tashie.co.za">joan@tashie.co.za</a> <a href="http://www.tashie.co.za">WEBSITE: www.tashie.co.za</a>
<i>Banking Details</i>	Bank: First National Bank (South Africa) Account Name: Tashie Holdings Branch Code: <b>210835</b> Account Number: <b>62874292940</b> Type: Business Current
<i>Pricing</i>	All prices exclude VAT. Prices quoted are per learner per course unless otherwise stated Pricing reviewed and effective – January 2021
<i>Lunch and Refreshments</i>	Tea and Coffee is available during all breaks (should training be conducted at our venue) Lunch is not included in the quoted fee. Lunch from the menu, and cool drinks can be ordered at an additional fee daily. Please be so kind as to inform us of your specific needs.
<i>Venue Choice</i>	Public courses are run at our training venues on set dates, which are available to view on our website: <a href="http://www.tashie.co.za">www.tashie.co.za</a>
<i>Certificates</i>	Learner names are printed on the certificates according to the Identification document. Please have certified copies of all students ID Documents available on the first day of training. Certificates are issued within 21 working days (after last day of training)
<i>Student Needs</i>	Lifting Equipment: Forklifts – grade 9 school certificate, Previous certificate of training, Medical certificate, Eye Test. Cranes: same as above & grade 10 school certificate. All Students: Black pen, Notebook, Identity Document.

## Table of Contents

1. Company Background.....	3
2. Vision .....	3
3. Mission .....	4
Values.....	3
5. Commitment .....	4
6. Services offered .....	4
7. Team Experience .....	4
8. Track Record .....	5
8.1 Training & Development.....	5
8.2 Human Resource Services .....	9.
9. Accreditations .....	6
10. Qualifications, Unit Standards and Skills Programmes .....	8

## 1. Company Background

Tashie Training & Business Solutions is a private training & development company that was established in 2017 to respond to the opportunities and gaps in the skills development, training and legal compliance landscape through quality service underpinned by a customer centric approach. Tashie Training & Business Solutions is proudly a Tashie Holdings business unit.

The company aims to provide the institutional training and development needs by providing SAQA Accredited and Non-Accredited Entrepreneurial skills development programs & qualifications that contribute towards attaining individual and organizational visions and sustaining emerging enterprises, empowering and equipping people in government, municipalities as well as the private sector.

## 2. Vision

To be a provider of quality education, training, and skills development initiatives by ensuring optimal return on investment for our customers.

## 3. Mission

To provide best practice in strategic Human Capital Development, Organisational Performance, Risk Management, and efficient training solutions offering the greatest returns.

## 4. Values

### Customer Service

- We strive to offer the best quality service to our clients through custom designed interventions that best respond to their needs.

### Teamwork

- Teamwork allows a space for working co-operatively and respecting one another's views whilst making our work environment fun and enjoyable.

## 5. Commitment

The following principles underpin our commitment.

- Quality Service
- Value for Money
- Customer Care
- Timeliness

## 6. Services offered

TASHIE TRAINING & BUSINESS SOLUTIONS provides tailor packaged training and development services to Tashie Training & Business Solutions clients at the highest calibre levels.

The primary focus is on :

- ✚ SAQA Unit Standard Aligned skills programs & qualifications
- ✚ Entrepreneurship Development Programs
- ✚ Skills Programmes
- ✚ Emerging Contractor Development Programmes
- ✚ Community Development Programmes (ICT Related & Financial Literacy)
- ✚ Learnerships & Internships
- ✚ Graduate Programmes
- ✚ Workplace Integrated Learning
- ✚ Work Readiness Programs
- ✚ Workshops
- ✚ Seminars
- ✚ Webinars
- ✚ Learner / Employee Placement

## 7. Team Experience

Our professional team boasts several years and experience in the field of training and development especially in health and safety, graduate work readiness programs, entrepreneurship, and enterprise development.




## 8. Track Record

### 8.1 Training & Development

Some of our clients include:

- The National Energy Regulator (NERSA)
- Chipkins Puratos
- Intellect Management & Training Consultancy
- OnDemandMove
- Acrosoft
- National Zoological Gardens
- Unemployment Insurance Fund
- Randwater

## 9. Accreditations

Current active & Pending Accreditations			
1.	LGSETA (Local Government Sector Education & Training Authority)	<ul style="list-style-type: none"> <li> National Certificate: Environmental Practice (Unit Standard 49752, NQF Level 3, 122 Credits)</li> <li> Further Education &amp; Training Certificate: Environmental Practice (Unit Standard 50309, NQF Level 4, 140 Credits)</li> <li> Further Education and Training Certificate: Municipal Finance &amp; Administration (Unit Standard 40372, NQF Level 4, Credits 157)</li> </ul>	Accreditation Number: LGRS-2204-201123
2.	TETA (Transport Education Training Authority)	Miscellaneous Unit Standards: <ul style="list-style-type: none"> <li>- Lifting Equipment</li> <li>- Forklifts</li> <li>- Occupational Health &amp; Safety</li> <li>- First Aid &amp; Fire Fighting</li> </ul>	Accreditation Number: TETA 16-678  Signed MoU with Intellect Management & Training Consultancy
3.	Department of Labour	First Aid Levels 1, 2 & 3	Approval Number: CI283/3/12/1

## 10. Qualifications, Unit Standards and Skills Programmes

### LGSETA FULL QUALIFICATIONS

US ID	US Title	NQF Level	Credits	Duration
49752	National Certificate: Environmental Practice	3	122	10 – 12 Months
50309	Further Education & Training Certificate: Environmental Practice	4	140	10-12 Months
50372	Further Education & Training Certificate: Municipal Finance and Administration	4	157	10-12 Months

### ACCREDITED SKILLS PROGRAMMES

#### 1. OSHEMAC NQF Level 5: 90 Credits (Occupational Safety, Health and Environmental Management & Advisory Course - (SA) Tech SAIOSH verified (5 CDP Points))

**Become a qualified Health, Safety and Environmental Officer / Practitioner and a Tech SAIOSH Member**

**Course Duration 15 Days Classroom training plus workplace assignments**

**Unit Standards Covered in this programme**

US ID:	US Title	NQF Level	Credits
123369	Implement environmental improvements to a site, facility, operation or process	04	05
13235	Maintain the quality assurance system	04	05
13224	Monitor the application of safety, health, and environmental protection procedures	04	04
123368	Process environmental data and organizational information	04	10
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organization, and a specific workplace	03	04
12455	Perform the role of a safety, health and environmental protection representative	03	04
13223	Apply safety, health and environmental protection procedures	03	06
115093	Control workplace hazardous substances	03	04
14019	Plan teamwork functions and complete reports	03	04
119829	Use appropriate environmental management tools and protocols to detect and respond to specific impacts	03	10
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	03	04
116524	Measure environmental factors and take appropriate action	03	15
123456	Participate in employee health, safety, and security administration in the workplace	04	10
115405	Apply principles of knowledge management to organizational transformation	05	10
15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department, or division	05	04
12484	Perform Basic Fire Fighting	02	04
259619	Conduct Occupation Health and Safety (OHS) Inspections	02	03

## 2. Environmental Practice Skills Programme NQF Level 4: 87 Credits

Become a qualified environmental practitioner, training is conducted over a period of 15 days classroom and workplace practical assignments

US ID	US Title	NQF Level	Credits
119821	Implement lean work practices to ensure sound environmental management practices	03	10
123369	Implement environmental improvements to a site, facility, operation, or process	04	16
123368	Process environmental data and organizational information	04	10
13661	Participate actively in a local environmental action project	04	08
14035	Promote environmental health to community members	04	05
119822	Collect Data for environmental management purposes	03	08
119829	Use appropriate environmental management tools and protocols to detect and respond to specific impacts	03	10
116524	Measure environmental factors and take appropriate action	03	15
12153	Use the writing process to compose texts required in the business environment	04	05

## 3. Professional Public Speaking, Communication and Writing Skills NQF Level 4: 40 Credits

Become a text editor and be proficient in communication, language and writing skills. Training is conducted over a period of 5 days

8968	Accommodate audience and context needs in oral communication	03	05
8969	Interpret and use information from texts	03	05
8973	Use language and communication in occupational learning programmes	03	05
8970	Write texts for a range of communicative contexts	03	05
12155	Apply comprehension skills to engage written texts in a business environment	04	05
8947	Engage in sustained oral communication and evaluate spoken texts	04	05
8979	Use language and communication in occupational learning programmes	04	05

## 4. Supervise, Mentor, Coach and Evaluate and Support Personal & Group Progress NQF Level 4: 30

Credits, Become a qualified coach, mentor and supervisor. Training will be conducted over a period of 5 days

114589	Manage time productively	04	04
116380	Supervise workers at levels 2 and 3	04	06
114215	Mentor a colleague to enhance the individual's knowledge, skills, values, and attitudes in a selected career path	04	03
113909	Coach a team member to enhance individual performance in the work environment	03	05
114878	Identify and measure factors that influence productivity	04	10



**5. Emergency Responder & Life Support Skills Programme NQF Level 3, 17 Credits.**

**Be on the lookout, be ready and on standby in the event of an emergency. You can save a life as an advanced first responder. Training will be conducted over a period of 5 Days**

116534	Carry out basic first aid treatment in the workplace	03	02
116496	Provide primary emergency care for bleeding and wounds	03	01
116497	Provision of primary emergency care intervention for shock, unconsciousness and fainting in the workplace	03	01
376480	Provide first aid an advanced first responder	03	08
119567	Perform basic Life Support and First Aid procedures	01	05

**6. Business Management & Administration NQF Level 5, 135 Credits. Entrepreneurial Skills and business management acumen. Training is conducted over a period of 30 Days.**

13941	Apply the budget function in a business unit	04	05
13235	Maintain the quality assurance system	04	05
114589	Manage time productively	04	04
118028	Supervise customer service standards	04	08
116380	Supervise workers at levels 2 and 3	04	06
123372	Use appropriate tools and information systems to manage own information and communication	04	04
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	04	06
8974	Engage in sustained oral communication and evaluate spoken texts	04	05
12153	Use the writing process to compose texts required in the business environment	04	05
114215	Mentor a colleague to enhance the individual's knowledge, skills, values, and attitudes in a selected career path	04	03
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	03	05
14050	Care for customers in a community environment	03	05
116257	Explain human resource policies and procedures	03	03
14035	Plan teamwork and complete reports	03	04
114952	Apply problem-solving techniques to decide or solve a problem in a real-life context	03	02
113909	Coach a team member to enhance individual performance in a work environment	03	05
123459	Manage self-development in the workplace	04	06
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	04	06
120385	Apply a range of project management tools and techniques	04	07
114878	Identify and measure the factors that influence productivity	04	10
115405	Apply principles of knowledge management to organizational transformation	05	10
15216	Create opportunities for innovation and lead projects to meet innovative ideas	05	04
337661	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organization and/ or programme performance in a specific context	05	05
115823	Gather and manage information for decision-making	05	05
15215	Identify and Interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department, or division	05	04
117390	Identify and interpret labour legislation and its impact on the workplace and ensure compliance	05	12

**7. Human Resource Management, NQF Level 5, 32 Credits. Become a qualified HR Personnel and HR Support. Training is conducted over a period of 5 days.**

114215	Mentor a colleague to enhance the individual's knowledge, skills, values, and attitudes in a selected career path	04	03
116257	Explain human resource policies and procedures	03	03
117390	Identify and interpret labour related legislation and its impact on the workplace and ensure compliance	05	20
123459	Manage self-development in the workplace	04	06

**8. General Handyman, NQF Level 4, Credits 53. Qualification in Handyman Skills. Training is conducted over a period of 10 days.**

14427	Select and supervise the use and maintenance of plant, equipment, and tools	04	10
12455	Perform the role of a safety, health and environmental representative	03	04
119185	Maintain calibrated equipment and standards for plastic manufacturing processes	04	06
117085	Conduct basic forestry map reading	03	02
14578	Erect palisade fencing	03	04
14581	Repair/replace minor structures	03	10
14019	Operate specialised vehicles and/or complex static or moving machinery and equipment	03	12
116275	Apply routine maintenance and servicing plans and procedures	03	03
116534	Carry out basic first aid treatment in the workplace	03	02

**9. SINGLE UNIT STANDARDS / COURSES**

**UNIT STANDARDS: 50309 Further Education and Training Certificate: Environmental Practice**

ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
13941	Apply the budget function in a business unit	NQF Level 04	5
123369	Implement environmental improvements to a site, facility, operation, or process	NQF Level 04	16
13235	Maintain the quality assurance system	NQF Level 04	5
114589	Manage time productively	NQF Level 04	4
13224	Monitor the application of safety, health and environmental protection procedures	NQF Level 04	4
123368	Process environmental data and organisational information	NQF Level 04	10
14427	Select and supervise the use and maintenance of plant, equipment and tools	NQF Level 04	10
118028	Supervise customer service standards	NQF Level 04	8
116380	Supervise workers at levels 2 and 3	NQF Level 04	6
123372	Use appropriate tools and information systems to manage own information and communication	NQF Level 04	4
8968	Accommodate audience and context needs in oral communication	NQF Level 03	5
8969	Interpret and use information from texts	NQF Level 03	5
8973	Use language and communication in occupational learning programmes	NQF Level 03	5
8970	Write texts for a range of communicative contexts	NQF Level 03	5
12155	Apply comprehension skills to engage written texts in a business environment	NQF Level 04	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
8974	Engage in sustained oral communication and evaluate spoken texts	NQF Level 04	5

9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
8979	Use language and communication in occupational learning programmes	NQF Level 04	5
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	NQF Level 03	4
12455	Perform the role of a safety, health and environmental protection representative	NQF Level 03	4
110053	Conduct a basic community needs assessment	NQF Level 04	12
119185	Maintain calibrated equipment and standards for plastics manufacturing processes	NQF Level 04	6
114215	Mentor a colleague to enhance the individual`s knowledge, skills, values and attitudes in a selected career path	NQF Level 04	3
13661	Participate actively in a local environmental action project	NQF Level 04	8
14043	Plan and conduct community meetings	NQF Level 04	4
14035	Promote environmental health to community members	NQF Level 04	5

**UNIT STANDARDS: 49752      National Certificate: Environmental Practice**

<b>ID</b>	<b>UNIT STANDARD TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	5
116275	Apply routine maintenance and servicing plans and procedures	Level 3	3
13223	Apply safety, health and environmental protection procedures	Level 3	6
14050	Care for customers in a community environment	Level 3	5
119822	Collect data for environmental management purposes	Level 3	8
115093	Control workplace hazardous substances	Level 3	4
116257	Explain human resource policies and procedures	Level 3	3
119821	Implement lean work practices to ensure sound environmental management practices	Level 3	10
119830	Operate specialised vehicles and/or complex static or moving machinery and equipment	Level 3	12
14019	Plan teamwork functions and complete reports	Level 3	4
119829	Use appropriate environmental management tools and protocols to detect and respond to specific impacts	Level 3	10
8968	Accommodate audience and context needs in oral communication	Level 3	5
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
8969	Interpret and use information from texts	Level 3	5
9012	Investigate life and work-related problems using data and probabilities	Level 3	5
8973	Use language and communication in occupational learning programmes	Level 3	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5
8970	Write texts for a range of communicative contexts	Level 3	5
117924	Use a Graphical User Interface (GUI)-based word processor to format documents	Level 2	5
14534	Apply knowledge of community issues in relation to development projects	Level 3	4

114952	Apply problem-solving techniques to make a decision or solve a problem in a real life context	Level 3	2
11498	Attend and give evidence in court	Level 3	6
116534	Carry out basic first aid treatment in the workplace	Level 3	2
113909	Coach a team member in order to enhance individual performance in work environment	Level 3	5
117085	Conduct basic forestry map reading	Level 3	2
14578	Erect palisade fencing	Level 3	4
116524	Measure environmental factors and take appropriate action	Level 3	15
116496	Provide primary emergency care for bleeding and wounds	Level 3	1
116497	Provision of primary emergency care intervention for shock, unconsciousness and fainting in the working place	Level 3	1
14581	Repair/replace minor structures	Level 3	10
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	6

**UNIT STANDARDS: 50372 Further Education and Training Certificate: Municipal Finance and Administration**

ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
123458	Administer accounting and budgeting for input into municipal financial resource management	NQF Level 04	15
123457	Compile revenue and cost analyses in the context of multi-year revenue and expenditure management in municipalities	NQF Level 04	12
123460	Develop and apply administrative principles in the implementation of Municipal Office Administration	NQF Level 04	6
123455	Develop and utilise municipal administrative procedures and principles to manage records within a municipal information system	NQF Level 04	10
123459	Manage self-development in the workplace	NQF Level 04	6
123456	Participate in employee health, safety and security administration at the workplace	NQF Level 04	10
119352	Apply principles of information systems to public finance and administration	Level TBA: Pre-2009 was L5	12
119334	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	Level TBA: Pre-2009 was L5	12
119472	Accommodate audience and context needs in oral/signed communication	NQF Level 03	5
119457	Interpret and use information from texts	NQF Level 03	5
119467	Use language and communication in occupational learning programmes	NQF Level 03	5
119465	Write/present/sign texts for a range of communicative contexts	NQF Level 03	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	NQF Level 04	5
119469	Read/view, analyse and respond to a variety of texts	NQF Level 04	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
119459	Write/present/sign for a wide range of contexts	NQF Level 04	5
120385	Apply a range of project management tools and techniques	NQF Level 04	7

337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	NQF Level 04	5
337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated	NQF Level 04	3
337062	Evaluate a job in the Public Sector in South Africa	NQF Level 04	6
114878	Identify and measure the factors that influence productivity	NQF Level 04	10
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level TBA: Pre-2009 was L5	10
115405	Apply principles of knowledge management to organisational transformation	Level TBA: Pre-2009 was L5	10
119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	Level TBA: Pre-2009 was L5	15
119954	Apply Public Service labour legislation in mediation	Level TBA: Pre-2009 was L5	6
15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level TBA: Pre-2009 was L5	4
337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	Level TBA: Pre-2009 was L5	15
337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level TBA: Pre-2009 was L5	5
115823	Gather and manage information for decision-making	Level TBA: Pre-2009 was L5	5
15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department, or division	Level TBA: Pre-2009 was L5	4
117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level TBA: Pre-2009 was L5	20
119336	Manage the development and performance of human capital in the public sector	Level TBA: Pre-2009 was L5	12