



**DIRECTOR: Lucercia Jacobs**

# Agenda

Introduction

Bio

Industries serviced

Vision, Mission & Objectives

Focus Areas and Services



# Introduction

Learning Skills Development Pty (LTD) is a Service SETA accredited Level 1 B-BBEE company established in July 2019 out of the need to forge ahead with transformative services and people development.

Our objectives are cemented in creating progressive and innovative solutions within the various industries we service .

# Meet our leader



## **Lucercia Jacobs**

DIRECTOR

Lucercia Jacobs has over 13 years experience in Skills Development and Labour Relations. She is passionate about people development and prides herself in delivering positive results.

# Industries Serviced

ICT Sector – Registered with MICT SETA as an SDF (skills development facilitator)

Service Industry - Registered with Service SETA as an SDF, Assessor and Training Provider

Mining Industry - Registered with MQA as an SDF

W&R industry - Registered with W&R SETA as an SDF

SASSETA - Registered with W&R SETA as an SDF

EWSETA - Registered with W&R SETA as an SDF

# How we get there

## VISION

To be a nationwide knowledge management entity providing professional services to all our clients.

To be recognized as a credible, innovative and conspicuous name in the Skills and Human Resource Development

## MISSION

Pursue scalable customer service through sustainable strategies

Engage top-line web services with cutting-edge deliverables

## OBJECTIVES

Cultivate one-to-one customer service with robust ideas

Maximize timely deliverables for real-time schemas



# Legislation

We specialize in the following Labour Related Acts

- Basic Conditions of Employment
- Labour Relations Act
- Employment Equity Act
- Skills Development Act
- BBBEE Act

# Additional Services

- Human Resources Services  
Create and develop HR policies and procedures as per the Basic Employment Conditions (Act no. 75 of 1997)
- Leave Policy (Annual leave, sick leave, unpaid leave etc.)
- Regulated working hours
- Code of Conduct (Disciplinary code)
- Employer and employee rights as per BCEA
- Job descriptions
- Confidentiality agreements
- Development of Contracts
- Assist and consult on BBBEE



# Additional Services

## Employment Equity

- Establish Employment equity Forum
- Employment Equity reports submissions
- Establish and develop Employment Equity plans
- Aid of Employment Equity Analysis reports

## Immigration Services

- Work Permit (VISA) renewal through VFS Global
- Work Permit (VISA) New applications through VFS Global
- Appointments
- Collection of VISA from VFS

## Mining/DMRE Submissions

Submission of Social Labour plan

Submission of Mining Charter report

Submission of annual SLP Report

DMRE Compliance in HRD within the mining charter

Consultation with local municipality and community



# Training Services

## Skills Development

- Submission of annual training reports and Workplace Skills Plan
- Skills Development Facilitator
- Full skills development facilitation services such Training Coordination and Project Management (Learnerships, Apprenticeship, Internship etc.)
- Liaison between company and SETA

## Soft Skills Development

- Project Management NQF Level 4
- Customer Services
- Essential Communication for business
- Telephone and email etiquette
- Diversity Management
- Change Management
- Conflict Management



# Summary

In recent years, the demand for Skills Development, Labour Relations, Recruitment, and Upskilling has led to not only identifying and closing the gap but also adding value through tailor-making solutions to suit the unique demands of various clients.

# Thank you

Lucercia Jacobs

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“If you give a man a fish, you feed him for a day. If you teach a man to fish, you feed him for a lifetime.”

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