



**THINK EMPLOYMENT!**



# COMPANY PROFILE

**PARTNER WITH TFC TO ENSURE B-BBEE COMPLIANCE!**

**CORPORATE  
DIVISION**

## Background

**The Corporate Division** part of **TFC**, a fully Accredited Private South African Institution which provides Stakeholders with comprehensive **B-BBEE Skills Development Training Solutions**.

We offer a complete platform to establish Skills Development B-BBEE points by investing in accredited learnerships and skills programmes for your workforce, the unemployed or disabled youth.

The Finishing College (TFC), has a team of Excellent, Qualified, DHET / QCTO / SETA Registered & Experienced Facilitators with proven track records of delivery in the education, training and skills development programmes.

By upskilling the youth in South Africa, we contribute to achieving fundamental transformation and economic development. We aim to make a difference and to contribute to a brighter future for our clients, students, and country.

Invest in accredited learnerships or skills programmes and contribute to brighter futures.

## Vision

*To provide all Delegates with a guaranteed path to a brilliant career.*

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## Mission

*We build the foundation for our Delegates to achieve their full potential.*

*We provide high quality education and confidence-building through our unique etiquette training.*

*We make it possible for diligent and ambitious young professionals to excel.*

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## Values

- **Professionalism**  
*Maintaining consistent standards*
- **Image**  
*Carrying ourselves proudly*
- **Commitment**  
*Keeping our promises*
- **Knowledge**  
*Contributing to learning*

# Accreditations



**Department of Higher Education and Training**



**Quality Council for Trades and Occupations**



**Media, Information and Communication Technologies Sector Education and Training Authority**



**Fibre Processing and Manufacturing Sector Education & Training Authority**



**Culture, Art, Tourism, Hospitality, and Sport Sector Education and Training Authority**



**Energy and Water Sector Education and Training Authority**



**Agricultural Sector Education and Training Authority**



**Services Sector Education and Training Authority**



**Education, Training and Development Practices Sector Education and Training Authority**



**Food and Beverages Manufacturing Sector Education & Training Authority**



**International Secondary Certificate (IEB-ISC) Qualification**



**International Certificate for Business**

**The Finishing College (TFC) has implemented various Skills Development solutions to ensure Return on Investment and Compliance with B-BBEE for numerous stakeholders.**

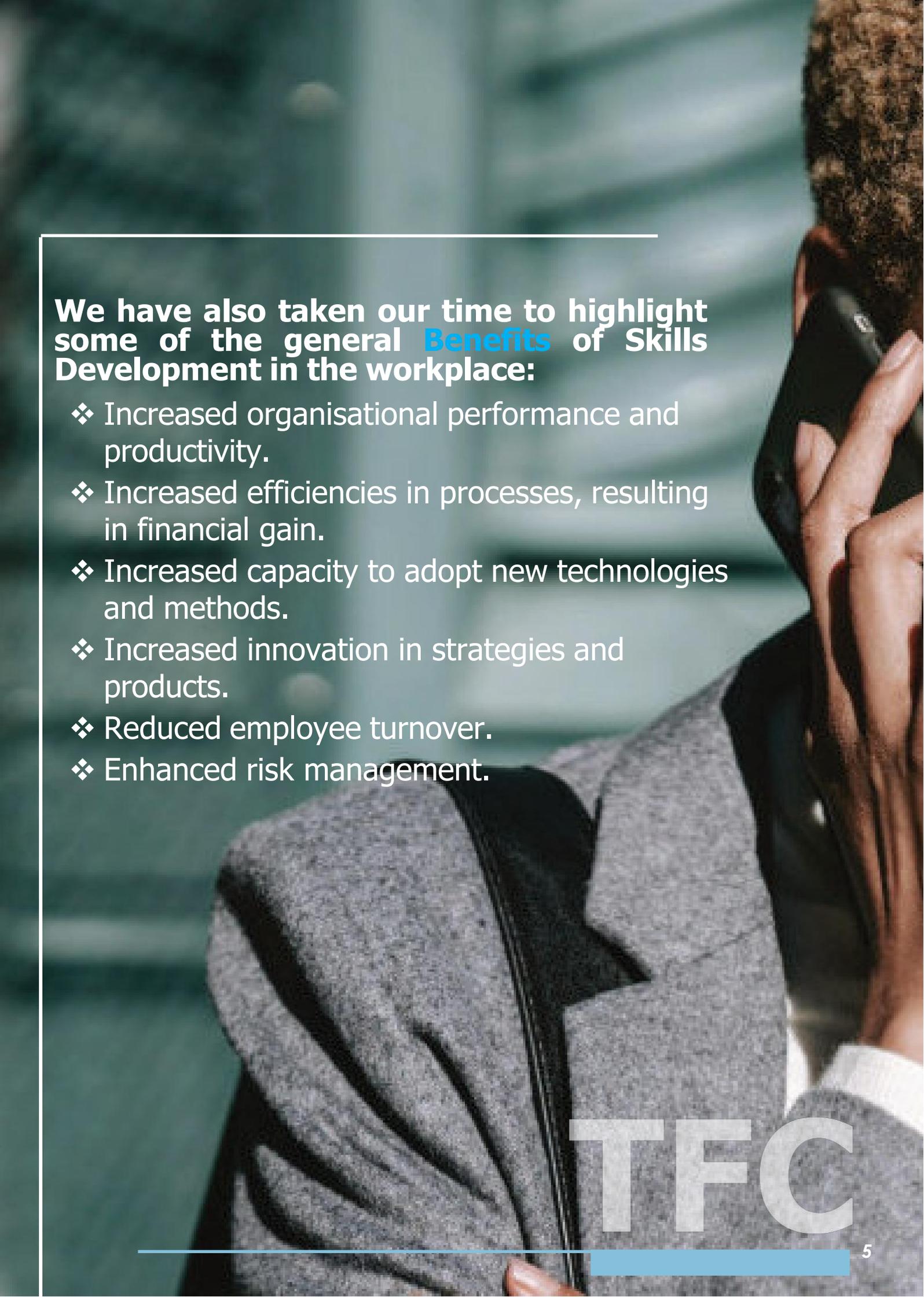
**Skills Development is a priority element on a B-BBEE Scorecard.**

**Partner with TFC to ensure Compliance!**

**One of the ways a company can improve its B-BBEE Scorecard is to implement training and development, to maximise points on the Scorecard.**

**Our Skills Development solutions eliminate the challenges and administration involved in learner sourcing and hosting coupled with value-added services.**





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**We have also taken our time to highlight some of the general **Benefits** of Skills Development in the workplace:**

- ❖ Increased organisational performance and productivity.
- ❖ Increased efficiencies in processes, resulting in financial gain.
- ❖ Increased capacity to adopt new technologies and methods.
- ❖ Increased innovation in strategies and products.
- ❖ Reduced employee turnover.
- ❖ Enhanced risk management.



## Skills Development B-BBEE Benefits:

**Section 12H of the Income Tax Act** provides a valuable incentive for employers who enter into registered learnership agreements. This comes in the form of tax deductions, designed to encourage both skills development and job creation.

### These deductions include:

- **An Annual Allowance:** You can claim a deduction in any year of assessment where a learner is part of a registered learnership agreement.
- **A Completion Allowance:** An additional deduction is awarded in the year the learner successfully completes the learnership.

### The maximum deductions you can claim are currently:

- R80,000** per learner per year for abled learners.
- R120,000** per learner per year for disabled learners.

This means you can claim the annual allowance in the first year (often a pro-rata payment) and the completion allowance (the balance due) in the second year upon successful completion.

Including **persons with disabilities** in your skills development initiatives can **earn you four extra points** on your scorecard.

For more information on how we can help your business thrive through B-BBEE skills development, visit <https://www.thefinishingcollege.co.za/>

**The Finishing College offers a wide range of skills solutions which can assist your organisation to improve its Productivity and Return on Investment!**

**Skills Solutions:**

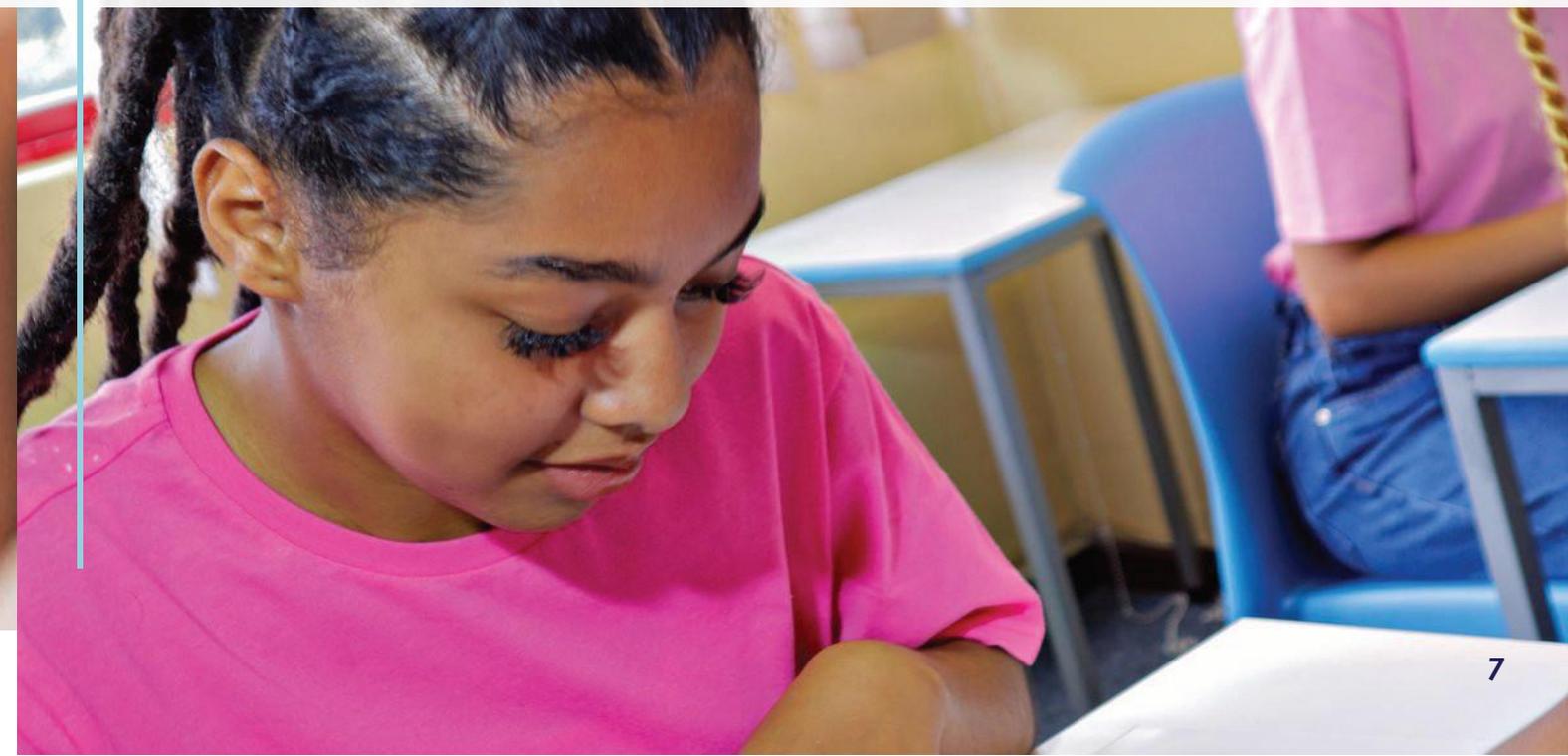
- Learnerships (Employed / Unemployed)
- Bursary Programmes
- Skills Programmes
- Short Courses

**NB: Our short courses can be specially designed to suit your training and development requirements.**

**The Finishing College is at your Service!**

We provide Stakeholders with Skills Development Solutions to ensure optimal business results.

**Partner with TFC to ensure B-BBEE compliance**



# PRODUCT OFFERINGS

## N4 - N6 DIPLOMAS

### BEST OFFERED AS BURSARY PROGRAMMES

Our Faculties offer a range of options from a minimum of one year to a maximum of three years duration. These study programmes have between 120 and 360 credits.

The programmes listed below are accredited by the Quality Councils for Trades and Occupation (QCTO) and quality assured by the Department of Higher Education Training (DHET).

#### DIPLOMAS

N4 - N6 Diploma: Tourism

N4 - N6 Diploma: Public Relations

N4 - N6 Diploma: Business Management

N4 - N6 Diploma: Chemical Engineering

N4 - N6 Diploma: Mechanical Engineering

N4 - N6 Diploma: Civil Engineering

N4 - N6 Diploma: Electrical Engineering

N4 - N6 Diploma: Human Resource Management

N4 - N6 Diploma: Management Assistant

N4 - N6 Diploma: Marketing Management

N4 - N6 Diploma: Legal Secretary

N4 - N6 Diploma: Medical Secretary

N4 - N6 Diploma: Clothing Production

N4 - N6 Diploma: Art and Design

N4 - N6 Diploma: Public Management

N4 - N6 Diploma: Hospitality and Catering

N4 - N6 Diploma: Financial Management

N4 - N6 Diploma: Fertilizer Manufacturing

N4 - N6 Diploma: Farming Management  
and Mechanisation



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# PRODUCT OFFERINGS

## FULL QUALIFICATIONS

### BEST OFFERED AS LEARNERSHIP PROGRAMMES

Our Faculties offer a range of options from a minimum of one year to a maximum of three years duration. These study programmes have between 120 and 360 credits.



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
61591	End User Computing	Level 3	130
50479	Advertising	Level 4	148
58820	Advertising	Level 5	124
58394	Film and Television Production	Level 5	122
78964	Technical Support	Level 4	163
73298	Photography	Level 4	128
62069	Radio Production	Level 5	159
83026	(ICT) Software Testing	Level 5	138
48792	Broadcast Engineering	Level 5	120



# PRODUCT OFFERINGS

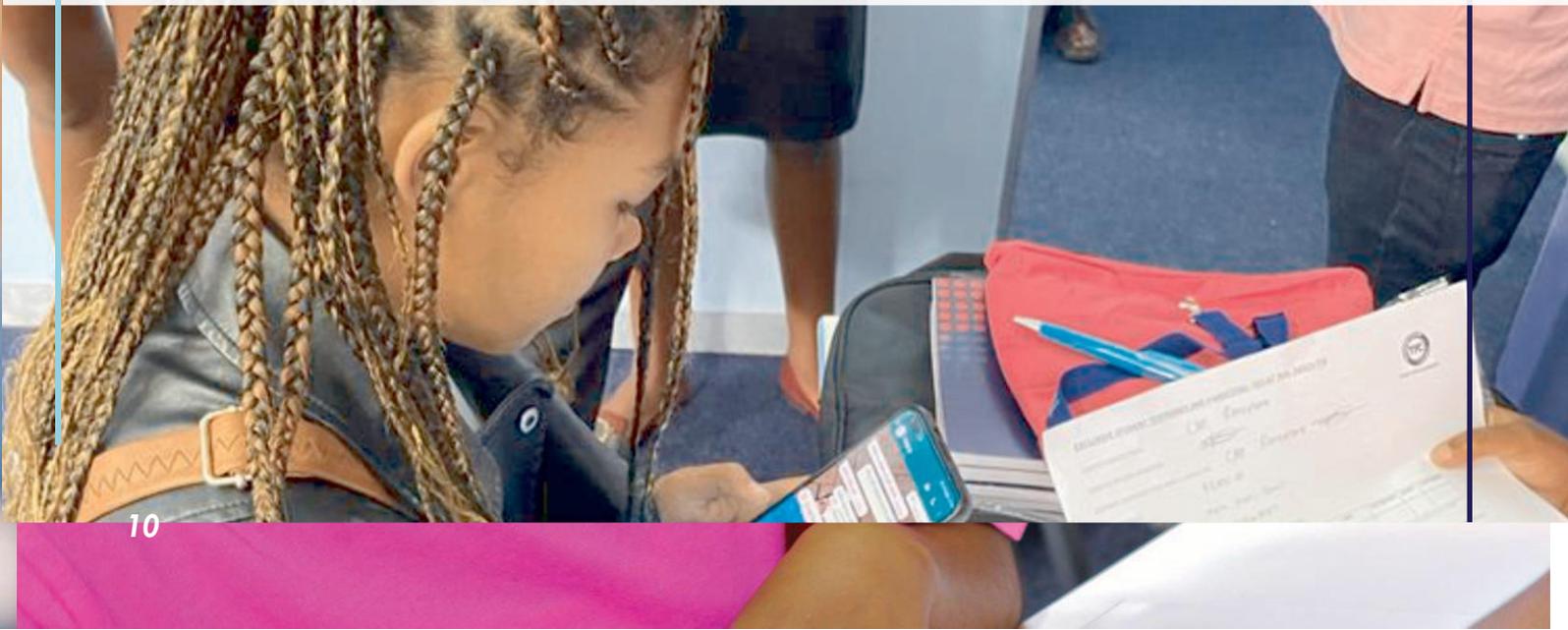
## FULL QUALIFICATIONS

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ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
97542	Early Childhood Development Practitioner	Level 04	131
99687	Contact Centre Manager	Level 05	285
99714	Safety, Health and Quality Practitioner	Level 05	256
99669	Sales Assistant (Retail Sales Advisor)	Level 03	54
99573	Retail Supervisor	Level 04	100
97154	Occupational Trainer	Level 04	124
101869	Project Manager	Level 05	240
102161	Office Administrator	Level 05	445
99111	Supply Chain Practitioner	Level 05	145
101408	Computer Technician	Level 05	282
118986	Cyber Ssecurity Analyst	Level 05	173
119242	Robotic Processing Automation	Level 05	185
120748	Sound Operator	Level 05	168
94597	Health Promotional Officer	Level 03	163



# PRODUCT OFFERINGS

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ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
58951	National Certificate: Water and Wastewater Treatment Process Operations	Level 2	136
60169	National Certificate: Water and Wastewater Reticulation Services	Level 2	124
60189	Further Education and Training Certificate: Wastewater and Water Reticulation Services	Level 4	135
60190	National Certificate: Water and Wastewater Process Control	Level 3	138
61709	Further Education and Training Certificate: Water and Wastewater Treatment Process Control Supervision	Level 4	166



# PRODUCT OFFERINGS

## FULL QUALIFICATIONS

### BEST OFFERED AS LEARNERSHIP PROGRAMMES

Our Faculties offer a range of options from a minimum of one year to a maximum of three years duration. These study programmes have between 120 and 360 credits.



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
74630	National Certificate: Generic Management	Level 4	150
60269	National Certificate: Generic Management	Level 5	162
49648	National Certificate: New Venture Creation	Level 2	138
66249	Further Education and Training Certificate: New Venture Creation	Level 4	149



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
48979	National Certificate: Animal Production	Level 4	140



# PRODUCT OFFERINGS

## FULL QUALIFICATIONS

### BEST OFFERED AS LEARNERSHIP PROGRAMMES

Our Faculties offer a range of options from a minimum of one year to a maximum of three years duration. These study programmes have between 120 and 360 credits.



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
14110	National Certificate: Accommodation Services	Level 2	120
17174	National Certificate: Tourism Guiding	Level 2	134
71549	Further Education and Training Certificate: Tourism Guiding	Level 4	134



ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS
49091	National Certificate: Furniture Making: Wood	Level 2	125
49105	National Certificate: Furniture Making: Wood	Level 3	122



## SHORT COURSES

These short courses can be offered either as accredited or non accredited, depending on the client's requirements. Our short courses are specifically designed to suit the need of our clients.

### **ADMINISTRATIVE AND CLIENT LIAISON SKILLS**

- Administrative Skills
- Call Centre Skills
- Communication Skills
- Protocol and Diplomacy
- Business Report Writing Skills
- Reception and Telephone Etiquette Skills
- Business, Corporate and Social Etiquette Skills

### **MANAGEMENT SKILLS**

- Risk Management
- Change Management
- Project Management
- Principles of Management
- Leadership and Supervisory Skills
- Management and Leadership Skills

### **TRAINING AND DEVELOPMENT**

- Assessment Skills
- Moderation Skills
- Coaching and Mentorship
- Facilitation and Evaluation Skills
- Design and Develop Learning Material
- Skills Development and Facilitation (SDF / SDL)

### **COMPUTER LITERACY**

- Basic ICT Skills / PC Overview



## **LEARNERSHIPS (EMPLOYED / UNEMPLOYED)**

We work with companies by sourcing suitable learners or taking on their existing learners and providing them with both specific skills as required by the company and practical experience at other companies if necessary.

Our (Skills Development Clients) receive regular progress reports and are given a letter from the relevant SETA (Client's home SETA / Qualification SETA) confirming learnership registration by the specified deadline.

Our training sessions are meticulously planned by our facilitators and are geared towards efficiency.

## **BURSARY SOLUTIONS**

We assist clients with bursary solutions to ensure alignment with B-BBEE initiatives with the legal requirements of the B-BBEE code.

## **GRADUATE COURSES & UPCOMING DEGREES**

Interview Skills  
First Impressions  
Graduate Workplace Readiness

**We offer a variety of skills programmes.  
Please contact us for more information.**



# Learnership Implementation Deliverables Include the Following:

- Conduct induction programme for the learners.
- Process learnership agreements - submitted at the SETA with additional copies thus both hard and soft copy.
- Learner SETA Reporting, ETQA Processes for National Learners Record Data Base(NLRD).
- Implementation of Training.
- Issuing of Training Manuals.
- Facilitation/ Assessment and Moderation.
- Compiling POE and Administration.
- Conduct ongoing Assessments.
- Monthly Training Report (Attendance Register, Learner Progress Tracking).
- Manage learner records and track learner progress.
- **Free Workplace Readiness Programme Training (Correct Etiquette for Work).**
- All learners enrolled at The Finishing College will be given access to a laptop to open email accounts prior to the learnership commencement.
- Certificate of Completion - will be issued at the end of the Learnership by The Finishing College.
- SETA Verification.
- Certification of Competency - will be issued 20 to 39 working days after the training including SETA Statements of Results.
- TFC offers both Face to Face or Blended Online Learnership Solutions.





**THINK EMPLOYMENT!**

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**[www.thefinishingcollege.co.za](http://www.thefinishingcollege.co.za)**

 @thefinishingcollege

