TRAINING AND DEVELOPMENT
DEVELOPING FUTURE LEADERS

# Growth Through Development
OUR STORY

Kukhula is derived from the Zulu word Ukukhula which means to grow and develop. With this in mind Kukhula has been dedicated to the growth and development of individuals and organisations since 2002, by developing employees through our dynamic facilitation, practical application and customisation to suit our clients industry. Kukhula gives employees practical competencies and skills that will enable them to fulfill and exceed in their roles within the organisation and optimise future growth. In addition, we also offer enterprise development for entrepreneurs to grow and establish sustainable businesses, as well as learnerships which empowers people living with disabilities to become part of the workforce and also allow organisations to gain maximum B-BBEE scorecard points. We are an equity organization with over 15 years of training experience in all business sectors, with a Level 1 B-BBEE score card and branches and associates throughout South Africa, giving us a multi-national footprint.

OUR MISSION

Our mission is to provide premium education and training solutions to individuals and organisations wishing to achieve standards and qualifications registered on the NQF & QTCO platforms by the following means:

- Aligning the right training programmes to specific needs and organisational maturity levels.
- Active involvement and provision of the training and assessment process.
- Strengthening the capabilities of individuals and enable organisational improvement.
OUR VALUES

Customer Focus
Our customers are the reason for our existence and we therefore always strive to not only meet but exceed their expectations.

Excellence
We strive for excellence in all that we do, driven by a passion to be the best.

Leading by Example
We lead by example and are role models for excellence.

Goal Driven
We set ourselves goals, do careful planning to achieve them and reward our people accordingly.

Care and Respect
We foster diversity, value our team members and their contributions and treat them equitable, fairly and with dignity, care and respect.

Teamwork
All our departments work together to achieve excellence.

Integrity
We adhere to the highest standards of conduct and moral behaviour and maintain the highest level of ethics in all our actions.

OUR VISION
We strive to enhance, uplift and continuously improve the quality of our Education and Training products and services with the commitment of always: "Serving the learner" and "Always putting the client first".
National Certificate in Management NQF3 for Supervisors and Team Leaders.

FET Certificate in Management NQF4 for Senior Supervisors, Section Heads, Foremen or Middle Managers.

National Certificate in Management NQF5 for Senior/Experienced Managers in any industry.

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MANAGEMENT

National Certificate in Mixed Farming NQF1 & 2 for anyone who wants to learn more about farming and plant- and animal production.

National Certificate in Mixed Farming NQF4 for entry level and more experienced farmer who wants to learn more about holistic farming.

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MIXED FARMING

FET Certificate in Occupational Trainer NQF4 for potential or existing trainers who are responsible for delivering occupational learning programmes to trainees in the workplace. (Find out more on the next page)

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QCTO PROGRAMME

NEW!

National Certificate in Business Practice NQF1 For anyone, to equip them with basic business understanding.

National Certificate in Administration NQF3 for General Administrators in any industry.

FET Certificate in Administration NQF4 for Senior/Experienced Administrators in any industry.

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BUSINESS PRACTICE & ADMINISTRATION

National Certificate in Occupationally Directed Education Training and Development Practices NQF5 for HR and Training Practitioners (SDP’s) or those who have been practicing in the field with no formal qualifying recognition.

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ODETDP PROGRAMMES

National Certificate in New Venture Creation NQF2 For potential entrepreneurs who want to establish and grow sustainable businesses.

FET Certificate in New Venture Creation NQF4 for existing entrepreneurs in the small, medium and micro enterprise (SMME) sector who need to refine their technical, business, managerial and personal skills to create and sustain a business.

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SMME PROGRAMMES

National Certificate in Contact Centre NQF3 for Call Centre Agents or those wanting to enter the field to improve their skills, knowledge and competence in the call centre field.

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CALL CENTRE COMMUNICATIONS

#GET Certificate in Business Practice NQF1

- National Certificate in Administration NQF3
- FET in Administration NQF4
- National Certificate in New Venture Creation NQF2 & 4
- National Certificate in Contact Centre NQF3

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LEARNERSHIPS FOR PEOPLE WITH DISABILITIES
The Occupational Trainer is a qualified technical or occupational expert who is equipped with the ability to deliver training in their specific field of expertise. This NQF Level 4 qualification is aimed at potential or existing trainers who are responsible for delivering occupational learning programmes to trainees in the workplace.

The main aims of the training programmes linked to this qualification are to:
- Build and maintain the quality of provision of workplace training, given the important role it has to play more broadly within occupational training.
- In doing so raise the status of those who facilitate learning in an industry or trade context.
- Begin a process for the on-going professional development of occupational education and training practitioners.

**KNOWLEDGE SUBJECTS**
- Introduction to occupational training
- Learning theories, concepts and principles
- Training needs concepts
- Training methods, techniques and resources
- Training delivery
- Evaluation of competence

**PRACTICAL SKILL MODULES**
- Align learning interventions to the needs of participating learners
- Evaluate available learning resources and aids, and adapt for specified training scenarios
- Plan, conduct, evaluate and report on learning interventions
- Use given assessment instruments to conduct and record competence evaluations

**WORK EXPERIENCE MODULES**
- Learner training needs establishment processes
- Pre-programme delivery planning and scheduling processes
- Workplace learning intervention delivery, evaluation and reporting processes
- Learner competence evaluation and workplace evaluation administration processes
All our qualifications are aligned to unit standards and are outcome-based. Here are but a few of the short skills programmes we offer:

**OUR SHORT SKILLS PROGRAMMES**

- ADMIN SKILLS
- CONTACT CENTRE SKILLS
- DECISION MAKING AND PROBLEM SOLVING
- COMPUTER TRAINING
- CONFLICT MANAGEMENT
- SALES AND CUSTOMER RELATIONS
- DISABILITY AWARENESS
- SUPERVISORY & LEADERSHIP DEVELOPMENT
- ASSESSOR & MODERATOR
- TIME MANAGEMENT
- WORKPLACE READINESS
- MANAGEMENT FUNDAMENTALS
- PERFORMANCE MANAGEMENT AND GOAL SETTING
- COMMUNICATION FUNDAMENTALS
- FINANCE FOR NON-FINANCIAL MANAGERS
- LEGISLATION AND ETHICS
“Education is the most powerful weapon which you can use to change the world.”
- Nelson Mandela -
With offices based in Johannesburg, Durban, Cape Town, and East London and having facilitators based throughout South Africa we are able to train in any area.
We have trained thousands of learners in every sector throughout South Africa. Here are but a few of our current clients:
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