



## **COMPANY PROFILE**

**OWNER: REBECCA MMATHOTO MATSHENI**

**RMM BUSINESS SKILLS SOLUTIONS (PTY) LTD**

9124 Realeboga Street

Olive Ridge

Centurion, 0157

P O Box 8108

Centurion, 0046

Telephone: 071 523 3800

Fax 086 551 5132

E-Mail [admin@rmmbss.co.za](mailto:admin@rmmbss.co.za)

Website: [www.rmmbss.co.za](http://www.rmmbss.co.za)

# I. General Company Description

## 1. Introduction

### 1.1 Introducing the RMM Business Skills Solutions (PTY) LTD – Company Profile

RMM Business Skills Solutions (**RMMBSS**) is a consulting company that offers professional services by managing projects for the private and public sectors. We are experts in the areas related to Skills Development and Post School Education and Training environment at policy and implementation levels.

Our Vision is excellence and success in the provision of our professional services to our customers.

Our Mission is to provide services that are customer oriented, researched and to continuously contribute towards businesses' economic and development growth.

### 1.2 Our Service Pillars

Our services are based on our view that customers come first and we exist to ensure that our custom made services satisfy our customers. This view is about excelling in our interaction with customers from handling customers' requests, attending to customers on the phone or one-on-one to the successful delivery of the specific products/services our customers deserve.

The three pillars are:

- ✓ Customer Oriented
- ✓ Excellence
- ✓ Success

### 1.3 Why Choose RMM Business Skills Solutions (PTY) LTD?

We are confident in our ability to provide solid expertise and professional service. Our advice in this project is premised on the following:

- ◆ The extensive knowledge of the South African public and private sectors;
- ◆ The in-depth understanding of the need for research in the public sector at organisational level; and an appreciation of the integration of its management capacity with service delivery, organisational performance and individual performance;
- ◆ Our research approach is geared at equipping organisations' management with the tools and skills to achieve and sustain their business strategy;
- ◆ Our multidisciplinary team is skilled in change management; research management; process improvement; strategy development; leadership development and sustainability; and, organisational analysis;

- ◆ We work together with our clients to develop a deep understanding of their need;
- ◆ We develop and provide custom made services for our clients.

#### **1.4 Equity Status**

RMMBSS is a B-BBEE Level 3 company, 100% Black ownership and 100% Black woman ownership.

## **II. Products and Services**

### **2. Services include the following:**

#### **a) Learner Administration and Support Management**

- We provide career advice to the learners in line with Scarce and Critical skills needs of the country.
- We develop career paths for the qualifications that are aligned to the Organising Framework for Occupations.
- We manage Learner enrolment and administration process.

We manage the implementation of learning programmes projects acting as catalyst to ensure successful implementation process between the employers, SETAs, learners and Skills Development Providers.

The project management model is aimed at creating an integrated system that manages these aspects as well as ensures the overall management of risks in the process. Based on best practice, this approach focuses on the following key aspects:

- Designing delivery processes and procedures: This includes the designing and the implementation of all processes and procedures to ensure delivery.
- Managing delivery and milestones: This includes ensuring that all project deliverables and milestones are achieved.
- Managing communication: The project manager is primarily responsible for client liaison and will disseminate all information to the relevant stakeholders.
- Managing risk: This include the identification of risks as well as the implementation of risk mitigation initiatives.
- Budget management: Budget management and reporting is done based on an agreed time frame to ensure reliable forecasting and projections. This will also include utilization of internal system and mechanisms to plan and get approval for disbursements.

#### **b) Learnerships Development Support Management**

The project management model is focused on the development of new learnerships against developed and registered qualifications by Quality Councils (CHE, uMalusi and QCTO) with the South African Qualifications Authority.

The aspects of this model involve:

- Development of Learnerships in consultation with SETAs and relevant industries.
- Learnerships database review.
- Management of the registration of new Learnerships with Department of Higher Education and Training process.
- SETA Learnerships database management

#### **c) Learning Material Development and Management**

We assist clients with the process of getting their learning material developed or off the shelf learning material and we manage the extension of scope process with all SETAs

#### **d) SETA Accreditation Services Management**

We assist institutions; organisations and professional individuals: Assessors, Moderators and Facilitators in need to of accreditation. We manage the whole process and commit to see this process through hassle free for our clients.

#### **e) Curriculum Development Management**

We are able to facilitate curriculum development initiatives through:

- Resident expertise
- A wide consultancy network
- Access to discipline/subject matter specific expertise
- Project and process management

#### **f) Research Services Management**

Research forms an integral function as it offers a wealth of strategic information to assist with skills development within the organisations. We conduct both qualitative and quantitative research and consult with role players involved. The research related services we offer include:

- Sector Skills Plan
- Skills Audit
- Monitoring and Evaluation
- Impact Evaluation

### **III. Management**

### **3. Professional Support**

#### **Management:**

The RMMBSS is managed by the Managing Director with 12 year extensive experience in Skills Development, particularly in the areas of:

- Policy development,
- Occupational Qualifications development,
- Curriculum development,
- Learnerships development, registrations and implementation across industries
- Facilitation,
- Assessments,
- Skills Development Facilitation (Workplace Skills Planning and Annual Training Reports implementation)
- Support of Skills Development Committees

#### **Support:**

The RMMBSS procures professional consultant or consultants for support to ensure efficient and effective services delivery to the clients.