

MASTERING BROAD-BASED BLACK ECONOMIC EMPOWERMENT

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

★ COURSE OVERVIEW

Maximising compliance with BEE legislation is a no-brainer for any business in South Africa. No matter what scale your business operates on, it is affected by the requirements of Broad Based Black Economic Empowerment. In today's business environment, your BBBEE compliance is a major determining factor in your potential to do business with a client. Do you possess the knowledge required to maximise your alignment with the requirements, thus bettering your opportunity for business and growth in the new South Africa? There are new codes here, new scorecards there, and just as everyone is adjusting, the rules get changed again.

To assist companies in understanding and best implementing the BBBEE Act, AstroTech offers a training programme entitled "Mastering Broad Based Black Economic Empowerment". The programme will deal with all aspects of BBBEE legislation and help you develop a sustainable, long term BEE strategy. The course covers the following key topics:

- Master the key issues for business surrounding the:
 - Broad-Based Black Economic Empowerment Act
 - Codes of Good Practice
 - Preferential Procurement Policy Framework Act (PPPFA) 2000
 - Transformation Charters or Sector Codes
 - Understand the practical implications of the 7 pillars of the Codes of Good Practice.
 - Learn about the specific challenges and solutions for different types of companies to implement BBBEE from multinationals to SMMEs.
 - Find out about what constitutes a "front" and develop practical measures to combat fronting.
 - Understand the Qualifying Small Enterprises (QSE) scorecard.
 - Develop effective and sustainable strategies for your organization for:
 - Enterprise Development
 - Preferential Procurement
 - Corporate Social Investment/Residual
 - Implement practical solutions to achieve compliance in Employment Equity, Management and Skills Development codes.
 - Unpack and understand the new Organisational Transformation requirements of the Codes of Good Practice.
 - Participate in interactive discussions aimed at enhancing an in-depth understanding and identifying practical solutions of BBBEE implementation.
- ... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- BEE compliance managers
- Transformation managers
- CSI managers and staff
- Procurement practitioners
- BEE procurement managers
- Enterprise development specialists
- Organisational development professionals
- BEE specialists
- Small business owners
- Compliance managers & staff
- HR professionals
- Skills development managers & staff

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Possess practical tools for the Implementation of BBBEE in your organisation
- Understand all pillars of the Generic and the Qualifying Small Enterprises (QSE) Scorecard
- Develop your own strategies and policies for BBBEE during the course with the assistance of an industry specialist
- Prepare your organisation for verification by an accredited Verification Agency

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.