



KNOWLEDGE MINING ACADEMY

LEARNING & DEVELOPMENT SOLUTIONS OVERVIEW



TABLE OF CONTENTS

3

About Us

6

Learning and Development Programs

12

Strategic Business Short

Courses

18

5 Lens Enneagram

4

Learnerships

7

Unit standard aligned
short programs

16

Internships

19

Training Methodology

ABOUT US

Unlocking Potential Empowering Futures

Our comprehensive company profile is available on request.



EMPOWERING PEOPLE THROUGH LEARNING AND DEVELOPMENT

At Knowledge Mining Academy, we empower individuals and transform organizations through targeted learning solutions. Our core services include:

- Skills Development Facilitation (SDF)
- Internships, Learning and Development Programs, 5 Lens Enneagram Assessment and Coaching.
- Employment Equity (EE) Compliance Support
- B-BBEE Strategy and Implementation

We help businesses grow by developing their most valuable asset — their people.

DRIVING TRANSFORMATION THROUGH PEOPLE

We recognize that every organization is unique. That is why we co-create customized learning and transformation strategies tailored to each client's goals, culture, and developmental needs. Our solutions are not just about ticking boxes—they are about cultivating real change, driven by capable and inspired people. Navigating the evolving world of skills development, employment equity, and B-BBEE compliance can be complex. Our experienced team provides clarity, structure, and expert support to help organizations meet their obligations while investing meaningfully in their people.

Founded in 2018, we design and deliver QCTO-aligned training interventions under provider number 07-QCTO/SDP290725055503.

LEARNERSIPS

We design and implement learnership programmes that go beyond compliance. Our approach ensures measurable skills transfer, workplace integration, and meaningful impact for both learners and host employers. Our learnerships accredited with the Quality Council for Trades and Occupations (QCTO).



Blended Learning with Workplace Impact

We use a blended workflow model combining facilitated learning, structured workplace experience, applied projects, and ongoing mentor support. Learners develop practical capability, not just theoretical knowledge.

End-to-End Management

We manage the full learnership lifecycle, including:

- Learner recruitment and screening
- Contracting and compliance documentation
- Workplace matching and hosting support
- Progress monitoring and reporting
- Assessment coordination: Formative and internal assessments, Workplace logbooks and practical evidence, Statements of results for knowledge modules, External Integrated Summative Assessment (EISA) readiness
- B-BBEE documentation and audit preparation

Our structured processes reduce administrative burden on employers while ensuring learners receive consistent support throughout the programme.



OUR LEARNERSIPS

Each qualification is carefully selected to align with industry demand and organisational workforce development needs.

We are continuously expanding our accreditation portfolio and are actively in the process of accrediting additional occupational qualifications. For specialised or sector-specific needs, additional programmes may be available upon request.

- Occupational Certificate: Office Administrator — NQF 5, ID 102161, 445 credits
- Occupational Certificate: Supply Chain Practitioner — NQF 5, ID 110942, 180 credits
- Occupational Certificate: Training and Development Practitioner — NQF 5, ID 101321, 190 credits
- Higher Occupational Certificate (HOC): ICT: Business Development and Sales Consultant - NQF 5, ID 120749, 120 credits
- Higher Occupational Certificate (HOC): Marketing Coordinator -NQF 5, ID 11807, 170 credits

Note: A comprehensive learnership overview, including our full implementation methodology, compliance framework, assessment approach, and end-to-end support services, is available upon request.

Benefits of Blended Learning

- Flexible Learning Experience
- Improved Engagement
- Greater Accessibility
- Cost-Effective Delivery
- Personalized Learning Paths
- Real-Time Application
- Continuous Tracking and Feedback
- Scalable and Sustainable



LEARNING AND DEVELOPMENT PROGRAMS

Part Qualifications:

Skills Development Facilitator (SDF)

- Classroom-Based: 5 days
- E-Learning (Self-Paced)

Facilitator Training

- Classroom-Based: 2 days
- E-Learning (Self-Paced)

Assessor Training

- Classroom-Based: 3 days
- E-Learning (Self-Paced)

Moderator Training

- Classroom-Based: 3 days
- E-Learning (Self-Paced)

Accredited Skills Programs:

- SP: 250710- Project Management Facilitator (Project Management for Non-Project Managers), NQF Level: 6, Credits 60 (10 weeks for full SP; 2 classroom days per week)
- SP-250802 – Team Motivator, NQF Level: 4, Credits 13 (2 weeks for full SP; 1 classroom days per week)
- SP-250708 - Managing workplace discipline, NQF Level: 5, Credits 43 (6 weeks for full SP; 1 classroom days per week)

UNIT STANDARD ALIGNED SHORT PROGRAMS:



Office Administration & Operations

- Effective Office Administration and Management, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Document Management and Recordkeeping, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Resource and Procurement Management, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Office Protocol, Department & Etiquette, NQF Level: 5, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)

HR & Skills Development Programs

- Staffing and People Support, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Learning Needs Analysis and Skills Planning, NQF Level: 5, Credits: 12, Classroom Duration: 2 days facilitated, Self-Paced Online: 12–15 hours (complete within 2–3 weeks)
- Workplace Skills Plan Development and Implementation, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Facilitate Learning Interventions, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Conduct Assessments and Moderation Support, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Evaluate Learning Impact and Training Effectiveness, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)

Finance & Payroll Programs

- Basic Business Calculations, NQF Level: 4, Credits: 5, Classroom Duration: 1 day facilitated, Self-Paced Online: 6–8 hours (complete within 1–2 weeks)
- Payroll Processing and Pay Administration, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Marketing Budget Coordination and Financial Tracking, NQF Level: 5, Credits: 12, Classroom Duration: 2 days facilitated, Self-Paced Online: 12–15 hours (complete within 2–3 weeks)

Communication & Customer Service

- Business Communication & Customer Service, NQF Level: 5, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Communication & Customer Relationships, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Marketing Budget Coordination and Financial Tracking, NQF Level: 5, Credits: 12, Classroom Duration: 2 days facilitated, Self-Paced Online: 12–15 hours (complete within 2–3 weeks)
- Stakeholder Relationships (ICT Environment), NQF Level: 5, Credits: 6, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 6–10 hours (complete within 1–2 weeks)
- Professional Communication for Learning Environments, NQF Level: 5, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)

Sales & Business Development

- Sales Support and Client Account Coordination, NQF Level: 5, Credits: 12, Classroom Duration: 2 days facilitated, Self-Paced Online: 12–15 hours (complete within 2–3 weeks)
- Customer Retention and Relationship Management in Marketing, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- The Role of ICT in the Economy, NQF Level: 5, Credits: 7, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 7–10 hours (complete within 1–2 weeks)
- Sales Administration, NQF Level: 4, Credits: 6, Classroom Duration: 1 day facilitated, Self-Paced Online: 6–8 hours (complete within 1–2 weeks)



Marketing & PR

- Public Relations, Marketing & Advocacy, NQF Level: 5, Credits: 6, Classroom Duration: 1 day facilitated, Self-Paced Online: 6–10 hours (complete within 1–2 weeks)
- Social Media & Digital Literacy, NQF Level: 4, Credits: 5, Classroom Duration: 1 day facilitated, Self-Paced Online: 6–8 hours (complete within 1–2 weeks)
- Marketing Campaign Coordination, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Brand Management Support, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Digital Marketing Support and Content Coordination, NQF Level: 5, Credits: 12, Classroom Duration: 2 days facilitated, Self-Paced Online: 12–15 hours (complete within 2–3 weeks)
- Market Research and Consumer Insights Support, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Marketing Project Coordination, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Sales Research, NQF Level: 5, Credits: 9, Classroom Duration: 2 days facilitated, Self-Paced Online: 9–12 hours (complete within 2 weeks)
- ICT Solution Marketing and Sales, NQF Level: 5, Credits: 18, Classroom Duration: 3 days facilitated, Self-Paced Online: 18–22 hours (complete within 3–4 weeks)

Leadership & Team Development

- Team Motivator, NQF Level: 4, Credits: 13, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 13–18 hours (complete within 2–3 weeks)
- Team Cohesion and Motivational Strategies, NQF Level: 4, Credits: 6, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 6–10 hours (complete within 1–2 weeks)
- Implement Strategies, Personal Development Plans and Identify Barriers to Team Growth, NQF Level: 4, Credits: 7, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 7–10 hours (complete within 1–2 weeks)



Project Management

- Introductory Studies for Project Managers, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Project Scope Management, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Project Time Management, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Project Cost Management, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Project Quality Management, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Plan and Develop a Project Timeline and Schedule, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Control Project Delivery Schedules and Costs, NQF Level: 6, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Apply Soft Skills to Successfully Facilitate Project Delivery in Organisations, NQF Level: 6, Credits: 4, Classroom Duration: 1 day facilitated, Self-Paced Online: 4–6 hours (complete within 1 week)
- Introductory Project Management, NQF Level: 4, Credits: 2, Classroom Duration: 1 day facilitated, Self-Paced Online: 4–6 hours (complete within 1 week)
- Computerised Project Management, NQF Level: 5, Credits: 15, Classroom Duration: 2–3 days facilitated, Self-Paced Online: 15–20 hours (complete within 3 weeks)
- Manage a Small Project, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Learning Project Coordination and Implementation, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)

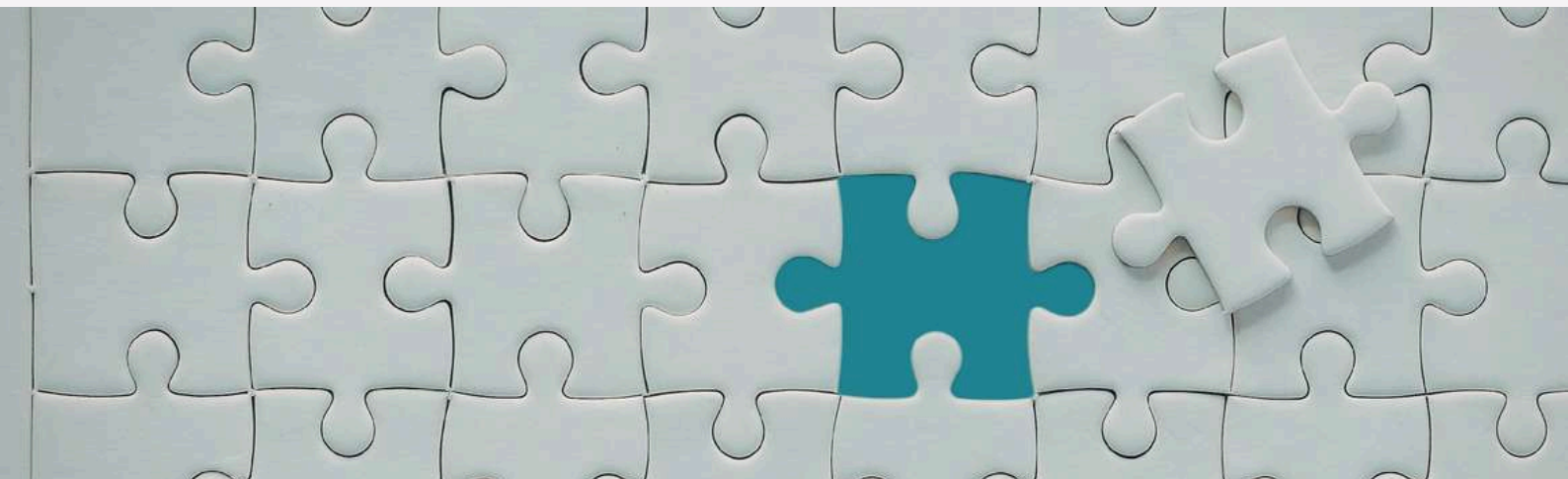


Supply Chain & Logistics

- Introduction to Supply Chain Management, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Demand Execution Management Operations, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Transport and Distribution Operations, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Inventory Management, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Warehousing and Facilities Operations, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Production Operations, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Procurement Operations, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Returns Management, NQF Level: 5, Credits: 7, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 7–10 hours (complete within 1–2 weeks)
- Performance and Contract Management and Improvement of Operations, NQF Level: 5, Credits: 7, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 7–10 hours (complete within 1–2 weeks)

Labour Relations & Workplace Discipline

- Foundations of Workplace Discipline, NQF Level: 4, Credits: 3, Classroom Duration: 1 day facilitated, Self-Paced Online: 3–5 hours (complete within 1 week)
- Workplace Misconduct and Incapacity, NQF Level: 5, Credits: 8, Classroom Duration: 1–2 days facilitated, Self-Paced Online: 8–12 hours (complete within 2 weeks)
- Legislative Compliance in Respect of Discipline and Incapacity Proceedings, NQF Level: 5, Credits: 4, Classroom Duration: 1 day facilitated, Self-Paced Online: 4–6 hours (complete within 1 week)
- Evidence Management: Overview of Types of Evidence, NQF Level: 5, Credits: 4, Classroom Duration: 1 day facilitated, Self-Paced Online: 4–6 hours (complete within 1 week)
- Managing Workplace Investigations, NQF Level: 5, Credits: 4, Classroom Duration: 1 day facilitated, Self-Paced Online: 4–6 hours (complete within 1 week)
- Conduct Disciplinary Hearings, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)
- Conduct Incapacity Proceedings, NQF Level: 5, Credits: 10, Classroom Duration: 2 days facilitated, Self-Paced Online: 10–15 hours (complete within 2 weeks)



STRATEGIC BUSINESS SHORT COURSES

(NON-UNIT STANDARD COURSES)



In addition to our accredited learnerships, internships, skills programmes, and part qualifications, Knowledge Mining Academy (KMA) offers a dynamic portfolio of self-developed short courses designed to address immediate organisational needs.

These programmes are not unit standard aligned and do not carry formal accreditation. They exist for a different purpose — speed, relevance, and targeted impact.

Developed in response to real business challenges, industry trends, and South African workplace realities, these courses are structured to deliver focused, high-impact learning that can be implemented immediately.

They are ideal for organisations seeking agile interventions, leadership enhancement, compliance awareness, professional development, or performance improvement without the timeframes associated with formal qualifications.

Each intervention is professionally designed, outcomes-driven, and adaptable to the client's environment. Because our content is developed internally, we retain the flexibility to contextualise material to specific industries, organisational levels, and strategic priorities.

Our facilitators and subject specialists are selected based on the client's sector, the focus of the programme, and the profile of the target audience. This ensures credibility, relevance, and practical application in every engagement.

These programmes complement our accredited offerings by providing organisations with responsive, business-focused learning solutions that drive capability, confidence, and measurable workplace results.

Sales Excellence Programmes

Sales Foundations & Support

- Sales Operations Excellence: Sales Administration, CRM Discipline and Process Efficiency - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Sales Support to Sales Impact: Understanding the Sales Cycle and Enabling Revenue Growth - Duration: 2 days (Classroom) / 3 hours (eLearning)
- CRM Mastery: Using Sales Systems and Data to Drive Accountability and Results - Duration: 2 days (Classroom) / 3.5 hours (eLearning)

Core Professional Selling Skills

- Prospect Mastery: Unlocking the Secrets to Successful Sales Prospecting - Duration: 2 days (Classroom) / 3 hours (eLearning)
- Consultative Selling Pro: Moving from Product Selling to Value-Based Solutions - Duration: 2 days (Classroom) / 4 hours (eLearning)
- Negotiation Edge: Strategic Negotiation and Margin Protection - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Closing with Confidence: Advanced Techniques for Securing Commitment - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Strategic Account & Growth Development - Key Account Strategy: Managing and Growing High-Value Clients - Duration: 2 days (Classroom) / 4 hours (eLearning)
- Territory Titans: Maximising Geographic and Sector-Based Sales Potential -Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Sales Forecasting & Target Management: Using Sales Metrics to Drive Predictable Growth -Duration: 2 days (Classroom) / 4 hours (eLearning)
- Growth Intelligence: Identifying Expansion Opportunities Through Sales Analytics and Market Insight - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Sales Leadership, Management & Coaching -Sales Leadership Excellence: Leading High-Performance Sales Teams -Duration: 2 days (Classroom) / 4 hours (eLearning)
- Coaching for Sales Performance: Developing, Mentoring and Holding Sales Teams Accountable -Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Pipeline & Performance Management: Driving Activity, Conversion and Revenue Accountability -Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Strategic Sales Management: Aligning Sales Strategy with Organisational Growth Objectives - Duration: 2 days (Classroom) / 4 hours (eLearning)



Work Readiness & Emerging Professionals

- Workplace Launchpad: Professional Readiness, Workplace Expectations and Corporate Success - Duration: 2 days (Classroom) / 4 hours (eLearning)
- Interview & Career Strategy Mastery: Interview Excellence, Career Planning and Personal Positioning - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Professional Presence & Personal Brand: Business Etiquette, Corporate Communication and Digital Reputation - Duration: 2 days (Classroom) / 4 hours (eLearning)
- Workplace Agility: Thriving in Hybrid, Multigenerational and Fast-Paced Environments - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Corporate Communication Excellence: Email, Meetings, Feedback and Workplace Influence - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Accountability & Ownership for Young Professionals: Developing Professional Discipline and Performance Mindset - Duration: 2 days (Classroom) / 3 hours (eLearning)

Leadership & Executive Development

- Executive Leadership Excellence: Strategic Leadership for Sustainable Organisational Performance (Top and Senior Management) - Duration: 2 days (Classroom) / 4 hours (eLearning)
- Strategic Thinking & Decision-Making: Leading with Clarity in Complex and Uncertain Environments - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- High-Performance Leadership: Building Accountable, Results-Driven Teams - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Leading Digital & Organisational Transformation: Driving Change, Innovation and Business Agility - Duration: 2 days (Classroom) / 4 hours (eLearning)
- Commercial Leadership Mindset: Thinking Like a Business Owner Within the Organisation - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Women in Leadership: Strategic Influence, Executive Presence and Organisational Impact - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Leadership Governance & Ethical Accountability: Responsible Leadership in the South African Business Environment - Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Coaching & Mentoring for Leaders: Developing Talent and Strengthening Succession Pipelines - Duration: 2 days (Classroom) / 3.5 hours (eLearning)



HR, Compliance & Transformation

- HR Prodigy: Empowering Beginners with Essential HR Knowledge – Duration: 2 days (Classroom) / 4 hours (eLearning)
- Employment Equity Essentials: Practical Guidance for EE Forums and Workplace Compliance – Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Transformation IQ: Understanding B-BBEE and Driving Meaningful Business Transformation – Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Inclusive Horizons: Empowering Diversity and Inclusion in the Workplace – Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Compliance Smart: Workplace Ethics, POPIA Awareness and Professional Accountability – Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Generations@Work: Unlocking the Power of Multigenerational Diversity – Duration: 2 days (Classroom) / 3.5 hours (eLearning)

Project, Performance & Business Fundamentals

- Project Prodigy: Empowering Beginners with Project Management Knowledge – Duration: 3 days (Classroom) / 5 hours (eLearning)
- KPI Wizards: Empowering Your Career through Understanding Key Performance Indicators – Duration: 2 days (Classroom) / 3 hours (eLearning)
- Finance Fundamentals for Non-Financial Professionals: Understanding Budgets, Costs and Profitability – Duration: 2 days (Classroom) / 4 hours (eLearning)
- Mzansi Business Basics: Understanding South African Corporate Culture, Compliance and Workplace Expectations – Duration: 2 days (Classroom) / 3.5 hours (eLearning)
- Innovation Igniters: Creative Thinking and Continuous Improvement in Modern Organisations – Duration: 2 days (Classroom) / 3.5 hours (eLearning)

Personal Effectiveness & Professional Mastery

- Emotional Intelligence Mastery: Empowering Personal and Professional Growth – Duration: 2 days (Classroom) / 4 hours (eLearning)
- Collaboration Catalysts: Unlocking Team Building and Empowered Collaboration – Duration: 2 days (Classroom) / 3.5 hours (eLearning)



INTERNSHIPS

By creating these meaningful learning experiences, employers help shape the next generation of skilled professionals—and in doing so, strengthen their own workforce for the future.



Internships are more than short-term work experiences—they are strategic opportunities that drive career development for individuals and talent growth for businesses.

Typically ranging from a few months to two years, internships allow students and recent graduates to gain hands-on, practical skills in real workplace environments.

For interns, these programs offer:

- Mentorship from experienced professionals
- Exposure to real-world challenges
- The development of critical workplace skills and habits
- Increased confidence, professionalism, and industry insight
- A strong foundation for future employment opportunities

For companies, internships are a valuable investment that:

- Attracts fresh perspectives and emerging talent
- Builds a pipeline of potential future employees
- Supports skills development and transformation goals (including B-BBEE initiatives)
- Enhances workplace productivity and team culture
- Demonstrates corporate commitment to youth development and social impact



CATEGORY C INTERNSHIPS AND B-BBEE RECOGNITION

A Category C Internship under the B-BBEE Skills Development Matrix is a structured workplace learning program that immerses interns in practical, hands-on training.

These internships, aligned with the National Qualifications Framework (NQF), focus on real-world experience and skill acquisition in a specific field.

While there is classroom instruction, the primary emphasis is on practical work, guided by experienced professionals, without necessarily leading to formal qualifications or certifications.

Category C internships are highly valuable for employers aiming to develop a skilled workforce while contributing to South Africa's economic transformation goals. They provide significant points under the B-BBEE Skills Development Scorecard. By investing in these programs, companies not only enhance employability but also gain crucial B-BBEE points, fostering inclusive growth and sustainability.

B-BBEE Recognition comes in the form of allowing companies to include the salaries and training costs of black interns in their B-BBEE expenditure.

To qualify, proper registration, structured training, and accurate record-keeping are required. If the interns are individuals with disabilities, the associated costs can be claimed under learning program expenditures for black employees with disabilities. Additionally, the number of black participants in internships, learnerships, and apprenticeships directly contributes to a company's B-BBEE points.

We ensure that all processes are followed!

5 LENS ENNEAGRAM



Our approach focuses on six key factors that aggregate to provide an overall index, reflecting the degree to which an individual has progressed on this personal journey.

1. Personal Mastery:

The six factors on which we focus our attention aggregate to provide an overall index that suggests the degree to which an individual has progressed on this personal journey. A critical aspect of this index is its relative nature, because it is reported in terms of the population in which you find yourself.

2. Resilience:

Resilience is a fundamental aspect of personal mastery, representing an individual's ability to adapt to stressful situations or crises. Highly resilient individuals can navigate challenges with ease, bouncing back from adversity without lasting difficulties. On the other hand, those with lower resilience may find it more challenging to cope with stress and significant life changes.

3. Social Drives:

Our capacity to thrive in life largely depends on our ability to be adaptable and respond to internal drives and external environmental demands. Personal mastery includes being attuned to social and biological imperatives as they arise and addressing them adequately. This sensitivity allows individuals to optimize their responses to different social contexts and thrive in various situations.

4. Energy Centres:

The three Energy Centres represent distinct ways of processing our experiences, impacting our sense-making and decision-making processes. Each Energy Centre is related to a specific area of the body and represents a unique modality of mind. Understanding and harnessing the power of these Energy Centres enhances an individual's ability to process information effectively and make informed decisions.

5. Enneagram:

The Enneagram is an ancient model that has been adapted for the business world, providing insights into nine ways of viewing or being in the world. At Knowledge Mining Academy, we use the Enneagram as a powerful tool to model the combination of an individual's behavioral styles and the first four lenses. This approach goes beyond understanding WHAT a person does; it delves into the WHY behind their actions and choices.

Personal mastery, as explored through the Enneagram, helps individuals gain profound insights into their core motivations, fears, and strengths. This understanding paves the way for personal growth, improved self-awareness, and the capacity to foster meaningful relationships with others.

Through our comprehensive approach to personal mastery, individuals embark on a transformative journey of self-awareness, resilience, and adaptability. By embracing the various lenses and factors, individuals can unlock their full potential, navigate life's challenges, and cultivate deeper connections within themselves and the world around them.

Aligning Personal and Organizational Goals

What's in it for me?

By aligning personal development goals with the organization's objectives, we emphasize the mutual growth potential.



TRAINING METHODOLOGY

Empowering Learners for Lasting Change

At Knowledge Mining Academy, our training methodology is built upon the foundation of empowering learners to embrace change and achieve meaningful growth.

We understand that effective training goes beyond imparting knowledge; it involves fostering a mindset that encompasses "I know, I care, and I can," while addressing the vital aspect of "What's in it for me" (WIFM) for both the learner and the organization.

1. I Know - Understanding the Need for Change:

We start by ensuring that learners have a clear understanding of the knowledge and skills they need to acquire. Our training programs are meticulously designed to communicate the "what" and the "why" of the necessary changes.

2. I Care - Fostering a Sense of Ownership:

We believe that genuine care and commitment are essential for driving lasting change. Our training approach emphasizes creating a supportive and engaging learning environment where learners feel encouraged and motivated to embrace change.

3. I Can - Building Practical Skills and Confidence:

The "I can" element is central to our training methodology, focusing on developing practical skills that learners can apply in real-world scenarios. Through interactive exercises, simulations, and hands-on practice, we equip learners with the tools and techniques they need to implement the acquired knowledge effectively.

ADULT LEARNING TECHNIQUES: ENHANCING LEARNING EFFECTIVENESS



To ensure optimal learning outcomes for adult learners, Knowledge Mining Academy employs various adult learning techniques that cater to different learning styles. These techniques leverage the three primary learning modalities: visual, auditory, and kinesthetic. By addressing diverse learning preferences, we create an inclusive and engaging learning environment.



1. VISUAL LEARNING

Visual learners grasp information most effectively through visual aids such as charts, graphs, diagrams, and videos. Visual cues help learners retain information better, making complex ideas more accessible and memorable.

2. AUDITORY LEARNING:

Auditory learners absorb information through listening and verbal communication. Our training sessions include clear and engaging verbal explanations, interactive discussions, and storytelling to cater to auditory learners. Additionally, we utilize audio recordings and podcasts to reinforce learning materials.



3. KINESTHETIC LEARNING:

Kinesthetic learners thrive when they can engage in hands-on activities and physical experiences. Our training methodology includes interactive workshops, role-playing exercises, simulations, and real-world applications to accommodate kinesthetic learners. By providing opportunities for active participation, we enhance knowledge retention and skill development.

CONTACT US



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