

People Management and Development Services

Registration Number: CK 2004/034969/23

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ETDP SETA Accreditation Number: ETDP10102

Services SETA Accreditation Number: 2172

TETA Accreditation Number: TETA 10-124

Department of Labour Number: DoL: CI 656

Department of Transport Registration Number: PrDP(D)2011/82



Introducing PMADS



Your goal. Our drive

Members: T.S Ventouris, C.D Pretorius (Ms)

About PMADS

PMADS was established in 2000, originally under the name “TSV and Associates”, specifically to bring to industry and commerce an ethical and high quality approach to people management and skills development. Our services are never static, and are always informed by resourceful engagement with the latest developments.

Vision

To be the provider of choice within our scope of operation.

Mission

1. To lead by continually finding innovative ways to enable learners and clients to achieve their goals.
2. To remain committed to being at the forefront of local and global trends so that we are always able to provide the best available solution.
3. To maintain the highest levels of knowledgeable, competent and focused staff and be prepared to invest in people and systems to achieve this.

Values

1. We respect ourselves and everyone we deal with.
2. We are honest and fair.
3. We are disciplined and lead by example.
4. We have fun, enjoy and grow.
5. We are a team.

Accreditation and Membership

1. ETDP SETA Accreditation Number: 10102 (Primary SETA)
2. Services SETA Accreditation Number: 2172
3. TETA Accreditation Number: TETA 10-124
4. Department of Labour: CI 656 (First Aid Training)
5. Proudly South African Membership Number: ME060407/3
6. Department of Transport: PrDP(D)2011/82

B-BBEE Status

PMADS is a Level 4 Contributor, (Procurement Recognition Level: 100%) verified by the Department of Trade and Industry. (DTI Reference Number BEE1281829)

The Team

Tom Ventouris (Chief Executive) established PMADS after almost 20 years of experience in HR and Training functions at senior level in the Mining, Retail and IT Sectors.

Cindy Pretorius (General Manager) joined the organization in 2006 bringing with her extensive hands on experience in the coordination and management of training delivery.

Phillip Thompson - Training Manager - Phillip brings to PMADS and our clients 17 years of training experience, specifically in the fields of Safety, First Aid, Fire Fighting and Professional Driver Training.

Andria Ventouris – (Projects Manager) Manages projects and co-ordinates activities with our associates. She also pairs passion and vibrancy with professionalism in organising successful events as well as supplying top class staff to make your event stand out.

Jadine Ventouris – (Administration Manager) recently Matriculated and a Part Time Student, Jadine joined the team as a trainee, currently operating in Administration

Inazda van Zyl – (ETD Practitioner) Following her studies towards a B.A (Law), Inazda's focus shifted to training and development. Inazda joined the team as a part time Facilitator/Materials Developer. In early 2010, Inazda became a permanent member of the team as an ETD Practitioner.

Jacques de Lange – (Marketing Manager) joined the PMADS team with 12 years of retail and customer service experience. He has hands on experience in the management and planning of training delivery. Jacques is engaged in the marketing of our courses and services.

Mark van der Westhuizen – (Specialist Facilitator) has hands-on experience in emergency response services as an intermediate life support medic. He is also qualified and registered as an Assessor. Mark is responsible for the delivery, assessment and quality control of our First Aid and Fire Fighting Training.

Contract Facilitators - We have engaged the services of carefully selected and trained Facilitators who are specialists in their fields to deliver our training programmes. All our Facilitators are qualified against national standards for Facilitation and Assessment.

Outcomes Based Methodology

Our facilitators are all subject matter experts trained in Outcomes Based Facilitation and registered as Assessors and Moderators within their field of expertise.

Our rigid and careful selection process ensures the best fit of people to our values and focus on the quality of our services.

Our Services

We offer a wide range of people management and development services based on national standards and best practice. The essence of our people management services is to assist organisations to attain self sufficiency through joint interventions which are designed to empower internal staff through their involvement in the planning and implementation of our services. Where this is the client's preference, we also enter into long term partnerships to provide a service to the organisation.

Over the past years we have worked with many organisations and partners to develop or source interventions and products in response to current or anticipated needs. Wherever possible, our training interventions are accredited by the appropriate Education and Training Authority. We are focused on the development and management of people with resources and expertise to provide a variety of solutions.

People Management

Our analysis of the organisation prior to any intervention and hands-on implementation ensure our success in these interventions. Involvement of key staff from within our client's organisation enables them to sustain and continue our intervention long after our involvement. Where this is the client's preference, we also enter into long-term partnerships to provide a continuing service to the organisation.

Employment Practices

- Employment Contracts
- Disciplinary Case Management
- CCMA Representation
- Restructuring and Retrenchments

Policy Development

- HIV/AIDS
- Disciplinary Code
- Grievance
- General Management

Climate Surveys

- Design
- Implementation
- Report

Performance Management

- Job Descriptions and Profiles
- Needs Analysis
- Counselling
- Mentoring

Employment Equity

- Committee Development
- Staff Briefing
- Planning
- Implementation
- Reporting

ETQA Accreditation

We offer a complete service from initial application through to the final site visit, which includes materials and systems development.

Courses

We appoint suitably qualified mentors to assist learners enrolling on any of our programmes. The mentor will assist the learner in the application of their learning and completion of any assignments, including portfolios, required for certification. We also provide appropriate resources on our website.

Principles and practices underpinning our programmes:

- Outcomes-based methodologies are used throughout.
- Formative and summative assessment is designed into the programmes.
- Referenced to the relevant registered national standards
- Capacity is built through a combination of self and facilitated learning.

Courses Offered

Trainer Development				
Code	US ID	Course Title	Level	Credits
ADP	115753	Assessor Development Programme	5	15
MDP	115759	Moderator Development Programme	6	10
CDP	117877	Coach Development Programme	3	4
FDP	10289	Facilitator Development Programme	5	24
AGD	115755	Assessment Guide Developer	6	10
EGP	12544	Evidence Gatherer Programme	4	4
EGCP	N/A	Evidence Gatherer and Coaching Programme	-	-
FSP	117871	Facilitation Skills Programme	5	10
GSL	117874	Guide and Support Learners	5	6
FCP	N/A	Facilitation and Coaching Programme	-	-
Skills Development Facilitator Programme:				
SDF	15217	Skills Development Facilitator Programme	5	6
	15218		6	4
	15227		4	4
	15228		5	10
	15232		5	6

Supervisory Programmes				
Code	US ID	Course Title	Level	Credits
PMW	N/A	Practical Management Workshop	-	-
MDE	10985	Managing Disciplinary Enquiries	6	5
MDEW	N/A	Managing Disciplinary Enquiries Workshop	-	-
ACMP	N/A	Assertiveness and Conflict Management	-	-
IWC	N/A	Interacting with Customers	-	-
RCS	N/A	Retail Customer Service	-	-
TMP	N/A	Time Management Programme	-	-
TSM	N/A	Training Skills for Managers	-	-
BPS	N/A	Business Presentation Skills	-	-
BWS	N/A	Business Writing Skills	-	-
TTC	N/A	Training for Training Committees	-	-
BCE	N/A	Basic Conditions of Employment Programme	-	-
BBS	N/A	Basic Business Skills Programme	-	-
EEC	N/A	Employment Equity Committee	-	-
Driver Training				
HAF	N/A	Hijacking Awareness Facilitator Programme	-	-
DDS	N/A	Defensive Driving Skills	-	-
TOP	N/A	Transport Operator Programme	-	-
FOP	242974	Forklift Operator Training	3	7
DGR	123259	Convey Dangerous Good by Road	3	4
OVC	123254	Operate a Vehicle Combination	4	20
RHV	123253	Operate a Rigid Heavy Vehicle	3	15
RLV	123257	Operate a Rigid Light Vehicle	3	10
DOP	N/A	Driver Orientation Programme	-	-
PDA	N/A	Professional Driver Assessment	-	-
Freight Forwarding Training				
EPA	252418	Export Procedures and Administration	3	6
ICT	252437	International Commercial Terms	3	3
IPA	252432	Import Procedures and Administration	3	6
Health and Safety				
FA1	120496	First Aid Level 1	2	5
FA2	DoL Reg:	First Aid Level 2		
FA3	CI 656	First Aid Level 3		
FFW	12484	Fire Fighting in the Workplace	2	4
OHS	8016	Occupational Health and Safety	3	8
SHE	8016	Occupational Health and Safety Representatives	3	8
COID	N/A	COID ACT– Accident and Incident Investigation	-	-
IAI	113852	Incident and Accident Investigation	3	10

Our programme outlines are published on our website at www.pmads.co.za

Materials Development

We have an extensive library of Unit Standard aligned training materials for sale.

Learning Management Systems

ETQA compliant LMS are designed to your specifications and around your business processes. Our systems are designed with reporting facilities specifically designed to meet the needs of:

- ETQA's
- SDF's (Workplace Skills Plans and Reports)
- Assessors and Moderators
- Verification Processes
- Learnership Management

We design customised MIS for training providers which include facilities for:

- Scheduling
- SETA Reports
- Client Reports
- Moderation Activities
- Learner Records
- Certificates
- Resource Utilisation

All our solutions are custom designed around your organisation's structure and manual processes.

Quality Management Systems

We can conduct an analysis of the training organisation and develop an ETQA compliant QMS for internal or external training providers seeking accreditation from an ETQA.

The QMS, designed around your existing practices and policies, will include, (as required by your ETQA):

- Financial Management and Marketing
- Management
- Corrective Action and Quality Reporting
- Document Control and Quality Records
- Training Administration
- Human Resource Management
- Training and Development
- Learner Entry, Guidance and Support
- Management of Assessment, Moderation and Verification.

Skills Development Facilitators

We can assist in conducting your skills development needs analysis and submit your workplace skills plans and reports. Depending on your needs, we can provide a system to track and report progress or manage this function for you. Our full function includes the appointment and registration of a suitably qualified SDF to represent your organisation and:

- a. Learnership management
- b. Accreditation administration.
- c. All registrations.
- d. Compiling and submitting Workplace Skills Plans.
- e. Compiling and submitting Annual Training Reports.
- f. Training Needs Analysis.
- g. Individual training plans.
- h. Job Training Profiles (Per occupation).
- i. Source and evaluate providers.
- j. Source and evaluate training interventions.
- k. Training information Management.

Events Management and Promotions

In partnership with Andria Ventouris, formerly of Pink Cherrie Productions, we offer an Events and Promotions Management Service. With four years of experience in the field along with her organisational skills and services, paired with the many years of experience and success of PMADS, makes this a force to be reckoned with. With a personal approach to making any event come alive, our events management team will handle your event with passion and professionalism.

We specialise in supplying:

- Promotional girls
- Promotional guys
- Brand activators
- Hosts/Hostesses
- Brand ambassadors

Promotions and Events Management Services Offered

Golf Days

Let us handle your golf day, from initial booking of the golf course, to the running of the event and ensuring a great finish. Services include:

- Umbrella ladies
- Creating brand awareness
- Registration
- Stand Management
- Stand competitions
- Serving of Refreshments
- Entertainment throughout the day
- Hostessing ,Ushering, handing out of prizes for prize giving
- Themed golf days
- Themed holes

Exhibitions

We can ensure the image/service is portrayed in the right way from setting up to the implementation.

- Reinforce corporate image
- Trade Shows / Expos
- Event Registration
- Stand Management
- Brand Activation
- Presentation of products
- Setting up stands
- Entertainment

Sporting Events

Create the right vibe around your specific sporting events by having confident staff in all areas ensuring a well managed and efficiently run event

- Entertainment- cheerleaders, supporters clubs, dancers, music, announcers
- Information distribution of services/brands & products
- Brand awareness
- Local & International Rugby / Cricket matches
- Waitresses and barman
- Motor Racing –Umbrella/flag Girls
- Golfing events
- Tennis events-handing out of refreshments
- Ball girls/guys

Pamphlet Distribution

- Create high penetration for specific target market
- High traffic / High volume / High profile areas
- On site management
- Maximise exposure for your brand / product or service
- Ensure confident customer / consumer interaction

Conferences

Provide adequate and trained staff for all your conference needs

- Serve refreshments
- Check-in and registration
- Waitresses, hostesses, ushers.

Product launches /Promotions

We will assist in implementing a specific plan in launching new products and brands as well as creating the required image while maintaining high brand status and maximising brand exposure.

- Brand activation /awareness
- Night club promotions
- Alcohol promotions
- New brand/product launches
- Private functions
- On con promotions
- Car launches

Corporate Functions

We will organise everything from planning to functioning of a successful corporate event including:

- Venue hire and decor
- Catering
- Bar services
- Catering staff (Hosts, Waitrons, Bar staff)
- Entertainment