



KEYBASE PRETORIA COMPANY PROFILE

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1. Keybase Training Solutions - Pretoria

Keybase Training Solutions is a fully accredited training provider (MICT SETA NUMBER: **ACC 2007/00/367**) which offers training in Microsoft Office, Graphic and Web packages and Soft Skills. We have two branches; one in Benoni and one in Pretoria. Our Benoni Branch has been in existence for 30 years and Pretoria for 20 years.

Keybase Pretoria is located in Newlands Plaza, Newlands, Pretoria. The company is managed and owned by Kelly Jones who is assisted by 3 other staff members. We train all our staff in-house so that they are fully competent to answer any queries which you may have.

2. BEE Status

Keybase Pretoria has EME Status – Level 4 Contributor.

3. References

Keybase has done much work for a variety of companies, and we have 1300 corporate and government clients whom we continue to serve on a monthly basis:

- The Department of Transport has been a client of ours since 2004.
- The Department of Environmental Affairs has been a client of ours since 2004.
- ARMSCOR has been a client of ours since 2004.
- Dust a Side has been a client of ours since 2008.
- Prokon has been a client of ours since 2008.

Copies of letters of reference from some of our current clients are available on request.

4. Pre-Assessment Forms

To ensure that learners are attending the correct level of training; we recommend pre-assessments. A form in this regard is to be completed, per course, and faxed back to us for a skills level check. We will then assess which level of training should be attended and we will inform you accordingly. This service is offered free of charge to all companies. Group pre-assessments on-site within the learner's working environment can also be conducted at an hourly rate. These assessments are an invaluable tool to any HR or Skills Development Manager to effectively utilise staff as well as financial resources.

5. Post-Assessments

Assessments are offered free of charge to all learners to obtain credits for the applicable unit standard after training.

6. Course Contents for MS Office

Our centre and trainers are fully equipped to train you in all versions of Microsoft Office. All our Microsoft Office courses consist of Basic, Intermediate and Advanced Levels. A detailed outline of each course is available on request.

7. Soft Skill Training

We offer a vast range of soft skill training as we believe it goes hand in hand with the computer training. These training sessions can be held in-house or on-site at your premises. The same levels of strict quality and customer satisfaction are adhered to; however, no pre-assessments are completed for this training.

8. On-Site Training

On-site training is ideal for companies with their own training facilities. The course is run at your premises for a maximum of eight delegates at a fixed fee.

9. One-on-One Training

This option is ideal for people who want individual training and is available at a fixed fee regardless of the course.

10. Customised Courses

All courses on offer can be tailor-made to suit your preferences and requirements. This includes the timeframe availability and the exact, specified training demands which need to be met.

11. Personal Attention

All training sessions are kept to a maximum of 8 delegates at a time, to ensure that absolute quality training can be offered as well as guaranteed personal interaction. This ratio enables both trainees as well as trainer to capitalise exponentially on quality training.

12. Hands on Practicality

The design and layout of the training material as well as the personal interaction of the trainer with the delegates ensures that the course material can be applied with immediate effect. Classroom practice sessions are completed to ensure the delegate is proficient in the attended course.

13.Course Material

All our courseware is mapped to the available NQF Unit Standards; therefore, all learners can currently earn credits directly after completing any one of our courses.

14.Lunch & Refreshments

All courses include a complimentary lunch as well as comfort breaks with refreshments. Specialised lunches are available upon request and prepared to the delegate's health or religious criteria.

15.Transparency

All courses are subjected to a dual criteria system: A trainer's report-back on delegates, primarily as a managerial feedback report, as well as the assessment from the delegates on the trainer. This process ensures that quality training and personal attention is given to each and every delegate, resulting in a mutually beneficial experience.

16.Delivery of Certificates

All delegates that attend and successfully complete the training are awarded with an individualised Certificate of Attendance. These certificates are handed to the delegate immediately after training.

17.Help Desk

Help is just a phone call away. We offer help to all delegates who might have technical queries or problem scenarios which they encounter after their training has been completed. Delegates can make contact with us via email or telephonically. Should one of our trainers be available immediately he/she will assist with the query; otherwise your call will be returned as quickly as possible.

18. Sit-in Session

As a training institute that wishes to ensure that both you and your employees will receive the best service, we offer, at no additional charge, the opportunity for the Skills Developer as well as the CEO to sit in on a portion of a course of their choice provided there is space available. This will enable your company to be involved in a personal manner, as well as to ensure that you, as the manager, can identify with the Keybase experience.

Thank you for taking the time to read through our company profile. Please feel free to contact us for a price-layout. Also, please note that discounts will be awarded for group bookings.