MSPD

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Make your Dreams Come True

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PROFILE BOOKLET

Specialised & Tailored Training

Fully Accredited Learning & Certificates

Full Time Support & Coaching

On Site and Interactive Learning

About Us

We are the finest global professional training company.

We develop and deliver throughout the world a broad range of high-quality training programs and services in soft skills, business skills and information technology training.

Our mission is to provide technical professionals and managers with the skills and knowledge that significantly enhance their on-the-job productivity, and thereby improve the performance and increase the competitive advantage of their employers. We judge our success through our ability to provide the highest-quality service, as perceived by our customers, while achieving a steady growth in revenue and profit, and providing our personnel with the opportunity for individual development and achievement.

Values

- Strive to meet the needs of customers through service excellence
- Respect the worth and dignity of all people
- Maintain high ethical and moral codes of conduct in business and social dealings
- Lead through effectiveness and team work

Total Compliance and Accreditations

Registered name	Mspd consulting pty ltd
Reg no.	2009/009942/07
SARS Income Tax No	9585105647
U.I.F NO.	U 460766506
BEE Status	Level 1 BEE Contributor (Exempt Micro Enterprise)
Sseta Accreditation	1885
Lg seta Accreditation	lgrs-1392-160205
Mict Accreditation	lpa/00/2013/07/947
Skills development levy	l460766506

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All the modules and electives will feature a number of aspects which will be common across all of them. Obviously there will be distinct differences in them given the subjects to be covered in the programme.

All the Modules and Electives will feature the following:

- Stated Training Outcomes
- Modular based
- NQF Aligned
- Assessment Processes
- Content that is applicable, valid, durable, useful, reliable and sufficient
- Information will be sequenced from generic to specific, concrete to abstract, knowledge to skills.
- We will have a Learner Guide, Facilitator's Guide & Assessment Guide
- Will outline specific methodology to be employed
- Will identify training aids which will match the content, methodology and outcomes
- Will feature lesson plans
- Will contain indices, glossary and icons used
- Will have references – sources consulted
- Will have an acknowledgement page
- The training materials need to be finalized and would consist of workbooks, transparencies, charts and handouts.

Our Generic Training Schedule

- Initial assessment of learners against competencies for the purpose of placement
- Two or three days (depending on nature of programme) contact sessions converting into training days
- Assessment
- Remedial Work
- Moderation
- Verification Process
- Certificate of attendance

Mode of delivery

Our programme will recognize the value of flexibility by making provision for the employment of an effective mode of delivery.

The mode of delivery will be as a complete and pre-scheduled pilot programme to be concluded over one financial year. This delivery mode will take the form of contact sessions between the trainers and the "learners" over two or three days per programme. To ensure effective learning takes place, we advise that each module presented is attended by a minimum of 15 learners and a maximum of 35 learners. This means there must be a form of commitment from the learners to buy-in into the programme and its intentions.

OUR PROGRAMMES

Modular Based over two or three days.

A. End user computing
B. IT Programming
C. Batho Pele Training
D. Demand management
E. Conflict Management
F. Customer Care & Supply chain management
G. Risk assessment management
H. Negotiation Skills
I. Life skills, Health & Hygiene
J. Pfma
K. Project Management
L. Organizational Leadership
M. Problem Solving Skills
N. Telephone Etiquette
O. End User Computing
P. Office Administration Management
Q. Telephone Skills
R. Time Management
S. Report writting
T. Public Relations Training
U. Knowledge Management etc

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GENERIC IN ALL PROGRAMMES

All the modules and electives will feature a number of aspects which will be common across all of them. Obviously there will be distinct differences in them given the subjects to be covered in the programme.

All the Modules and Electives will feature the following:

- Stated Training Outcomes
- Modular based
- NQF Aligned
- Assessment Processes
- Content that is applicable, valid, durable, useful, reliable and sufficient
- Information will be sequenced from generic to specific, concrete to abstract, knowledge to skills.
- We will have a Learner Guide, Facilitator's Guide & Assessment Guide
- Will outline specific methodology to be employed
- Will identify training aids which will match the content, methodology and outcomes
- Will feature lesson plans
- Will contain indices, glossary and icons used
- Will have references – sources consulted
- Will have an acknowledgement page
- The training materials need to be finalized and would consist of workbooks, transparencies, charts and handouts.

QUALITY MANAGEMENT

In order to manage the quality of the training and the program it is essential to recognize the importance of contracts in delivering the content. This should be done within a defined partnership between the training provider and the provincial government. The facilitators to be used by the training provider are expected to be trained facilitators with the composite experience.

The facilitators shall recognize that the training is in the form of an intervention and shall thus devise the necessary requirements to ensure follow up on program to support the learners.

There shall be constant capacity building of facilitators, program administrator and project leader at the cost of the training provider.

The content of the manuals shall be valid, accurate, current and sufficient to meet the stringent requirements of the training provider and shall be aligned with the National Department of Education's Revised National Curriculum Statement.

The number of program learners/ participants per training group will determine the number of facilitators required. The training provider prescribes:

- 15 learners or less – One facilitator
- 13 learners or more up to a maximum of 100 – two facilitators
- Training will only take place when there is a minimum of 10 learners.

The criteria set for facilitation skills by the training provider include:

- Training must be learner centered and interactive
- Improvisation is supported
- Provision of manuals is expected
- Facilitators will be well prepared at all times
- Facilitators will be at training venue 12 hours before the training commences
- Facilitators are expected to present training reports after every training intervention

LEADERSHIP AND MANAGEMENT
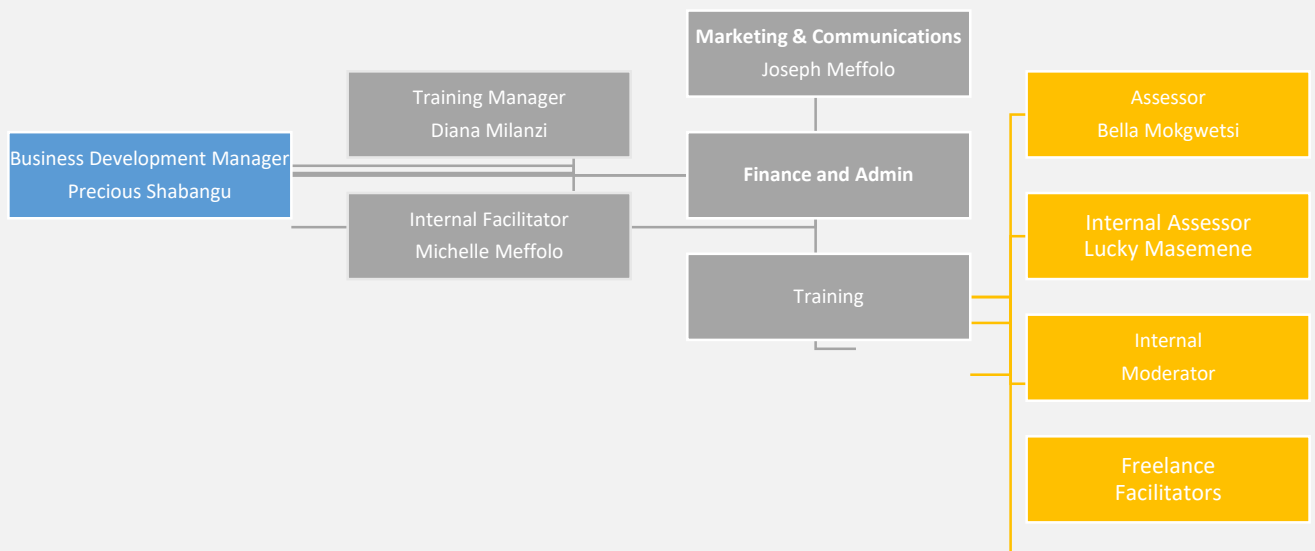
- SAPS Cape Town
- SAPS Silverton
- SAPS Shorburg (HRM)
- SAPS Visible Policing
- SAPS National Commission (HIV AIDS Department)
- WR & SETA
- Mpumalanga Provincial Government
- Limpopo Provincial Government
- Department of Sports and Recreation South Africa (Pretoria)
- Department of Sports and Recreation South Africa (Mpumalanga)
- Department of Water Affairs
- Department of Labour
- Rural Development
- LG SETA
- SASSA
- PROCOMPUTRAINING
- City of Tshwane
- City Parks South Africa
- San Parks South Africa
- Tjantjello Training Solutions
- NOPA Cleaning and Projects

Contact Us

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