

Training Methodology for Mini MBA Course for 200 SMMEs

Bid submitted by

Regen Institute of Leadership and Management Education (Pty) Ltd

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1 INTRODUCTION

The Regen Institute of Leadership and Management Education, (RILML) hereby submits a proposal to be an appointed service provider to offer Mini MBA Course to 200 SMMEs. Regen Institute has assembled a 9-member project team comprising of seasoned facilitators and project execution team with traceable track records in handling similar assignments. Based on our understanding of your requirements, Regen Institute submits a proposal that spells out our methodology and approach, profile of project team, key timelines, total investment level and specific deliverables for your consideration.

2 BRIEF PROFILE

Regen Institute is a human capital development facilitator with strategic interests in skills development, labour policy research, transactional advisory and support services. Regen Institute is accredited with the following accreditation bodies:

- Service SETA (Accreditation No: 12570), (see certificate attached)
- PSETA (Accreditation No P21/1212/L452), (see certificate attached)
- Institute of Certified Bookkeeper (ICB), (Accreditation No 300935), (see certificate attached)
- Association of Accounting Technicians (AAT), (Accreditation No 0001000292) (see certificate attached).

In the past seven (7) years, Regen Institute has effectively trained over 2,500 learners in various courses. Our intimate knowledge of the task at hand and our deep understanding of South Africa's fluid training administration and business skills environment put us on a formidable position to successfully facilitate this crucial assignment. All our interventions are tailor-made to suit the specifications and environmental realities of organizations we are building capacities.

3 OUR DECLARATION

We declare that we have the necessary experience, pedigree and adequate resources to deliver a value-add training programme. We declare that we understand the project scope of work, its complexities, its demands, its opportunity costs as well as its risks.



4 DURATION OF TRAINING PROGRAMME

The duration of this programme will 4 weeks including facilitation, assessments, moderation, etc). The four weeks will be spread over a period of four months to minimize disruption of the entrepreneurs business processes.

5 FACILITATOR/LEARNER RATIO

For greater facilitator/learner rapport and interactivity, we propose that the facilitator/learner ratio be 1:30.



6 METHODOLOGY AND APPROACH

The training programme will be rolled out through the following distinct phases:

6.1 PHASE 1: PROJECT SCOPING

An inception meeting with the client will set the tone and structure of the training programme. The following issues will form part of the inception meeting agenda:

- signing of contract and appointment of a project steering committee;
- ratification of the workshop schedule;

6.2 PHASE 2: LOGISTICAL CONSIDERATIONS

A 5-member technical team will embark on a week-long venue inspection exercise with the aim to ensure that the selected training venues comply with acceptable health and safety standards. The following logistical considerations will be taken into account when choosing the appropriate training venue:

6.2.1 Ventilation

Training venues mounted with air vents and windows will be considered.

6.2.2 State of ablution of facilities

Preference will be given to training venues with clean, tidy, ventilated, moisturized and sanitized ablution infrastructure.

6.2.3 Emergency exit routes

The training venue mounted with fire extinguishers and properly labelled emergency exit routes will be considered. This requirement is in line with Regen Institute's approved student health and safety policy.

6.2.4 Spaciousness

Training venues credited with a spacious parking area, and at least 30-seater training halls will be prioritized. Geographically, training venues that are strategically located at a central place in the province will be ideal.

6.2.5 Visual learning technologies

Preferences will be given to training venues that are mounted with functional projectors and screens. The facilitators will conduct projector-test sessions at least a day before the commencement of the workshop.

6.2.6 State of furniture

Regen Institute's advance technical team will inspect the state of the furniture at all training venues in order to enhance the programme's preparedness.

6.2.7 Pens and writing pads

Adequate pens and writing pads respectively will be at the disposal of all the learners.

6.3 PHASE 3: PRE-TRAINING COMMITMENTS

The pre-training preparation exercise will be marked by the following activities:

6.3.1 Learner registration

This entails capturing all the particulars or personal details of participating learners for administration purposes. To this effect, learner enrolment forms will be completed under the supervision of Regen Institute's student registry unit. For record keeping reasons, Facilitators shall ensure that each learner sign the attendance register.

6.3.2 Learner files

Once all the personal details of the learners are electronically captured, the next task will be to open electronic and non-electronic learner files to ensure the effective administration of the training programme. A consolidated learner database will be created. All the files will be handed over to the client upon formal request.

6.3.3 Induction of learners

In line with the normal training tradition, the learner registration exercise will pave the way to a 5 –hour induction workshop. The purpose of the induction will be to clarify the objectives, benefits and logistical structure of the training workshop. An induction report will then be generated and submitted to the client.

6.4 PHASE 4: FACILITATION OF THE WORKSHOP

Once all the training materials and key logistical infrastructure is in place, subject-matter experts will be deployed to the five districts and at least a day before the training commences. By deploying facilitators in all the districts, our thrust is to administer the training programme simultaneously and consecutively in all the districts.

6.4.1 Training delivery methodology

The problem-solving approach that is globally known for enhancing facilitator-participant interactivity as well as deepening self-directed learning experiences will be preferred. Participatory media vehicles such as demonstrations, case studies, exercises, question and answer sessions, role plays, home works, tests and class activities and group work will be used to deepen the participants' cognitive learning experiences and knowledge. Real-world contexts and examples will be used and participants will be challenged to interpret tricky business cases using appropriate principles

6.4.2 Evaluation of the workshop

Every single day of the workshop, learners will be requested to evaluate the training workshop using pilot-tested evaluation forms. The evaluation results will be used by facilitators to improve the responsiveness of successive training deliveries.

7 GATHERING OF POES

It will be the primary duty of the facilitators to ensure that all class, homework and group assignments as well as tests and examinations are systematically compiled, consolidated, verified and filed in individual learners' POE files.

8 MODERATION AND CERTIFICATION

All learners will then sign a POE register before it is submitted to the Regen Institute for further assessments and moderation by subject matter experts. Upon completion of the moderation and assessment activity, Regen Institute will then upload the achievements onto the ETQA database to pave way for the certification process.

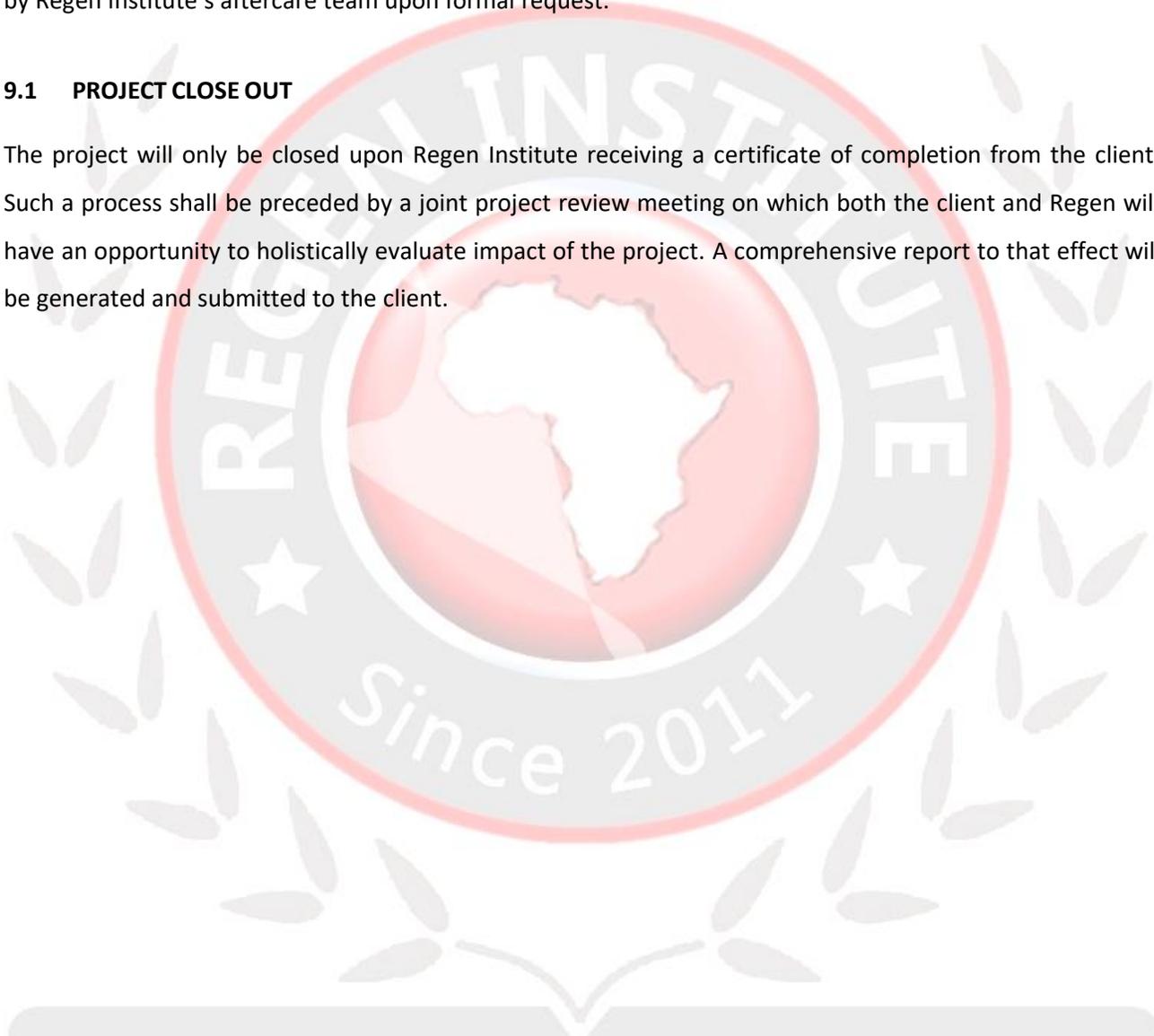


9 POST-TRAINING SUPPORT

Regen Institute will carry out a measured follow-up and support exercise in order to deliver critical aftercare services only on an “*as is needed*” basis. Sporadic monitoring visits to participants’ workplaces will be done by Regen Institute’s aftercare team upon formal request.

9.1 PROJECT CLOSE OUT

The project will only be closed upon Regen Institute receiving a certificate of completion from the client. Such a process shall be preceded by a joint project review meeting on which both the client and Regen will have an opportunity to holistically evaluate impact of the project. A comprehensive report to that effect will be generated and submitted to the client.



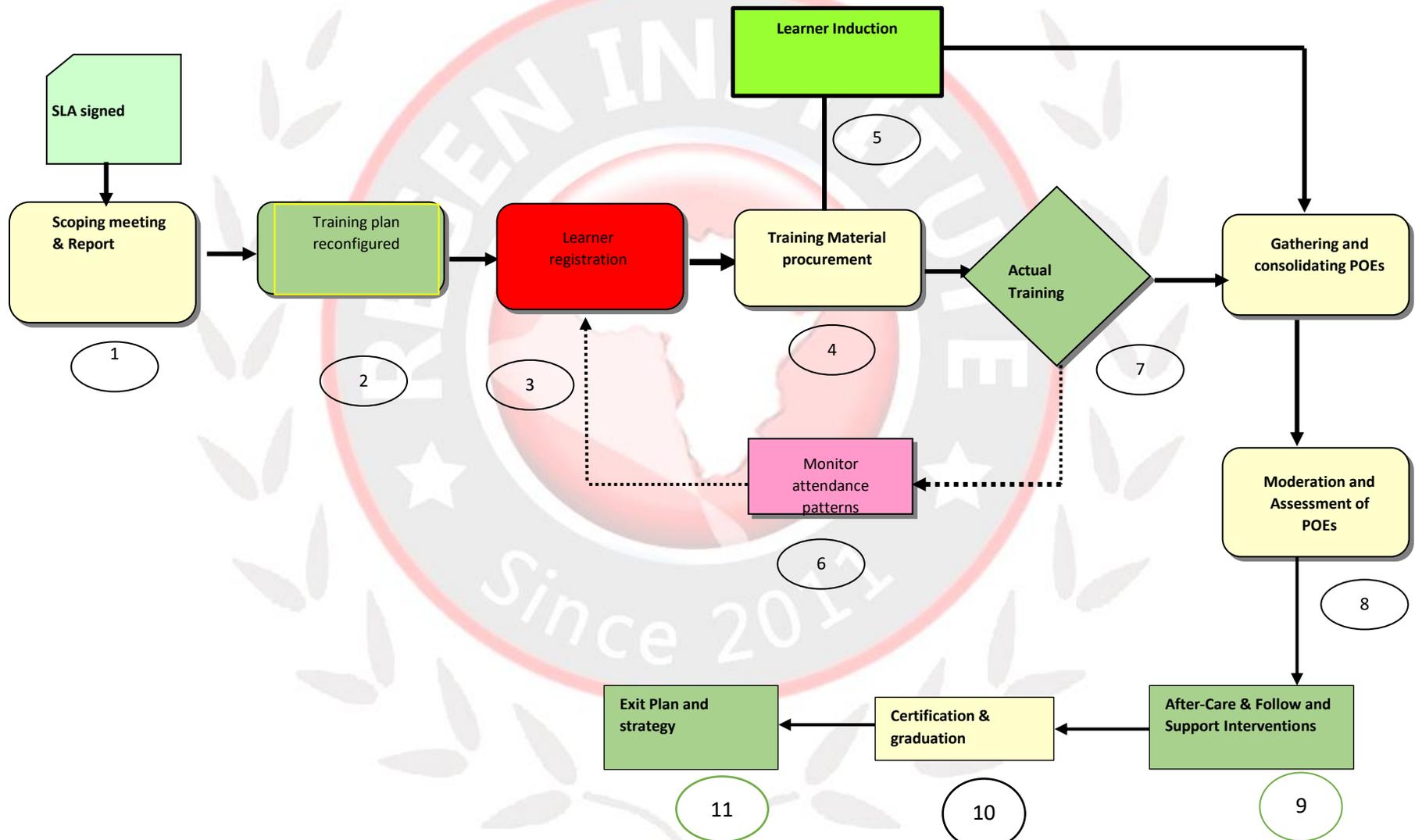
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10 HIGH LEVEL PROJECT PLAN

	Activity	Key deliverable	W1	W2	W3	W4	W5
1	SLA signing	Service level agreement signed	X				
2	Project scoping or inception meeting	Inception report/revised training plan	X				
3	Realignment of module content with Unit standards	Tailored module content	X				
4	Inspect training venues	Completed inspection checklists for venues identified	X				
5	Procurement of training consumables	All consumables procured	X				
6	Deployment of facilitators to districts	Facilitators deployed to training venues	X				
7	Registration of learners and loading on ETQA Database	Completed Enrolment forms	X				
8	Actual facilitation of training	Actual training commenced		X	X	X	
9	Record keeping and filing	Signed daily attendance registers and Learner files		X	X	X	
10	Gathering of POEs	POEs gathered		X	X	X	
11	Workshop evaluation	Completed workshop evaluation forms		X	X	X	
12	Verification of POEs	POEs verified				X	
13	Moderation and Assessment of POEs	A sample of POEs moderated and assessed				X	
14	Certification & graduation	All learners receives certificates					X
15	Aftercare support	10% of learners receive aftercare support					X
16	Close out	Final report submitted to client					X

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11 STEP BY STEP METHODOLOGICAL APPROACH



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