SKILLFORM
SHAPE YOUR FUTURE

# COMPANY PROFILE

## NATIONAL SERVICE PROVIDER

### OUR MISSION

To deliver innovative solutions that drive sustainable growth.

### OUR VISION

To be a trusted leader recognized for excellence and integrity.

### OUR VALUES

Integrity, Innovation, Collaboration, and Customer Success.



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# INTRODUCTION

At SkillForm, we believe that skills are the foundation of progress. Businesses don't grow through guesswork — they grow through capable people who understand their roles, their responsibilities, and the impact of their decisions. That's why we're dedicated to delivering accredited, high-quality training that turns theory into action.

Our courses are built around real workplace needs, ensuring that every learner walks away with practical competencies they can apply immediately, not just information they will soon forget.

We recognise that compliance and safety are more than obligations — they are strategic advantages. When teams are properly trained, organisations reduce risk, improve efficiency, and build stronger workplace cultures. SkillForm exists to support this journey, equipping individuals and businesses with the tools, mindset, and confidence to work smarter, safer, and in line with regulatory standards. Our commitment is simple: training that makes people better, workplaces safer, and organisations stronger.



### OUR PURPOSE

To deliver accredited, high-quality training that transforms knowledge into meaningful action.

### OUR PEOPLE

A team of industry experts and training professionals passionate about making a real difference.

### OUR QUALITY

Accredited courses, real-world relevance, and a commitment to the highest standards.

### OUR IMPACT

Building safer workplaces and stronger organisations through skilled, confident, and compliant teams.

## Health and safety start with people. Training empowers. Compliance protects.

Through practical, accredited training and a commitment to continuous improvement, we help organisations create workplaces where people are protected, prepared, and empowered to perform at their best.

# COMPANY OVERVIEW

At SkillForm, we believe that a safer workplace begins with knowledgeable, competent, and confident people. While workplace safety remains a significant challenge across many industries in South Africa, the root cause is often not a lack of regulations, but a lack of effective, practical training. We exist to bridge that gap by providing accredited training solutions that equip individuals and organisations with the skills needed to work safely, remain compliant, and perform with confidence.

Our approach goes beyond simply meeting legislative requirements. We focus on delivering practical, industry-relevant training that develops real workplace competence, strengthens safety culture, and supports long-term organisational success. By empowering employees with the knowledge to identify hazards, manage risks, and respond effectively to workplace challenges, we help businesses reduce incidents, improve productivity, and create safer working environments.

As a trusted training provider, SkillForm partners with organisations across multiple industries to deliver professional learning solutions that align with national standards and the evolving needs of the modern workplace. Through quality instruction, experienced facilitators, and a commitment to continuous improvement, we are dedicated to helping our clients build stronger teams, achieve compliance, and foster a culture where safety, performance, and excellence go hand in hand.



# MISSION

SkillForm Group South Africa is committed to **delivering innovative, outcomes-based education and training that meets the needs of learners, employers, and industry**. As a QCTO-accredited training provider, we aim to develop competent, workplace-ready learners by offering relevant occupational qualifications, skills programmes, and learning solutions aligned with national and sectoral priorities.



# VISION

To be a leading African skills development provider, **empowering individuals and organisations through high-quality, industry-relevant** training that drives employability, productivity, and sustainable economic growth.

SkillForm Group South Africa is dedicated to excellence, integrity, and accountability in all aspects of training and skills development.

# QUALITY STATEMENT

## OUR COMMITMENT TO QUALITY

SkillForm Group South Africa is committed to the delivery of high-quality, outcomes-based education and training that meets the requirements of learners, employers, industry, and the Quality Council for Trades and Occupations (QCTO). As a QCTO-accredited training provider operating in South Africa and across Africa, we ensure that all learning, assessment, and administrative processes comply with applicable legislative, regulatory, regulatory, and accreditation requirements.

Our Quality Management System (QMS) is implemented to ensure the effective planning, delivery, assessment, monitoring, and continuous improvement of all occupational qualifications, part-qualifications, and skills programmes aligned to approved QCTO curricula and occupational standards.

We are committed to continual improvement and consistently review our Business Management System to strengthen performance, refine processes, and enhance the quality of our products and services.

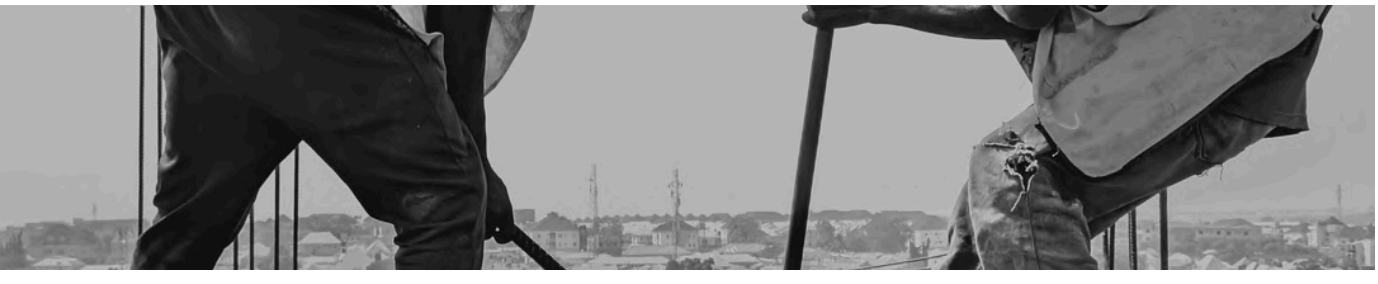


**This includes:**

- Regulatory and Accreditation Compliance
- Learner-Centred Training and Support
- Qualified and Competent Personnel
- Monitoring and Continuous Improvement

### WHAT OUR QUALITY STANDARDS INCLUDE

Assessment Integrity, Industry and Workplace Relevance, and Quality Learning Resources and Systems remain core to how we measure and maintain excellence across every programme we deliver.







# SCOPE AND BACKGROUND

Skill Form offers a wide range of accredited training solutions designed to help organisations meet industry standards, strengthen workforce skills, and improve overall performance. Our courses focus on essential knowledge, compliance requirements, and practical abilities needed across various sectors.

With a strong foundation in professionalism, quality education, and industry experience, Skill Form is committed to empowering individuals and teams. We equip learners with the confidence and competency to grow in their roles, enhance workplace efficiency, and contribute to safer, more effective operations.

# ACCREDITED TRAINING

## QUALIFICATIONS

Our accredited qualifications provide structured learning that builds a strong foundation of industry knowledge and skills. These programmes consist of multiple unit standards and are designed to support long-term career growth. Learners gain recognised credits that improve employability and open doors to further study and advancement.

## SKILLS PROGRAMMES

Skills programmes are focused, job-specific courses that target key competencies needed in the workplace. They are ideal for fast, practical upskilling and are typically shorter in duration than full qualifications. Each programme is based on unit standards and allows learners to gain recognised credits while developing hands-on ability.

## LEARNERSHIPS

Learnerships combine classroom-based learning with practical workplace experience to develop competent, work-ready individuals. These programmes are ideal for companies looking to train employees while strengthening compliance and workforce development. Learners earn credits toward a registered qualification while gaining real on-the-job exposure.

## OCCUPATIONAL CERTIFICATES

Occupational certificates are industry-aligned programmes that prepare learners for specific job roles. They focus on real operational competence and are built around the skills required in the workplace. These certificates are designed to help learners become job-ready and productive from day one.

# ISO TRAINING, AUDITING & IMPLEMENTATION OVERVIEW

We provide expert ISO training and support to help organisations implement and audit ISO standards with confidence. Improve compliance, reduce risk, and increase operational efficiency through best-practice audits and certification readiness for international, regional, and local standards.

## ISO TRAINING

Our ISO training programmes give individuals and organisations a clear understanding of ISO standards and how to apply them in the workplace. Whether you're new to ISO or improving existing systems, our training covers key requirements such as compliance, documentation, risk management, and continual improvement. Courses include ISO 9001 (Quality), ISO 14001 (Environmental), and ISO 45001 (OHS) to support stronger performance and long-term compliance.

## ISO AUDITING

Our ISO auditing services help organisations measure compliance and readiness against recognised ISO standards. We conduct detailed internal and external audits, identify non-conformances and gaps, and provide clear recommendations to support continual improvement and stronger operational control.

## ISO IMPLEMENTATION

Implementing ISO standards can be complex without the right support. Our consultants guide you through the full process—from initial gap assessments to developing documentation, processes, and controls—ensuring ISO systems are effectively integrated into your organisation for long-term compliance and performance.



# SHEQ SAFETY OVERVIEW

We provide professional SHEQ solutions that help organisations maintain safe, compliant, and well-managed work environments. Our services are designed to reduce risk, improve workplace standards, and ensure your business remains audit-ready at all times.

01

## SAFETY OFFICERS

We supply competent, experienced Safety Officers on a contract basis to support your projects and operations. Our officers assist with day-to-day SHEQ compliance, site inspections, toolbox talks, risk assessments, and incident reporting. They also help ensure that safety procedures are consistently followed by staff and contractors on-site.

02

## SHEQ AUDITS

Our SHEQ audits identify compliance gaps and provide clear corrective action recommendations. We assess your workplace practices, documentation, and controls against applicable legislation and best practice standards. These audits help you strengthen your systems, improve workplace culture, and maintain consistent compliance across departments and sites.

03

## SAFETY FILES & COMPLIANCE MANAGEMENT

We compile and maintain professional Safety Files that meet client, project, and legislative requirements. This includes organising required documentation, registers, forms, and proof of compliance. Our support ensures your files are accurate, complete, and always ready for inspections, tenders, or contractor onboarding.



# SHEQ SERVICE

We provide specialist SHEQ services that help organisations identify risks, improve workplace conditions, and maintain full compliance. Our assessments and surveys support safer, healthier, and more efficient work environments—backed by measurable reporting and practical recommendations.

01

## HYGIENE SURVEYS

Our workplace hygiene surveys help identify and evaluate health hazards that may impact employees and operations. We assess exposure levels, working conditions, and environmental factors that affect occupational health. Where required, we also assist with monitoring schedules and hygiene control planning to ensure long-term improvement. Reports include clear findings and recommendations to improve hygiene controls, reduce long-term health risks, and ensure compliance with occupational health legislation.

02

## RISK ASSESSMENTS

We conduct structured risk assessments to identify hazards, evaluate risk levels, and implement effective control measures. Our assessments focus on improving safety performance, preventing incidents, and reducing operational disruptions. Each assessment results in practical action plans that support legal compliance, safer processes, and continuous improvement.

03

## ERGONOMIC RISK ASSESSMENTS & FACILITIES AUDITS

We perform ergonomic risk assessments to identify posture, movement, and workstation risks that can lead to injuries, fatigue, or reduced productivity. In addition, our facilities audits evaluate your site, equipment, and working environment for compliance and safety gaps. These services help improve employee wellbeing, strengthen workplace standards, and ensure your facilities remain audit-ready.






# MEDICALS OVERVIEW

Our Occupational Medical Surveillance services help organisations maintain a healthy, productive, and compliant workforce. We provide comprehensive on-site and off-site medical assessments tailored to workplace health requirements, ensuring efficient reporting, accurate record management, and full compliance with applicable occupational health legislation.

From pre-employment and periodic medicals to exit assessments and specialised occupational health screenings, our solutions are designed to minimise operational disruption while supporting long-term employee wellbeing. By combining professional healthcare services with streamlined administration and reliable compliance documentation, we help organisations create safer workplaces and meet their legal and industry obligations with confidence.






## ON-SITE MEDICALS

On-site medicals are performed at your workplace to minimise downtime and keep operations running smoothly. This option is ideal for companies needing efficient medical surveillance with structured compliance documentation.

## OFF-SITE MEDICALS

Off-site medicals are conducted at accredited facilities for employees requiring specialised testing or more detailed assessments. We assist with scheduling and documentation to ensure the process remains smooth, professional, and compliant.

# SMARTCERTS

SmartCerts is a powerful digital vault designed to simplify the way individuals and organisations store, manage, and access their training certifications and licenses. Instead of dealing with scattered documents, lost certificates, or time-consuming manual record-keeping, SmartCerts brings everything together in one secure, centralised platform. Built with advanced encryption and private server access, the system ensures your credentials are always protected while remaining instantly accessible whenever you need them.

SmartCerts is ideal for professionals, companies, and training providers seeking a streamlined, compliant, and professional approach to document management. With automated alerts, barcode verification, unlimited downloads, and 24/7 access, the platform helps you stay compliant, audit-ready, and organised at all times. No matter the size of your organisation, SmartCerts gives you complete control over your certification records—securely, reliably, and effortlessly.

## Your certificates, secured and always within reach

01
**Client Vault Storage**
All certificates stored securely in one place.

02
**Barcoded Certificates**
Quick and easy authenticity verification.

03
**Personal Server Access**
Private, secure login to your vault.

04
**Audit Reports**
Instant quarterly or yearly report downloads.

05
**24/7 Access**
View and manage certificates anytime.

06
**Unlimited Downloads**
Download certificates whenever needed.

07
**Expiry Alerts**
Automatic reminders before certificates expire.

08
**SABS/SANS Aligned**
Built to support South African compliance standards.

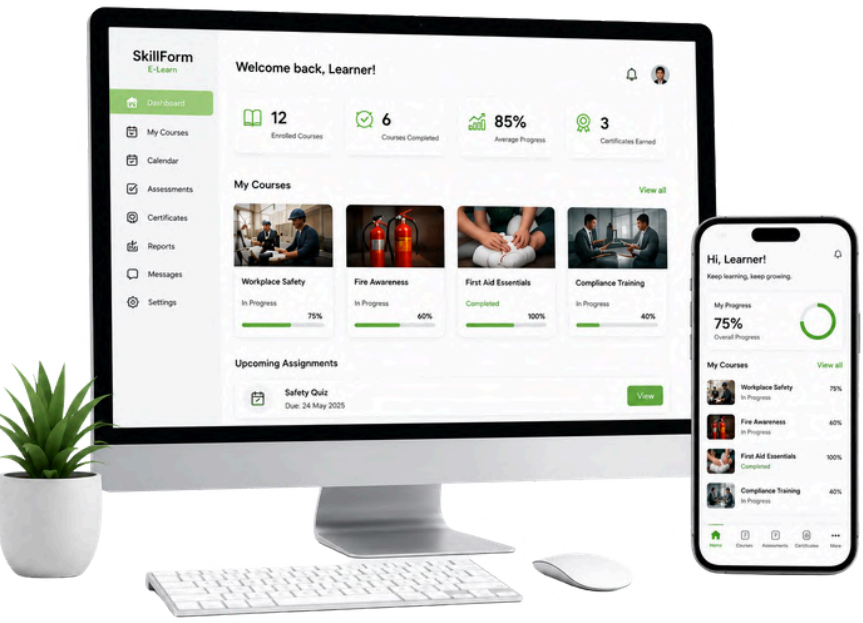




# E-LEARN

SkillForm E-Learn is a modern online learning platform designed to simplify the way organisations deliver, manage, and track employee training. Instead of relying on paper-based records, manual attendance registers, or fragmented training systems, SkillForm E-Learn brings your entire learning experience into one secure, centralised platform. From course enrolment and interactive learning to assessments, certificates, and training records, everything is managed digitally to improve efficiency, compliance, and learner engagement.

Built for organisations, training providers, and employees alike, SkillForm E-Learn provides a seamless learning experience that supports regulatory compliance and continuous workforce development. With real-time progress tracking, automated certificate generation, online assessments, digital attendance, comprehensive reporting, and 24/7 access from any device, the platform ensures training remains accessible, measurable, and audit-ready. Whether you're onboarding new employees, delivering compliance training, or developing workforce skills, SkillForm E-Learn provides a scalable, secure, and professional solution that empowers organisations to train smarter and achieve lasting results.




**01 Learn Anytime, Anywhere**

Access courses 24/7 from any device, anywhere in the world.

**02 Cost & Time Effective**

Reduce training costs and save time with online learning.

**03 Track, Measure & Improve**

Real-time tracking and reports help monitor progress and performance.

**04 Ensure Compliance**

Keep your workforce compliant with up-to-date, mandatory training.

**05 Engage & Empower Learners**

Interactive content and assessments drive engagement and build skills.





# ACCREDITED WITH LGSETA

### What is the LGSETA?

The Local Government Sector Education and Training Authority (LGSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act to drive skills development in the local government sector.

It accredits training providers, approves the qualifications and unit standards they may offer, and monitors the quality of their teaching, learning and assessment.

SkillForm Group (Pty) Ltd is an **LGSETA-accredited training provider**. We are formally approved to offer five qualifications and their unit standards, and our learners are assessed by LGSETA-registered assessors.

**This accreditation covers:**

- **Environmental Practice**
  National Certificate · NQF Level 2
- **Disaster Risk Management**
  FET Certificate: Generic Management · NQF Level 4
- **Leadership Development**
  FET Certificate · NQF Level 4
- **Fire and Rescue Operations**
  National Certificate: Emergency Services Supervision · NQF Level 4
- **Environmental Management**
  National Certificate · NQF Level 5
- **Unit standards**
  Core, fundamental and elective, listed in this profile

### WHAT DOES THIS MEAN
### FOR YOU AND YOUR COMPANY?

Training with SkillForm Group is quality-assured by the SETA. Our qualifications and unit standards are approved by the LGSETA, and your learners are assessed by registered assessors, so you can rely on the quality and credibility of the training you buy.



# ISO CERTIFIED

### What is ISO certification?

ISO (the International Organization for Standardization) publishes international standards for how organisations manage quality, their environmental impact, and the health and safety of their people.

Certification means an independent certification body has audited an organisation's management system against a standard and confirmed that it complies. Our certificates were issued by ESS Holdings (PTY) Ltd in accordance with ISO/IEC 17021-1.

SkillForm Group (Pty) Ltd is certified to **all three** of these management-system standards, covering how we deliver quality, protect the environment and keep people safe.

**Our certifications cover:**

- Quality management — ISO 9001:2015
- Environmental management — ISO 14001:2015
- Occupational health & safety — ISO 45001:2018
- Education, training and onboarding — Plus safety learning and HSE compliance

ISO 9001:2015

ISO 45001:2018

ISO 14001:2015

### WHAT DOES THIS MEAN FOR YOU AND YOUR COMPANY?

You are working with a provider whose quality, environmental and health and safety systems have been independently audited. Our education, training, onboarding and HSE compliance services run under these systems, and we are re-audited every year to keep the certificates in force.



# OUR VALUE ADDED SERVICE

At SkillForm, we go beyond standard training by delivering a complete, high-quality learner experience. Each student receives daily branded water, a notepad, and a pen to support their training journey. Our courses are facilitated by experienced professionals and backed by expertly developed manuals compiled by our ETQA team. As an ISO 9001 accredited provider, we maintain strict quality standards in every course we deliver. To ensure credibility and verification, every learner is issued with a durable PVC licence card featuring an ID photo and barcode for authenticity.

01

**Daily Branded Water**

Refreshments provided every training day.

02

**Branded Notepad & Pen**

Issued for use throughout the course.

03

**ETQA-Developed Manuals**

High-quality manuals aligned to industry standards.

04

**Expert Facilitators**

Delivered by SMEs with 10+ years' experience.

05

**ISO 9001 Accredited**

Certified quality service and training excellence.

06

**PVC Licence Card**

Includes ID photo + barcode for verification.





# WHY CHOOSE SKILLFORM?

Our teams include Advanced Life Support Practitioners, aeromedical doctors, and paramedics trained in emergency and remote care, with SkillForm having completed successful remote medical operations in Mozambique, Botswana, South Sudan, and across sub-Saharan Africa, supported by a fully managed offering that covers on-site care, medical evacuation, training, and compliance support.

01

### Experienced & Qualified Team

Our medical professionals and occupational health practitioners are highly trained and industry experienced.

02

### Comprehensive Services

From pre-employment to ongoing medical surveillance, we offer a full range of occupational health solutions.

03

### Nationwide Coverage

With branches across South Africa and on-site medicals available nationwide, we come to you.

04

### Compliance Focused

We help you stay compliant with legal requirements and industry standards, reducing risk and ensuring peace of mind.

05

### Fast, Reliable & Efficient

We deliver professional, efficient, and confidential services with minimal disruption to your operations.

06

### Continuous Improvement

We are committed to ongoing improvement in our processes, systems, and service delivery.



# OUR NATIONAL & AFRICAN FOOTPRINT

With an expanding footprint across Africa, we are committed to delivering innovative solutions, dependable support, and exceptional service to organisations throughout the continent. Our network allows us to respond efficiently while maintaining the highest standards of quality.

## CONNECTING POSSIBILITIES. ACROSS AFRICA.

From North to South, East to West — we are committed to delivering excellence, support, and solutions across the entire continent.



- Algeria
- Angola
- Benin
- Botswana
- Burkina Faso
- Burundi
- Cabo Verde
- Cameroon
- Central African Republic
- Chad
- Comoros
- Congo
- Democratic Republic of the Congo
- Djibouti
- Egypt
- Equatorial Guinea
- Eritrea
- Eswatini
- Ethiopia
- Gabon
- The Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Ivory Coast (Côte d'Ivoire)
- Kenya
- Lesotho
- Liberia
- Libya
- Madagascar
- Malawi
- Mali
- Mauritania
- Mauritius
- Morocco
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- São Tomé and Príncipe
- Senegal
- Seychelles
- Sierra Leone
- Somalia
- South Africa
- South Sudan
- Sudan
- Tanzania
- Togo
- Tunisia
- Uganda
- Zambia
- Zimbabwe



# GET IN TOUCH

Have questions about pricing, bookings, or on-site medicals? We're here to help — reach out and our team will get back to you promptly.

| | |
|---|---|
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