

# SABER BUSINESS SCHOOL

**Smart**

**Ambitious**

**Bright**

**Empowered**

**Resource**

**A Division of SABER Solutions (Pty) Ltd**

Fasset Accreditation Number A585000287

ICB Accreditation Number 301108

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**ICB**  
ACCREDITED BUSINESS  
QUALIFICATIONS



**\*higher education  
& training**  
Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

\*awaiting final accreditation

**sage**

Sage One  
Certified Adviser



ICDL  
International Computer  
Driving Licence



**e-Learner**





## COMPANY PROFILE

Saber Solutions (Pty) Ltd (Saber) provides Management Consultancy services to the Corporate and Small Medium and Micro-sized Enterprises (SMMEs) sector and have worked with companies within the education, agricultural, mining, financial, medical, hospitality etc. industries.

Saber (reg. no. 2002/011857/07) is accredited with the ICB (Accreditation Number 301108), who is the Quality Assurance Partner (QAP) for the Quality Council for Trades and Occupations (QCTO) and is further accredited with FASSET i.e. The Financial Services Seta (Fasset Accreditation Number A585000287) and awaiting final registration with DHET i.e. Department of Higher Education and Training (Reference Number 16/1/2/1/2594).

## ACCREDITED WORKPLACE PROVIDER

Saber is committed to contributing towards the growth, development and empowerment of youth in our country. As an accredited Workplace Training Provider, Saber provides practical workplace experience for learnerships. The programme aims to create a pipeline of young talent for business. The programme offers learners an opportunity to gain on-the-job practical workplace experience while providing on-going support and training.

## SABER BUSINESS SCHOOL (SBS) - INSTITUTIONAL INFORMATION

SBS, a division of Saber offers world-class accredited training programmes. Our focus on integrating finance with technology differentiates us from our competitors and in response to the onslaught of the digital disruption impacting on virtually every business.

Artificial Intelligence (AI) and Machine Learning (ML) are creating a shift in the roles and responsibilities of employees. In this disruptive landscape, one needs to constantly build credibility on their data skills to add value to the organization. Our holistic approach to training is a paradigm shift and comprehensively addresses the needs of companies to rapidly respond to turbulent business changes and customer needs.

## MODE OF INSTRUCTION

SBS is an Accredited Training Provider for:

- Classroom: Theory: Face-to-face - Accreditation reference number 301108
- Distance Learning: Theory: Correspondence. Accreditation reference number 301157



## VISION

SBS ascribe to the prophetic teaching of “seek knowledge from the cradle to the grave”.

## MISSION

SBS strives to recruit and develop Smart, Ambitious and Bright learners in areas of finance, office administration and entrepreneurship to be successful Empowered Resources within the global village in the spheres of data analytics; management and leadership.

## OUR SHARED VALUES

Our shared values define what we stand for at SBS, and establish expectations about how we at SBS work with stakeholders i.e. learners, employers, government, professional institutions, customers and the communities we serve. SBS share values are:

- **Integrity:** We act consistently on a set of values, ethical standards and principles and likewise expect students to demonstrate courteous behaviour and professional conduct at all times.
- **Accountability:** We take ownership of our behaviour and responsibility to perform both individually and in teams.
- **Academic Excellence:** We strive to provide, high-quality programmes into learnerships, employment, self-employment as well as further education.
- **Perseverance:** Unsure on which route to pursue. Our experienced student advisors and mentors will discuss in detail the qualifications, skills and experience that can help you get your dream job. “The fruit of patience is sweet”
- **Teamwork:** We create a caring, engaged and enabled learning environment that recognises both individual and team contributions in pursuit of high excellence.
- **Quality Assurance:** Our reputation has been built through sustained success in teaching of the highest standards and quality and SBS is committed to maintaining its standards and enhancing its quality in all areas.



## **SBS IS ACCREDITED TO OFFER THE FOLLOWING TRAINING PROGRAMMES**

### **QUALIFICATIONS:**

SAQA ID: 58375 National Certificate: Bookkeeping

SAQA ID: 58376 Further Education and Training Certificate: Bookkeeping

SAQA ID: 36213 National Diploma: Technical Financial Accounting

SAQA ID: 20366 National Diploma: Financial Accounting

SAQA ID: 20352 National Certificate: Public Sector Accounting

SAQA ID: 20353 Diploma: Public Sector Accounting

SAQA ID: 23618 Certificate: Office Administration

SAQA ID: 23619 Higher Certificate: Office Administration

V35958 Diploma: Office Administration

V48736 National Certificate: Small Business Financial Management

### **SKILLS PROGRAMME**

SAQA ID: 12992 Achieve Personal Effectiveness in an Accounting Environment

### **CERTIFICATE COURSES**

Additionally, SBS also offers non-accredited and non-credit bearing short courses recognised through certificates of attendance.

- Microsoft Office 2016
- Microsoft 2016 Pivot Tables and Data Analysis
- Microsoft Excel Dashboard and Analysis
- Microsoft Excel Graphs and Data Visualisation
- Management Team Leadership
- Business Intelligence
- Social Media Marketing



## REGULATORY ENVIRONMENT

### SKILLS DEVELOPMENT IS NO MORE A NICE TO HAVE BUT A NECESSITY

*“If you think education is expensive, try ignorance.” - John Harvey*

The latest amended BBBEE Codes of Good Practice (effective May 2015) increased the requirements for many industries especially larger business by introducing priority elements i.e. for Ownership, Skills Development and Enterprise Development.

#### AMENDED CODES (MAY 2015) FOR SKILLS DEVELOPMENT – 20-25 POINTS

- The spend target has doubled to 6% of salary/wages bill, and can include people other than employees.
- For generics, there are specific targets per sub-race and gender group.
- For QSEs, the spend target is 3% of salary/wages bill.
- Remuneration of registered Learners (Employed and Unemployed) and Interns can be claimed as part of training expenditure in categories B, C and D (Internships, Learnerships and Apprenticeships) whilst substantially contributing to the minimum 6% threshold spend.

#### SABER - 100% B-BBEE COMPLIANT

- A Level 1 (One) EME with 100% B-BBEE compliance and 135% procurement recognition.
- SETA Accredited registered training provider offering accredited learning programmes.
- We offer Full Qualifications either as Learnerships (Section 12H of the Income Tax Act allows an employer to claim a “Learnerships allowance”) or a Skills Programme.
- Is registered on Treasury National Supplier Database (called CSD) and fully tax compliant.

#### LEARNERSHIPS – EMPLOYER INCENTIVES

- Learnerships are a work-based path to a qualification and offers benefits to employees and incentives to employers.
- The allowance for Learnership Agreements has been extended to all agreements entered into before 1 April 2022 and the Employment Tax Incentive has been extended to 28 February 2019.
- Our current Learnerships Programmes are Financial Accounting, Public Sector Accounting, Business Management, Entrepreneurship and Office Administration Programmes.

## BUSINESS ENVIRONMENT

### INDUSTRY CHALLENGES

In a rapidly changing world, single generation of businesses have had to adapt to new marketing channels (web and social), decide how embrace and invest in new technologies, and compete in a global village. This turbulent changes and growth are such, that no single employee can be an expert in everything.

The business community, need not only cope with local competition but also the international business community resulting in the need for innovative marketing and proving of a superior product or offering. The survival of businesses is to embrace the latest technological trends and social media jargon and innovative marketing techniques that make their offering superior to their competitors. The scenario requires a multi-talented, digital savvy employee.

### CHALLENGES OF LEARNERS

- Learners, the future employee are totally unaware of the challenges of the industry. This is mainly because the old curriculum that lags the modern technological methodologies and skills set to be added. The overall scenario leads to the sense of confusion.
- The focus of learners on higher qualifications and certifications leads to the sense of getting more qualified instead of focusing on skills and meaningful knowledge.
- The increased number of institutions competing to provide state of the art facilities for studying results in increased fee structure and at times to the detriment of focus on the development of courses. Hence leaving the modern students left untrained on the real-life modern problems and solutions.

### SBS PROGRAMMES

***“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”***  
**- Malcolm X**

SBS understands that the use of data analytics to solve business problems is a necessary skill for today's graduate. Our full-time and part time programme strives to address the real-life business challenges at an affordable cost of study (fee).

SBS provide a unique opportunity to bridge the gaps between and within different global contexts, by supplying direct experience and insights into a variety of business topics and combining classroom learning, industry engagement, and practical experience.

Our dynamic external engagement culture with the industry enables us to build real-world examples through meetings with executives, company visits, and cultural excursions.

## **FULL TIME**

Our full-time study programmes combine knowledge, skills, support, challenges and a set of attributes that help deliver confident and professional learners. Learners typically attend classes for 3–4 days per week. SBS learners will have a competitive advantage in the workplace due to our approach, which is dedicated to ensuring that learners are work-ready.

Our study programmes include internationally recognised qualifications, work experience/ placements, enrichment and tutorials. Our study programmes additionally help develop the softer skills, such as the ability to communicate effectively, be confident and articulate individuals who are able to apply themselves to a task and to work effectively as a team.

## **WHY CHOOSE SBS**

As a parent or guardian, you want the best for your children and so do we. One of the things that distinguishes SBS, is the emphasis we place on education taking place in an excellent environment: one that is safe, celebrates achievement, diversity, and respect for others and connects with our local communities. Our academic year includes sporting events, outdoor activities, business expos and markets etc. There is always something happening at SBS. When a learner registers at SBS, they immediately become part of our community.

## **WORK EXPERIENCE**

Work experience and promoting employability are key elements of all our full-time study programmes at SBS. Our mentors support students in sourcing relevant work experience and assist learners to develop the necessary skills to contact employers.

## **HANDS ON LEARNING**

SBS culture is based on active learning, where students tackle the kinds of situations they'll encounter in the workplace, all in a safe environment with a focus on learning opportunities. Many of our programmes offer internships and opportunities to work within industry so that when a learner leaves SBS, they really are “work ready”.

## **PART TIME**

Part-time classes are normally offered after 16h30 during the week, and on weekends and require careful planning. The reality for learners, administrators and academics is that time is limited and there are competing responsibilities of family, work, study and community. Notwithstanding this, SBS has been privileged to have an excellent cohort of part time learners with a 100 percent pass to-date.



## STUDENT SUPPORT AND RESOURCES

### MENTORSHIP PROGRAMME

*"Mentoring is a brain to pick, an ear to listen, and a push in the right direction."*

*- John C. Crosby*

The SBS mentorship programme assists first year learners to adjust from high school to college life by supporting them both socially and emotionally in pursuit of academic excellence. First-year learners, once enrolled are assigned to mentors who are part time students from industry and have walked the same journey.

Mentors are provided an equal opportunity to develop their leadership skills as they guide people from diverse backgrounds. The SBS mentorship programme is designed to provide a positive interaction between learners, mentors and lecturing staff. The outcome of beneficial mentoring is to ensure:

- Personal and academic development
- Career guidance and emotional support
- Fast-track entrepreneurship and employability skills

### JOB SHADOWING

*"The only way to do great work is to love what you do". - Steve Jobs*

The SBS Job Shadowing opportunity is organised through SBS professional network and mentors of SBS. This opportunity provides a snapshot of a day in the life of an experienced professional. It allows the learner to:

- gain an insight into the working life of the profession
- acquire an insight into the employer and organisational culture
- to expand their network and make professional contacts
- identify additional skills that are needed in the career field of interest

### GUEST SPEAKERS AND NETWORKING SESSIONS

*"The currency of real networking is not greed but generosity." - Keith Ferrazzi*

SBS hosts guest speakers to provide additional support to learners to help spur new ideas and boost the energy level of learners.

Our invited guests are from all walks of life and experienced business personalities who usually share their own success and failures.

- Teaching these techniques and sharing the latest thinking in the real world is a great investment in the learner's life to help craft their own unique leadership signature.
- Further our learned guest speakers cultivate enthusiasm, motivate individuals to develop a common purpose thus creating a platform for learners to achieve their career goals.

## INTERNATIONAL BUSINESS TOUR

*"Man cannot discover new oceans unless he has the courage to lose sight of the shore."*  
- Andre Gide

SBS understands the importance of global education on the development of learners. The entire experience challenges learners to think on their toes and use skills that had perhaps remained unexplored. Professional skills acquired during the business tour include:

- A broader world view that promotes diverse thinking
- Better communication across languages and cultures
- Building important international connections

All learners at SBS are provided an opportunity to experience this once in a lifetime opportunity during their studies at SBS. The business trip is funded by way of fundraising initiatives and sponsorships from companies wanting to leverage from:

- International Business networks
- Promote their products to a global market

The objectives of the business tour for learners are:

- Gain exposure to leading entrepreneurs, their practices and business acumen
- Exposed to cultural underpinnings of the host city/country
- Understand the relationships between international trade theories and actual experience
- Empowered entrepreneurial skills, creativity, adaptability, leadership

## SBS BURSARY FUND

*"Difficult roads always lead top beautiful destinations Don't quit"*

The SBS Bursary Fund is the social arm of Saber. We have partnered with Charity Welfare Foundation (CWF), a registered PBO and NPO to facilitate the acquisition and distribution of funds for educational development with SBS.

The Section 18A certificate issued you enables you to save up to 38% income tax on your donations. Watch how your donation contributions do even more with lesser funds. By supporting SBS you are contributing to a proven academic programme and helping to create an environment where businesses and empowered professionals can flourish together creating a vibrant and diversified economy.

Kindly contact us to find how you can partner with our programme and how your contribution can positively impact on your BBBEE Scorecard.