



SECE

Skills & Employment Equity Compliance Excellence

SECE COMPANY PROFILE

SECE (Pty) Ltd

In a market filled with options, SECE stands out as a beacon of affordability and exceptional service. We believe that compliance and development should be accessible to all businesses, regardless of their size or resources. Our commitment to cost-effectiveness doesn't mean we compromise on quality. At SECE, you can expect nothing less than excellence.

About SECE Skills & Employment Equity Excellence

SECE Skills & Employment Equity Excellence is a leading provider of comprehensive services in South Africa, specializing in employment equity compliance and skills development. With over 12 years of experience in the industry, we have established ourselves as a trusted partner for businesses seeking excellence in regulatory adherence and workforce empowerment.

Our Mission

To empower South African businesses with the tools and knowledge they need to not only meet legal requirements but to thrive in a diverse and dynamic workforce.

SECE's approach to prioritizing quality clients over quantity is characterized by a deep commitment to building enduring partnerships based on trust, personalized service, and ongoing value delivery. This strategy not only ensures client satisfaction but also strengthens the company's position in the market and fosters sustainable growth.

EMPLOYMENT EQUITY COMPLIANCE

Our Employment Equity services provide a comprehensive solution that handles the implementation and submission of your Employment Equity reports, along with the coordination of all necessary processes. We guide your company through every step, ensuring the fulfillment of duties and responsibilities as mandated by legislation.

Furthermore, we meticulously organize all compliance documentation within your employment equity file, serving as irrefutable evidence in the event of an employment equity inspection or audit conducted by the Department of Labour. We take care of the submission of your company's EEA2 and EEA4 documents to the Department of Labour, while also drafting your company's EEA12 and EEA13 reports (which encompass the Employment Equity workforce analysis and plan).

By adhering to these correct procedures, not only do you maintain compliance with the law, but your employment equity report also significantly impacts your BEE (Broad-Based Black Economic Empowerment) score in the management and control element. This comprehensive approach ensures that your company not only meets regulatory requirements but also leverages Employment Equity initiatives to enhance your overall business standing.



OUR TEAM OF EXPERTS SPECIALIZES IN EMPLOYMENT EQUITY AND SKILLS DEVELOPMENT, PROVIDING DEDICATED SUPPORT FOR ALL MATTERS RELATED TO YOUR WORKFORCE. WHEN YOU CHOOSE SECE, YOU CAN TRUST THAT:

- YOUR COMPANY'S CONCERNS AND NEEDS ARE HANDLED WITH CARE AND EXPERTISE.
- EMPLOYMENT EQUITY COMPLIANCE IS METICULOUSLY MANAGED.
- SKILLS DEVELOPMENT INITIATIVES ARE EFFECTIVELY IMPLEMENTED TO BENEFIT BOTH YOUR EMPLOYEES AND YOUR ORGANIZATION.

SKILLS DEVELOPMENT WSP/ATR

SECE will take on the role of your company's designated skills development facilitator. We will oversee the entire process, including planning, implementing, and reporting on training within your organization, ensuring compliance with the Sector Education and Training Authority (SETA) requirements.

Our team will actively facilitate the consultation process in the development of the Workplace Skills Plan (WSP) and Annual Training Report (ATR). This strategic step not only aligns with regulatory demands but also sets the stage for unlocking financial benefits. Upon submission of the Workplace Skills Plan, your company becomes eligible for grant payments from the relevant SETA.

The Mandatory Grant, constituting 20 percent of your Skills Development Levy (SDL) contributions to SARS, is an assured allocation. Additionally, SECE can further apply for up to 49.5 percent at the discretion of your pertinent SETA, presenting an opportunity for substantial financial support.

Beyond the financial gains, it's crucial to recognize that the Workplace Skills Plan report plays a pivotal role in enhancing your Business Enterprise and Equity (BEE) scorecard. The skills element carries significant weight in the BEE assessment, making this aspect of compliance not only financially beneficial but also a strategic priority for your company's overall empowerment and advancement in the business landscape.



training

LABOUR LAW

- Employment Contracts & Disciplinary Codes.
- Policy documents - HIV Policy, Restraint of Trade, Confidentiality and more.
- Warnings, Dismissals, Hearings, Retrenchments and Labour Disputes.
- Strike Management.
- Union Negotiations.
- Urgent Labour Court interdicts.
- Main Agreements and Sectoral Determination Database.
- Condonation & Rescission Applications.
- Occupational Health & Safety Compliance.
- Unlimited access to a labour law consultant, ready to assist you.
- Legally required workplace posters

EMPLOYMENT TAX INCENTIVES

ETI is a National Treasury incentive, administered by SARS. ETI stands for Employment Tax Incentive of R1500, given to employers to help with unemployment of youth by employing people between the ages of 18 and 29. We specialise in utilising this benefit with the Youth Development Program by enrolling unemployed youth off-site, which is 100% managed by us with our total HR solution. With the 4 Your skill Youth Development Programme, the employees obtain a real job which we provide and manage, and they earn a monthly income. This is in line with the spirit of the ETI Act for actual job creation and not just an educational qualification (students) as with previous programmes. An educational qualification (N4 in Marketing and Business Management), during the 12-month period of the programme to ensure an income and job continuity afterwards.

With all its TAX and B-BBEE benefits, this program is available at no cost and with no admin. We manage the whole program. It will change a percentage of your expense on PAYE into a cashback - 7% monthly and 27% annually.

Our Youth Development Programme will unlock the following for you on your PAYE per month at 70% utilisation, which can be adjusted according to your specific business requirements and actual PAYE.

Advantages

- Saving on Skills and Development annual spend.
- 7% immediate cash flow benefit/saving on your monthly PAYE.
- Substantial increase in annual non-taxable income – ETI Act.
- A further 20% claim on skills development levy.
- 12H Learner Allowance
- A substantial impact (saving) on your B-BBEE scorecard – procurement benefit.

Employment Tax Incentive



LEARNERSHIPS

Learnerships are integral to the Skills Development Strategy and are recognized as a crucial method for tackling the skills shortages in South Africa as well as contributing towards your BEE score.

A Learnership entails a twelve-month training program aligned with the National Qualifications Framework (NQF) to facilitate the linkage between structured learning and work experience in order to obtain a registered qualification. It combines theory and workplace practice into a qualification that is registered on the National Qualifications Framework (NQF).

LEARNERSHIPS OFFER THE FOLLOWING BENEFITS:

- Tax allowances through learnerships.
- Employment tax incentive (ETI).
- Technical expertise enhanced.
- Increased productivity and profitability.
- Greater employee satisfaction and loyalty.

BENEFITS WE OFFER OUR CLIENTS:

- Determine your B-BBEE training spend requirements.
- Recruitment of learners.
- Pre-assessment of learners.
- SETA administration.
- Flexible payment terms.
- Assistance with tax allowance claims.
- National network of training centres.
- Turnkey solutions.
- Hosting disability training.

TRAINING

TRAINING CATEGORIES:

- SAFETY & COMPLIANCE TRAINING.
- SKILLS PROGRAMMES.
- eLEARNING PROGRAMMES.
- MICROLEARNING TRAINING PROGRAMMES.
- LIFTING AND YELLOW MACHINERY.
- LEARNERSHIPS.



BEE

- Our BBEE consultants will guide your business to strategic BBEE compliance with expert insight and practical solutions tailored to your business needs.
- As a client you have access to your own BEE specialist who will take the complexity and administrative burden out of obtaining a BEE compliant certificate, so that you achieve the specific BEE compliance needs of your business.
- Determining your current BEE level.
- On-site consultations to improve and maintain your BEE score.
- Compiling a unique BEE strategy for your business to get you to your goals.
- Ensuring you gain maximum benefit from participating in BEE.
- Continuous advice and assistance in implementing your strategy and plans.
- Facilitating your annual verification through an accredited verification agency.
- We work directly with **SANAS accredited** verification agencies, which means that you receive the most practical and accurate advice, at the most competitive cost, for the issuing of your BEE certificate.



Contact Us



(+27) 615213759



<http://sece.co.za/>



skills.equity@sece.co.za

**Pretoria: 601 Joseph Bosman Str Pretoria
0184**