



## **Institution of Professional Graduates**

Quality education for a successful future.

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**COMPANY PROFILE**  
**INSTITUTION OF PROFESSIONAL GRADUATES (PTY) LTD**  
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***'Quality education for a successful future'***

## INDEX

1	Introduction.....	3
2	Management.....	4
3	Vision.....	4
4	Mission.....	4
5	Core Values.....	5
6	Our Pledge.....	5
7	Strategic Objectives.....	6
8	Business Strategy.....	6
9	Services.....	7
10	Target Market.....	8
11	Personnel.....	9
12	ISO Accreditation.....	9
13	Service Charter.....	9
14	BEE Policy.....	10
15	Administrative Detail.....	11

# 1. INTRODUCTION

## BUSINESS OVERVIEW

Institution of Professional Graduates (Pty) Ltd was formally registered on Tuesday, 07 June 2016 with the Companies and Intellectual Property Commission as a Private Company. The Institution will commence with operations as a Private College once it is accredited and registered with the relevant SETAs, Professional Bodies, ETQAs and the Department of Higher Education and Training.

Institution of Professional Graduates (Pty) Ltd is located in Pretoria in the Gauteng Province at Unit 213 – 216 Robert Sobukwe Street, Sunnyside, Pretoria, 0132. The institution had a humble beginning when Ms. M. N. Moyo identified the need for more Educational Centres to counterfeit the current unemployment rate, to meet the national critical skills needs, educate and empower the youth and the unemployed men and women of South Africa with the requisite skills for employment opportunities and career development.

Touched by the plight of the current unemployment rate, the scarce critical skills and the need for skilled women and men of south Africa Ms. M. Moyo decided to engage in the education sector from July 2016. From her own resources, Ms. M. Moyo managed to fund the Institution and acquire the requisite office equipment and fittings such as the Computer Equipment, Printers, Office Tables, Filing Cabinets, Learner Desks, Chairs, and Writing Boards and also leased office space for the delivery of the qualifications and also secured a Memorandum of Agreement for the on-job experience acquisition for the qualification. This then marked the birth of the Institution of Professional Graduates (Pty) Ltd. Over this time, the project has built a staff base of professional, highly skilled and experienced education passionate workforce of six staff members.

The Institution specializes in the delivery of education and training services to the entire nation of South Africa. The Institution of Professional Graduates intends to be accredited and registered with the Health and Welfare Sector Education and Training Authority as its Primary SETA to offer a variety of Health Sciences Qualifications. The Institution of Professional Graduates intends to extend its scope with time to be accredited with the MICTSETA, ETDPSETA and the Services Seta. The Institution employees the skills and expertise of well-educated and experienced facilitators, assessors and moderators accredited by the relevant SETA.

The business is growing fairly and has great potential to become one of the largest educational services private provider in South Africa and the region. Since we registered the Institution we have been studying this particular industry and have noticed that there is an opportunity to establish the Institution as one of the leading educational services in the country.

## **2. MANAGEMENT**

The Directors provide effective governance and management oversight to ensure compliance with the best education practices, Acts and legislation as well as steering the Institution towards achieving scale and sustainability in its operations. The Directorate comprises of Nonceba Mdaka that holds a Bachelor ate in Nursing, brings more than ten years' experience in the Nursing filed, and more than ten solid years' experience as a facilitator, assessor and moderator for the South African Nursing Council and Health and Welfare Sector Education and Training Authority accredited qualifications. Mpumelelo Moyo a Business Consultant that has more than seven years' solid experience as a Principal of a Private College, Managing Director and entrepreneur with vast business management skills and Ephraim Garwe who holds a Master of Social Work (MSW): Social Development and Social Policy and is an Assessor and a Moderator with HWSETA for a wide scope of Qualifications.

## **3. VISION**

We aim to develop and grow into a leading well-established and reliable Institution recognised and known by all for building and developing the educational dreams, plans and hopes of all our prospective learners and customers into a reality at an affordable fee.

## **4. MISSION**

Is to educate and empower all our learners with the requisite skills, expertise, knowledge and on-job experience leading to full educated and skilled employable professional and prospective entrepreneurs.

We will accomplish this by:

- Sourcing, procuring superior well experienced and skilled Facilitators, Assessors and Moderators
- Listening to our customers, stakeholders and community
- Offering only relevant qualifications that we are accredited and registered to offer.

- Operating within the legislation and provisions of SAQA, Department of Higher Education and Training and the relevant SETA in the development of the curriculum and the delivery the off.
- Partnering with efficient private and public sector organizations in our Institution
- Meeting all customer commitments within the agreed timeliness
- Continuously measuring our and improving the effectiveness of our Quality Management system.

## **5. CORE VALUES**

- Courtesy
- Honest
- Professionalism
- Reliability
- Client centric
- Our values Quality
- Integrity
- Efficiency
- Precision
- Insight
- Corporate Governance
- World-Class

## **6. OUR PLEDGE**

- We will exceed your expectation every-time; and
- You will prefer our education service delivery and customer service every time.

## **7. STRATEGIC OBJECTIVES**

- Adopt governance, management, financial and budgetary structures which will enable the Institution of Professional Graduates full fill its desired vision for the Institution.
- Develop and implement a Quality Management System that will ensure that a service of high quality is rendered in all engagements dealings between the Institution of Professional Graduates with clients, staff, stakeholders and the Institution's community as a whole.
- Build, develop and maintain a professional long term relationship with the public and private sector to secure work placement and practical training for all enrolled learners to be in a position to identify the required relevant skill on time.
- Effectively Implement and strengthen our disciplinary through adhering and implementing of the ETQA, SETA, Professional Body and the Institution's rules, regulations and legislation in the delivery of the qualifications registered and accredited for.
- Attract and retain an excellent and diverse group of students, faculty and staff and ensure that they all achieve their desired career paths.
- Build and develop our engagement and relationships with local and national Stakeholders.
- Provide an educational service experience that defines the National Best Practice.
- Further develop world-class equipped facilities to support the vision and mission of the Institution of Professional Graduates
- Build and maintain relationships with the learners even after the education service delivery period.
- Fully cater for the needs of the various communities the institution serves be it the disadvantaged, the disabled, the poverty stricken and the well up persons.

## **8. BUSINESS STRATEGY**

- Institution of Professional Graduates (Pty) Ltd is a learner (Customer) driven Institution.
- Through our flexibility and expertise, we customize our service offering to suit our learners (customer's) diverse needs.
- Our knowledge base expands with each new client as a result of pro-active listening and collaborative solutions.

- Our aim is to partner with our client such that we essentially become our client's preferred education service provider.
- We envisage saving our clients time and money by making extensive use of web based technology in our daily operations

## **9. SERVICE**

Institution of Professional Graduates intends to offer a variety of Programmes, in the long-term, the Health and Welfare Sector Education and Authority being the Primary SETA and the extension of scope will be dependent on the approval of the Primary SETA. Following are the SETAs and the education services (programmes) to be offered by the Institution of Professional Graduates.

### **HEALTH AND WELFARE SECTOR EDUCATION TRAINING AND AUTHORITY (HWSETA)**

- National Certificate: Occupational Health, Safety, and Environment: Safety
- Further Education and Training Certificate: Public Awareness Promotion of Dread Disease and HIV/AIDS
- Further Education and Training Certificate: Child and Youth Care Work

### **MEDIA INFORMATION AND COMMUNICATION TECHNOLOGIES SECTOR EDUCATION & TRAINING AUTHORITY (MICTSETA)**

- National Certificate; Information Technology: End User Computing
- Further Education and Training Certificate: Information Technology: Technical Support

### **SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY**

- Further Education and Training Certificate: Project Management
- National Certificate: Business Administration Services
- National Certificate: New Venture Creation

### **EDUCATION TRAINING AND DEVELOPMENT SECTOR AND TRAINING AUTHORITY**

- National Diploma Early Childhood Development
- National Certificate: Occupational Directed Training and Development Practices (OETDP).

## 10. TARGET MARKET

- Learners in formal education -. Learners with foundation skills in Mathematics and English at NQF Level 2/Grade 10
- Learners who require Health Sciences Skills, Information Technology and Education skills in all sectors of the economy, to seek employment.
- Individuals already employed or new learners entering the workplace as basic Health professionals, Information Technology Skills and Education Skills is a pre-requisite.
- Learners with foundation skills in English and Mathematics at NQF level 3/Grade 11 or equivalent.
- Learners with the ability to use a personal computer competently.
- High school matriculates who want to select a career path in either the Faculty of Health Sciences, and Information Technology.
- Self-employed and Entrepreneurs who are running their own businesses and want to have basic knowledge of Health Sciences and Information Technology skills to run their own operations.
- Workers in the Health Sciences, and Information Technology industry who want to expand and broaden their skills in Health sciences and Information Technology field and or development.
- Health Sciences graduates who want to do refresher courses.
- Corporate Companies through their in-house sponsored training programmes and want to send their worker for Health Sciences and Information Technology courses and programmes.
- Health sciences and Information Technology graduates and workers within the Health field who want to keep up to date with the rapidly revolving Health Sciences techniques.
- Individuals who have had on the job experience but now want to couple that with a formal qualification either in Health Sciences and Information Technology fields.
- Other College learners who want to revise for their exams and learn to present their exams and assignments.

Institution of Professional Graduates will continue to target this market through its relationship building methodology. The Institution will continue to engage local talent as well as international professionals to enhance our current brand to suit different customer needs.



## **11. PERSONNEL**

- To employ highly experienced and knowledgeable staff capable of serving the needs of our customers and their industry requirements.
- To equip our staff with the necessary skills required to meet the future growth, market and service demands Institution of Professional Graduates (Pty) Ltd.
- To treat the Institution of Professional Graduates “most important asset, its employees, with the respect deserving of professionals in their field, acknowledging their capabilities and recognizing their achievements.
- To involve all employees in the achievement of the mission statement by creating a unified team concept.

## **12. ISO ACCREDITATION**

The Institution of Professional Graduates (Pty) Ltd is working on ISO 9001: accreditation, in order to ensure that all our activities conform to the highest assurance systems. As quality is of paramount importance, the management and employees of Institution of Professional Graduates (Pty) Ltd are committed to complying with the requirements of the ISO 9001:2010 quality standard and shall strive to continually improve the effectiveness of the quality management system. Institution of Professional Graduates (Pty) Ltd strives to exceed our valued customer’s expectations, by delivering on the three fundamental aspects of our brand:

- Quality Education Services
- Technical Expertise
- Superior Service.

## **13. INSTITUTION OF PROFESSIONAL GRADUATES (PTY) LTD**

### **SERVICES ETHICS CHARTER**

Institution of Professional Graduates (Pty) Ltd, its management and all its employees undertake to conduct our business with honesty and integrity and with the highest standard of personal and corporate ethics. This includes the promotion, enhancement, development and protection of our business interests, our reputation, our goodwill, and our commitment to all our stakeholders. We as management will ensure compliance with the Ethics Charter, the Company’s Code of Conduct and Business Practices and all laws and regulations which are applicable.

This Ethics Charter will apply to all levels of staff and employees who are required to act in the best interests of the Company at all times. We hereby pledge our unconditional support of the Institution of Professional Graduates Ethics Charter

## 14. BEE POLICY

Institution of Professional Graduates is fully owned and managed by black entrepreneurs. We commit aligning ourselves 'with the requirements of black Economic Empowerment through an employment equity Plan, and adherence to the employment equity reporting as required by the department of labor. We will continue to support all programs aligned to Black Economic Empowerment Policy

## 15. ADMINISTRATIVE DETAIL

Institution Name	Institution of Professional Graduates (Pty) Ltd
Company Registration Number	2016/220411/07
Income Tax Number	9550978176
Banking Information	Bank Name: Bidvest Bank Account Holder: Institution of Professional Graduates (Pty) Ltd Account Number: 4728777401 Branch Code: 432005 Reference: Learner ID Code
Program Location	Unit 213 – 216 Sunny Flair, 167 Robert Sobukwe Street, Sunnyside, Pretoria 0132
Postal Address	Unit 501 Merrino Villa, 481 Spuy Street, Sunnyside, Pretoria, 0132
Telephone	012 771 6738
Fax Number	061 409 2945
E-mail	info@proffessionalaccreds.co.za
Province	Gauteng Province

## 16. MANAGEMENT

- |                  |                                     |
|------------------|-------------------------------------|
| 1. Ms. M.N.Moyo  | Operations and recruitment Director |
| 2. Ms N.T. Mdaka | Head of Academics Director          |
| 3. Mr. E. Garwe  | Health Sciences Programmes Director |