

A Revolutionary Way To Educate is Making a Difference For our Future
"Excellence and Cultural Diversity Is Our Strength"
Our Goal is to Create A Form of Knowledge Which is Accessible For Everyone,
Knowledge and Good Practices



*We Enter To Learn and
Leave To Achieve .*



| ABOUT US

Alabaster training centre is a 135% black owned private company founded in 2014 to address the urgent need for skills development .

Alabaster training centre focuses on developing a variety of scarce skills in the corporate sector and rural communities by delivering superior quality training. Our training solutions incorporates both theoretical and relevant practical components essentially bridging the gap between current and future skills.

Alabaster focuses on enhancing our country's workforce one step at a time by developing more vocationally skilled professionals through quality training skills development and innovative business solutions. Our mission is to develop self-reliant learners who are;

- multilingual,
- Innovative,
- open-minded and
- respectful of all cultures.

| VISION

Our vision is to help shape the future for a better world by using leading educational practices to nurture internationally minded learners who show kindness, respect, and compassion through their actions.

A world where every individual has access to relevant, quality education and lifelong learning.

Aspiring to be the national leaders in tailor made business solutions

| MISSION

Our Team is your Team.

When your mission is to be better, faster and smarter, you need the best people driving your vision forward. You need people who can create focused strategies that's align with business goals, who can infuse their creativity into ground-breaking success.

| CORE VALUES



INTEGRITY

Integrity as the foundation in all we do and Promote mutual respect and trust through open communication

ENSURE EQUITY

Ensure equity, fair treatment in all our policies aligned with honesty and transparency in all our dealings

SUPPORT & DEVELOPEMENT

Support and develop staff and learners to promote personal growth and deliver professionally

Learnership tax incentives: Companies entering into registered learnership agreements with employees and/or unemployed people are eligible for SARS tax incentives. An enhanced tax incentive will be received for entering into registered learnership agreements with disabled people.

BEE An organisation must provide proof of their WSP and ATR submission to recognise the points under the BEE priority element Skills Development. This also helps your business to address any skill gaps and scarcities.

Employee personal development , Employee retention strategies and management are closely linked to opportunities for personal development through training.

Alabaster Training Centre can help you:

- Identify the existing skills within your organisation
- Identify what are the priority, scarce and critical skills of the organisation through a skills audit
- Strategize a plan of action to address skill gaps
- Compile the above into a WSP and reports
- Document the ATR against the company's prior WSP
- Check if you are registered with the correct SETA as per your sector and services
- Facilitate inter-SETA transfers if you have been registered incorrectly
- Act as the Skills Development Facilitator (SDF)
- Submit your WSP and ATR including SETA registrations
- Report as per BEE requirement





BEE AND MORE

Alabaster Training Centre would like to assist your company in achieving your targets, with all skills development and project management activities that ensure the best practice is achieved, guarantee that you maximise on your **B-BBEE** scorecard, specifically pertaining to the Skills Development element and most importantly **YOUR PEACE OF MIND!**

EMPLOYEE PERSONAL DEVELOPMENT

Employee retention strategies and talent management are closely linked to opportunities for personal development through training.

B-BBEE SCORE CARD

With the amended Codes of Good Practice, large companies can improve their preferential procurement points by supporting previously disadvantaged individuals to upgrade to become empowered suppliers, and by including B-BBEE rated businesses in their supply chain.



The deadline for companies to submit their annual Workplace Skills Plan (WSP) and Annual Training Reports (ATR) falls on 30 April. Companies are required to submit these documents in order to obtain their skills development points on their BEE scorecard.

By allowing the organisation to locate and fill any gaps in skills and training, the WSP benefits both the company and its employees. It provides an amazing opportunity for companies to address and develop their specific skillsets, thus providing both the business and the employees the opportunity to grow

The ATR report documents and the progress made by the previous year's WSP, in order to show that the company has indeed addressed the existing skill gaps.

The ATR consists of the number of skills developments initiatives conducted, number of employees trained, amount spent on training initiatives, and the proof of expenditure, as well as which programs have been completed.

Why is it important? The WSP and ATR form part of Skills Development, which is a priority pillar on the BEE scorecard. Make sure you retain your BEE level by submitting your WSP and ATR on time.

How does it benefit my business? As mentioned, submitting these reports on time hold value for both employees and businesses. Here are some more of the benefits your business can enjoy on submission:

Discretionary grants : Apply for discretionary grants from the respective SETA's. These grants will help companies fund training and development for employees and unemployed people.

LEARNERSHIP TAX INCENTIVES

Companies entering into registered learnership agreements with employees and /or unemployed people are eligible for SARS tax incentives. An enhanced tax incentive will be received for entering into registration

12H LEARNERSHIP ALLOWANCE TAX INCENTIVE

Purpose of the Tax Incentive

The “Section 12H” learnership allowance is intended to be an incentive for employers to encourage skills development within their workforce, with the hope to create jobs and economic growth.

It’s effectively a tax deduction, which an Employer may claim - if it’s paying for training or an apprenticeship - for any of its employees in terms of a registered learnership agreement.

The incentive is currently available to all registered learnership agreements that were entered into on or after 1 October 2016, but before 1 April 2024, as the section 12H allowance has a sunset clause (end date) of 1 April 2024.



LEARNERSHIP ENTERED INTO BEFORE 01 OCTOBER 2016				
Annual Allowance		Completion Allowance		
Learner with no Disability	Learner with a Disability	Learner with no Disability	Learner with a Disability	
R30 000	R50 000	R30 000	R50 000	
LEARNERSHIP ENTERED INTO AFTER 01 OCTOBER 2016				
NQF Level of the learnership	Learner with no Disability	Learner with a Disability	Learner with no Disability	Learner with a Disability
1-6	R40 000	R60 000	R40 000	R60 000
7-10	R20 000	R50 000	R20 000	R50 000

ROLE OF THE EMPLOYER

- employ the learner for the period specified in the agreement (where the learner was unemployed when entering into the learnership agreement, the employer must enter into a contract of employment with the learner);
- provide the learner with the specified practical work experience; and
- release the learner to attend the education and training specified in the agreement;

ROLE OF THE LEARNER

- must work for the employer (under an employment contract) and
- must attend the specified education and training and submit all documents required to complete the training;

ROLE OF THE SKILLS DEVELOPMENT PROVIDER

- carry out the education and training as specified in the agreement and
- provide the learner with support as specified in the agreement.

QUALIFYING CRITERIA

Employers will qualify for the annual allowance only if:

- During any year of assessment, the learner is part of a SETA-registered learnership agreement with the employer;
- The learner completes an NQF-level qualification from 1 to 10;
- The agreement is entered into with reference to a trade carried on by that employer;
- The employer derives 'income' from that trade and
- The employer must complete a declaration (IT80) for the purpose of claiming a deduction for an allowance.

In the case where more than one employer is a part of a registered learnership agreement, it is only the employer identified in that agreement as the lead employer who may claim the section 12H tax allowance. If a learner works for two companies during the time of their learnership, it may be possible for each company to claim a portion of their allowance, as described in the following section

WHAT IS THE VALUE OF THE TAX INCENTIVE ?

The allowance is made up of two parts:

1. An annual allowance – this is available for each year of assessment in respect of which the learner partakes in the learnership. It is assigned “pro-rata” if the agreement was not in effect for the full year.
2. A completion allowance – a once off allowance available in the year of assessment in which the learner successfully completes the registered learnership agreement. It's claimed in full regardless of which month, in the year, the learnership was completed. It's claimed in addition to the annual allowance, meaning that in the year of completion, the employer can claim both the annual allowance and the completion allowance.

The following annual and completion allowances apply to learnerships entered into after 1 October 2016

PROOF OF COMPLETION

For employers to claim the section 12H completion allowance, SARS requires proof of the successful completion of the relevant learnership agreement. Confirmation from the relevant SETA, in the form of completion certificates, is normally accepted by SARS as sufficient proof of completion. However, many employers have, in the last few years, experienced significant delays and difficulty in obtaining such confirmations from the SETA in the year of assessment during which the learnership was completed. SARS has communicated that, considering these challenges, they will accept any alternative objective evidence as proof of successful completion.

This includes a statement of results issued by an accredited training provider or an evaluation report by a registered assessor on workplace experience, provided that the employer also provides evidence to SARS that reasonable steps were taken to request confirmation of completion from the SETA.

Allow us to support further by assisting you to claim your S12H tax allowance incentive. The additional services we can provide include:

- Documentation to prove the learner's successful attendance and completion of the education and training,
- Completion of Learnership Agreements between the company and the learner,
- Registration of the Learnership Agreements with the Department of Labour and SETA's (which is mandatory),
- Completion of the IT180 per learner and subsequent submission to SARS on your behalf, (Refer to attached Document)
- Streamlining of the process and handling all stakeholder queries - which frees up your time to manage your business.

ACCREDITED QUALIFICATION /LEARNERSHIP

FOODBEV SETA		
58026	GETC- Food and beverage handling processes	Level 1
57694	National Certificate Food and Beverage Packaging Operations	Level 3
57712	Further Education and Training Certificate Generic Management	Level 4
CATHSETA		
14110	National Certificate Accommodation Services	Level 2
14111	National Certification Professional Cookery	Level 4
14113	National Certificate Food and Beverage Services	Level 4
FP&M SETA		
50584	General Education Training Certificate Clothing Manufacturing	Level 1
58227	National Certificate Clothing, Textile, Footwear and Leather Manufacturing Processes	Level 2
SERVICE SETA		
49648	National Certificate New Venture Creation (SMME)	Level 2
67465 LP 23655	National Certificate Business Administration Services	Level 3
61595 LP 35928	Further Education and Training Certificate Business Administration Services	Level 4
57712 LP 58344	Further education and training certificate generic management administration	Level 4
80646	Further Education and Training Certificate Beauty and Nail Technology	Level 5
59201	National certificates Generic Management	Level 5

ACCREDITED QUALIFICATION /LEARNERSHIP

AGRISETA

48848	National Certificate Fruit Packing and Grading Processes	Level 3
48975	National Certificate Plant Production	Level 2
73109	National Certificate Landscape Irrigation	Level 3
49009	National Certificate Plant Production	Level 4

QUALITY COUNCIL FOR TRADE & OCCUPATIONS

97238	Occupational Certificate: Sewing Machine Operator	Level 2
97542	Occupational Certificate Early Childhood Development Practitioner	Level 4
102296	Occupational Certificate: Cook	Level 4

WE ARE ABLE TO ASSIST YOU WITH “TOOLS OF THE TRADE”

At Alabaster Training Centre, we aim to provide in-depth quality training, which would assist our skills development experts in identifying numerous skill gaps,

- I. identifying your skill gaps, and
- II. developing and honing these skills. It is important because your skills determine your ability to execute your plans with success.

Imagine a carpenter trying to build a house. He has the raw materials but lacks good wood working tools. He has, however, a flimsy hammer and a small screwdriver. Without the right tools like a hand saw, he can't turn these raw materials into house building pieces.

It's the same with goal achievement. In goal achievement, your skills are your tools. The house is your goal. Just as you need the right tools to build a house, you need the right skills to achieve your goals.

Without the right skills, you will only frustrate yourself, waste your time, and spend a lot of time dealing with rudimentary issues caused by the lack of knowledge or lack of skills, as opposed to progressing in your goal.

While difficulty and struggle is part And parcel of any goal pursuit, without the right skills, you find yourself struggling more than necessary. Worse still, this struggle is unconstructive and doesn't help you move forward.

Get In Touch

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Alabaster Training Centre



“If We Are Going To See Real
Development In The World
Then Our Best Investment Is
WOMEN!!!”

-Desmond Tutu