



INFINITY TRAINING GROUP (PTY) LTD.

COMPANY PROFILE

**Give your business the edge it needs to thrive
in an ever-increasing competitive environment.**



CONTENTS

ABOUT INFINITY TRAINING GROUP	2
OUR VISION, MISSION AND VALUES.....	2
<i>Values</i>	2
<i>Mission</i>	2
<i>Vision</i>	2
THE INFINITY TEAM.....	3
OUR PRODUCTS / SERVICES	4
Learnership Programmes	4
Partnership Programmes.....	5
<i>Accredited Learnerships</i>	5
<i>Onsite Computer Courses (SETA Accredited)</i>	5
<i>Onsite Soft Skills and Leadership Skills</i>	6
<i>Online / eLearning Computer Courses</i>	7
<i>Online / eLearning Soft Skills Courses</i>	7
<i>Online / eLearning Leadership Skills Courses</i>	8
eLearning Content Development	8
Learning Management Systems	9
Systems Development	9
OUR SUCCESSES.....	10
INDUSTRY REFERENCES.....	11

Company Registration Information

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ABOUT INFINITY TRAINING GROUP

Infinity Training Group (Pty) Ltd. was founded in 2016 with the vision to see previously disadvantaged individuals being developed to become valuable contributors within their communities and the broader economy. The founder recognised that the youth, especially females and people living with disabilities, were finding it increasingly difficult to compete for jobs due to their lack of requisite knowledge, skills, and experience for entry level positions. She took it upon herself to establish a company that would make a difference, by providing these individuals with opportunities to uplift themselves, and their communities through high quality, accredited and accessible training and development solutions. We celebrate each individual that successfully passes through our programmes on their road to employment.

Infinity Training Group is a B-BBEE Level 1 compliant company and value-adding supplier. This means that companies utilising Infinity for their training needs will be able to claim 135% of their investment and improve the preferential procurement category of their B-BBEE Scorecard.

OUR VISION, MISSION AND VALUES

Infinity subscribes to the following vision, mission and values in its quest to make a difference:

VISION

Access, by all, to quality training and development opportunities

MISSION

To provide access to relevant and quality development and training services, through innovation and technology.

VALUES

We value:
Integrity, efficiency, innovation, respect, diversity, global integration



THE INFINITY TEAM

The company is led by a highly respected and dedicated director, that take a personal interest in all of our programmes and the success of our learners, and the positive impact on our client's operations.



- MBA Graduate from Henley Business school with 20 years of experience in Skills Development from Dark Fibre Africa, SA Business School, G4S, Servest, Tracker, Life College and Rosebank College.
- B Tech Degree in Human Resources Management from UNISA.
- B Tech in Human Resources Development from UNISA.
- Diploma in Personnel Management from IPM.
- New Managers Programme from Wits Business School.
- Registered Assessor and Moderator with MICT SETA, PSETA, LGSETA, SERVICES SETA, BANKSETA, CATHSSETA, ETDP SETA and TETA.
- Registered HR Professional, Assessor and Moderator with South African Board for People Practices (SABPP).
- Qualified SDF – Submitted WSP and ATR to more than 8 SETAs.

Infinity is bolstered by a successful team of accredited facilitators, assessors, and moderators that ensure the highest standard of course presentation, learner support and evaluation. In addition, Infinity has partnered with, and has the backing of other accredited micro-enterprises to supplement our service offerings whilst we continue to expand our portfolio of accredited products.

Infinity understands that our targeted learners require support and guidance throughout their studies, and to this end our facilitators take a hands-on approach and customise their support to the needs of the individual. We strive to ensure that each learner is given every opportunity to succeed.

OUR PRODUCTS / SERVICES

In an era where computer skills, soft skills, and business management skills have become vital to meet market needs and standards, Infinity plays a key role in stemming the critical shortage of these skills by using tools that can improve both the performance and the efficiency of employees in their organisations.

We provide high quality and accessible training and development products that differ from traditional training services, with focus on providing clients with top-class customised solutions that comprise of training, e-Learning platform design, course development, and learner management solutions.

Our training and development products have been designed to, amongst others:

- Combat the critical shortage of necessary skills;
- Enhance career development and facilitate improvement in business performance;
- Provide clients with tailor-made training and development solutions; and
- Encourage the use of a state-of-the-art Learning Management System (online training tracker).

Learnership Programmes

The Learnerships take one year to complete and are designed for both unemployed and employed learners. The learners are taken through a comprehensive theoretical programme, together with practical components facilitated through integrated workplace training. They are evaluated through formative and summative assessments and are required to submit a portfolio of evidence or logbooks to validate that they are capable of implementing what they have learnt in a work environment.

Infinity is fully accredited by MICT SETA to provide the following Learnerships:

Information Technology: End User Computing (SAQA ID: 49077)	NQF 3
Information Technology: Systems Support (SAQA ID: 48573)	NQF 5
Business Analysis (SAQA ID: 63909)	NQF 6



Partnership Programmes

Infinity's partnership agreement with other accredited micro-enterprises allows us to provide a comprehensive service offering to meet our client's unique training and development needs, including, amongst others, the following products and services:

Accredited Learnerships

Business Practice	NQF 1
Domestic Services	NQF 1
New Venture Creation (SMME)	NQF 2
Business Administration Service	NQF 3
Business Administration Service	NQF 4
New Venture Creation	NQF 4
Automotive Sales and Support Service	NQF 4
Generic Management	NQF 5

Onsite Training Courses

Our onsite service offerings consist of Microsoft Office Computer Skills, Soft Skills, and Services Leadership skills short courses, accredited by various SETAs. These courses are facilitated by competent, qualified trainers and facilitators, and encompass pre- and post-course assessments to ensure that the learners have fully attained the course standards at completion.

Onsite Computer Courses (SETA Accredited)

Microsoft Excel	Microsoft Publisher
Microsoft Word	Microsoft Dynamics CRM
Microsoft PowerPoint	Microsoft Visio
Microsoft Visual Basics (Excel)	Microsoft Windows
Microsoft Projects	Financial Modeling
Microsoft Outlook	Credit Management
Microsoft Access	Financial Statement Analysis
Introduction to Computers	



Onsite Soft Skills and Leadership Skills

Business Etiquette*	Improving Workplace Relationships*
Business Writing	Interpersonal Communication*
Call Centre Management	Leadership*
Change Management*	Managing Finance
Communication Skills*	Monitoring Team Effectiveness*
Communication Techniques	Motivational Training
Conflict Management*	Negotiation Skills
Customer Satisfaction	Project Management
Diversity Management*	Sales Training
Emotional Intelligence*	Stress Management
Finance for non-Financial Managers*	Time Management
Improving Team Effectiveness	

* SETA Accredited

Infinity is continuously adding to its library of available courses, which is located on our website for ease of reference.

Online / eLearning Courses

With global trends that have driven training and development towards eLearning, and the increased need for accessible learning solutions, Infinity offers a myriad of online courses, consisting of computer skills, soft skills, leadership skills and more.

The courses are presented in a variety of formats, including text, video, animations and simulations. Assessments and exams are aligned to SETA and SAQA requirements.

As an extra value-add, all individuals who take part in any of our onsite computer training courses, receive access to our eLearning platform for one year following the training. This eLearning access helps the individuals to develop themselves through further training as well as acting as a refresher course.



Online / eLearning Computer Courses

Microsoft Excel – NQF Level 3

- *Basic aligned to Unit Standard 116937*
- *Intermediate aligned to Unit Standard 116940*
- *Advanced aligned to Unit Standard 116943*

Microsoft Word – NQF Level 3

- *Basic and Intermediate aligned to Unit Standard 119078*
- *Advanced aligned to Unit Standard 116942*

Microsoft PowerPoint – NQF Level 3

- *Basic and Intermediate aligned to Unit Standard 116930*
- *Advanced aligned to Unit Standard 117923*

Microsoft Visual Basics (Excel)

Microsoft Outlook

Microsoft Access

Introduction to Computers

Financial Modeling

Online / eLearning Soft Skills Courses

Animated Courses

Stress Management

Time Management

Negotiation Skills

Videos

Personal Development

Sales

Customer Satisfaction



Online / eLearning Leadership Skills Courses

Animated Courses

Business Ethics	Diversity
Communication	Innovation
Conflict Management	Finance for Non-Financial Managers

Videos

Performance Management	Promoting a Learning Culture
Change Management	Mathematical Analysis
Empower Team Members	Identify Brand Mix Elements
Decision Making	Knowledge Management
Talent Management	Operational Planning
Coaching	Risk Management
Team Building	Project Planning
Recruitment Process	Maintaining Workplace Relations
Emotional Intelligence	Leadership Theories

eLearning Content Development

In addition to providing online learning, Infinity provides eLearning system and content development services. These are customised to suit your company's specific requirements, no matter the size or structure of your organisation. Our content development services are provided based on the requirements of our clients, and include, but are not limited to:

- Loading of manuals / presentations (Word / PDF);
- Loading of questions / assessments;
- Videography (plus editing);
- Basic and complex animations;
- Simulations; and
- Webinars.



Learning Management Systems

Infinity can provide your business with a customised Learning Management System, that will allow you to track and manage your organisation's onsite and online training plans seamlessly. Our system allows you to plan, monitor, evaluate and report on your skills development programmes more effectively and efficiently. Our solution includes:

- A comprehensive training planner;
- Learner paths;
- Tracking of learners' progress;
- Notification system – for learners and their managers; and
- Provides access to SpecCon's library of e-Learning courses.

Systems Development

Infinity has a variety of system development products available to our clients, ranging from the creation of customised systems to the enhancement of our clients' existing systems. With our extensive knowledge and experience, we can make data analysis and data management more effective and efficient for your company. For clients where data handling is more challenging, we have the experience and relevant tools to analyse huge volumes of data and provide advanced tools to assist with data extraction.

Our modules are, in general, developed using Ms Excel, however we also have the expertise to develop customised SQL online solutions if Excel is not the correct fit for your business.

Infinity's System Development solutions include, but are not limited to:

- Website Development;
- ERP Systems;
- CRM Systems;
- e-Learning Systems (LMS and SMS);
- Module Development; and
- Data Analytics.



Our platform and systems service offerings include:

Product	Description
MOODLE Installation and set up	After set up, this becomes the property of the client
MOODLE Upgrade and set up	Existing MOODLE client - Upgrade of outdated MOODLE system
Server	Supply of server if the client does not have a server, or the existing server isn't robust enough
Loading of MS Word pages	Content loaded from electronic documents in rich text format
Loading of images as part of content	Content may contain images that require uploading onto the platform
Loading of questions	Assessment questions loaded, in various formats
Convert PDF to Ms Word document	For e-Learning development, we require Ms Word documents. If documents are received in PDF they will need to be converted
Videography (including editing)	A recording day consists of 8 hours. The team provides the recording and sound equipment
Animations	The fee is calculated on playing time per minute
Voice Recording	The fee is determined based on the voice-over artist used.
Simulations	These are practical exercises that can also be used for assessment. The fee is calculated based on creation and development time.

OUR SUCCESSES

We strive to achieve a 95% completion rate, and provide our students with the guidance, support and training to successfully complete their courses and/or learnerships. We also acknowledge that our students don't always have access to computers or Wi-Fi to complete the modules, and we, as Infinity, have made it our responsibility to ensure that students can obtain this access at our facilities.



Infinity also acknowledges the dire need for school leavers to obtain valuable work experience, together with an accredited qualification, before they can confidently enter the formal work environment. The Learnership programmes offered by Infinity are aimed at just this. Infinity partners with host companies across South Africa to create opportunities for unemployed youth, to not only obtain qualifications, but also to receive valuable work experience for the duration of their learnerships. This ultimately uplifts the quality of entrants into the formal sector and improves the confidence of employers to hire youth, which all works towards improving unemployment statistics.

Our programmes are designed to prepare the individuals technically to enter the workforce, however the last hurdle students face is the application and interview processes. We work with the students to obtain CV creation and interview technique skills to open up doors to their continued success.

***“EVERYONE CAN RISE ABOVE THEIR
CIRCUMSTANCES AND ACHIEVE SUCCESS
IF THEY ARE DEDICATED TO AND
PASSIONATE ABOUT WHAT THEY DO”***

- NELSON MANDELA

INDUSTRY REFERENCES

Infinity Training Group's clients include, among others:

