



COMPANY PROFILE

RATOMAC TRADING CONSULTANTS

CORPORATE TRAINING

WORKSHOPS

ACCREDITED COURSES

CONFERENCING

IN-HOUSE TRAINING

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CORPORATE TRAINING | WORKSHOPS | ACCREDITED COURSES | SETA & QCTO REGISTERED FULL QUALIFICATION PROGRAMMES

TEL: +27 (0) 73 2066 180 | +27 (0) 64 513 4472 | +27 (0) 64 555 1530 | FAX: 086 538 5064

EMAIL: info@ratomactrading.co.za | www.ratomactrading.co.za

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COMPANY BACKGROUND

Ratomac Trading Consultants is a leading training and skills development institution, focused on Organizational Development through the provision of inventive and solution-driven training programmes. A dynamic provider that has set its trends on diversity and transformation, making it an always up-to-date provider which is not intimidated by change and the ever-evolving dimension of economic constituents.

As South Africa is still undergoing the skills revolution to address the imbalance of the past and to help grow the economy and capacitate government, Ratomac has strategically built itself into a Knowledge Hub by acquiring relevant accreditations and joining forces with leading institutions of Higher Learning.

We offer a unique range of training programmes focused on the development of leadership skills and personal skills. We run management training courses all over the country and have an ever-growing reputation as the 'go-to' training company for many different organizations.

Our programmes can be tailored to meet your specific requirements. Our courses have a strong focus on skills transfer to make sure that you are getting the most out of the training we provide — always.

► Our Approach

With the haven of timely knowledge we have invested in, we employ critical market research methods in the production of our programmes. This gives us the powerful skill to identify distinctive challenges facing the public sector, therefore be-grudging us an indisputable commitment to service excellence. Our research-driven programmes relate directly to market movement and public sector requirements at the present time. Ratomac Consultants is not shy to draw from a pool of archaic knowledge and incorporate it with modern innovation — and this approach makes our service delivery an experience of genuine business solutions at competitive rates.

► Accreditation

Ratomac has obtained programme approvals from the following SETAs and quality assurance bodies:

- **HWSETA** — Health and Welfare Sector Education and Training Authority
- **LG SETA** — Local Government Sector Education and Training Authority
- **PSETA** — Public Service Sector Education and Training Authority
- **QCTO** — Quality Council for Trades and Occupations

B-BBEE LEVEL 1 CONTRIBUTOR — Ratomac Trading Consultants is a proud Level 1 Broad-Based Black Economic Empowerment contributor.

VISION, MISSION & VALUES

VISION

To be recognized globally beyond comparison in the field of Organizational Development.

MISSION

To provide strategic and technical training programmes that contribute to the capacity building process of governance in South Africa, in order to improve the quality of service delivery in the country.

► Our Values

DEDICATION — We are 100% committed to our work.

INTEGRITY — We steadfastly adhere to high professional standards.

ACCOUNTABILITY — Our culture of honesty, accountability and professionalism go hand in hand when earning the trust and respect of those we serve; we will uphold the principle of accountability for our actions.

EXCELLENCE — We pride ourselves in excellence.

UBUNTU — We undertake to deal with others in a spirit of Ubuntu.



OUR SERVICES

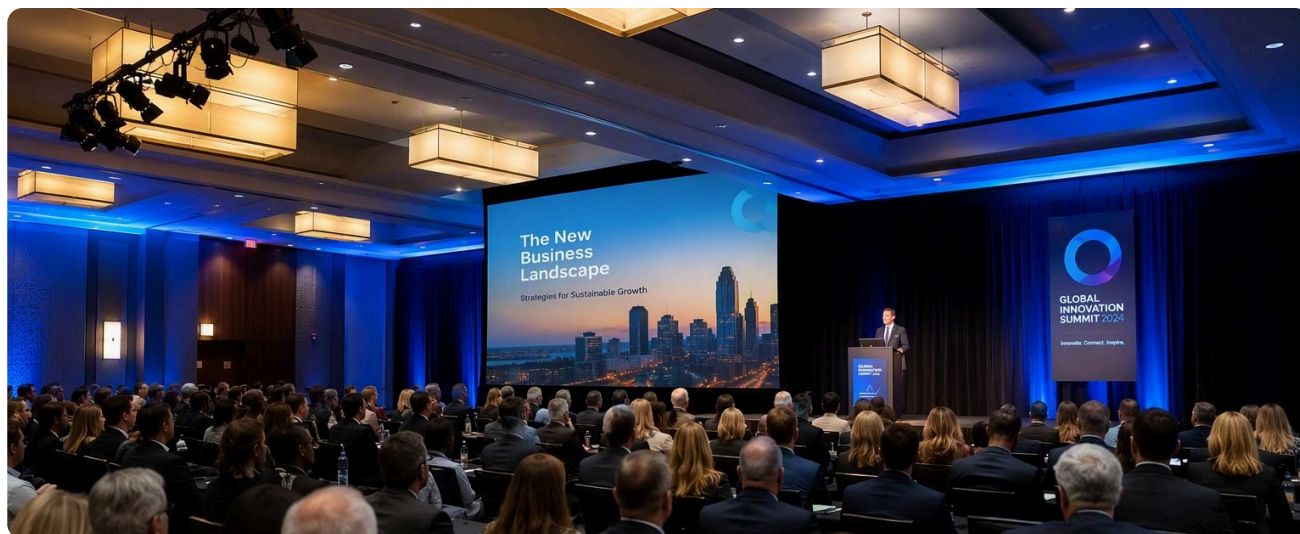
We conduct our trainings off-site (public venues) and on-site (in-house training option). Our training programmes range from Management Courses, Soft Skills Training, Finance Related Courses, Secretarial & PA Training Courses, Train the Trainer Courses, Business Mentoring and Coaching, Microsoft Office Training, Health and Safety Courses, HR Training and more — allowing you to undertake the personal development course you want.

► NQF Aligned Short Courses & Skills Programmes

These are all SAQA NQF aligned courses and qualifications accredited with the relevant bodies, and participants receive a certificate of competency after successful completion of the course and assignments.

► Conferences, Workshops & Seminars

Our seminars and conferences consist of trainings that do not carry qualifications or assignments, but are an intense learning time that is flexible enough to bring together officials of different levels and still empower every participant fully. We are not limited to these only — we also do team buildings which are tailor-made to suit organizations.



► Corporate Training & In-house Tailored Training Programmes

This is an opportunity for sectors to come together as a group and address their learning capacity as one, in order to allow for unified forward movement with timely skills in an organization. These groups range from 10 officials to more, depending on the scale of the section/department in an organization.

Your success is vital for our success — that is why we tailor your course to exactly suit your needs!

Ratomac Consultants, your On-site Training Provider, is able to offer you:

- Discounted group bookings
- Training programmes tailored to suit your specific and unique requirements, presented at a time

and venue of your choice — larger groups are accommodated

- The opportunity to determine the most suitable group size (recommendations will be made, but the final decision is yours)
- A choice of outcome-based training programmes that deal with current, up-to-date issues in the workplace and business world
- Professional training based on actual business needs and applications, with the option to extend the practical component to suit the particular needs of your company and delegates
- Access to highly qualified, professional facilitators with extensive knowledge and practical experience in their fields of expertise
- Facilitators with the ability to transfer their knowledge and experience to delegates, regardless of how diverse the group might be in terms of skills levels
- The assurance that delegates will be able to apply their newly acquired skills immediately, with excellent customer service at all times
- A complete and comprehensive business solution



QUALIFICATIONS

Ratomac Trading Consultants is registered and accredited to offer the following SETA & QCTO registered full qualification programmes.

QCTO Qualifications

ID / OFO CODE	QUALIFICATION TITLE	NQF LEVEL
99714	Occupational Certificate: Safety, Health and Quality Practitioner (Occupational Health and Safety Practitioner)	Level 05
101869	Occupational Certificate: Project Manager	Level 05
99700	Occupational Certificate: Valuer (Municipal Property Assessor)	Level 05
118775	Occupational Certificate: Municipal Finance Manager	Level 08
99508	Occupational Certificate: Environmental Science Technician	Level 06

LGSETA Qualifications

SAQA ID	QUALIFICATION TITLE	NQF LEVEL
48965	Certificate: Municipal Financial Management	Level 6
64870	Further Education and Training Certificate: Generic Management: Disaster Risk Management	Level 4
49752	National Certificate: Environmental Practice	Level 3
49605	National Certificate: Environmental Practice	Level 2
36436	National Certificate: Local Economic Development	Level 4
36438	National Certificate: Local Economic Development	Level 5
57823	National Certificate: Ward Committee Governance	Level 2
49554	National Diploma: Public Finance Management and Administration	Level 5

PSETA Qualifications

SAQA ID	QUALIFICATION TITLE	NQF LEVEL
50060	National Certificate: Public Administration	Level 5



SHORT COURSES

All short courses are SAQA NQF aligned and accredited with the relevant bodies. Participants receive a certificate of competency after successful completion.

HR, Legal & Training Courses

- Labor Relations
- Gender Mainstreaming
- Effective Recruitment Practices
- Recruitment and Selection
- Human Resource Planning / Management
- Performance Counseling and Coaching
- Performance Development and Management
- Mentoring and Coaching
- Assessor Training
- Facilitator Training
- Moderator Training
- Skills Development Facilitator Training
- Negotiation Skills and Conflict Management
- Organizational Development and Management
- Talent Management
- Diversity and Conflict Management
- Employment Equity
- Mediation and Arbitration
- Shop Stewards
- Labor Law
- Team Building

Finance & Supply Chain Courses

- Finance for Non-financial Managers
- Logistics Management
- Credit Control and Debt Management
- PFMA and Treasury Regulations
- MFMA
- Fleet and Transport Management
- Advanced Fleet & Transport Management
- Strategic Fleet Management
- Six Sigma
- Generally Recognized Accounting Practices
- Risk Management
- Advanced Risk Management
- Strategic Budgeting
- Supply Chain Management
- Demand and Acquisition Management
- Procurement Fraud Detection and Prevention
- Bid Committees
- Contract Management
- Asset and Inventory Management
- Local Economic Development
- Risk-based Performance Auditing



Safety Courses

- Management of HIV and Aids in the Workplace
- First Aid
- Fire Fighting
- Occupational Health and Safety
- Employee Wellness and Assistance Programme
- Health Care Service Management
- Institutional / Enterprise Risk Management



Disaster Risk Management, Administration & Secretarial Courses

- Records Management
- Advanced Records Management
- Professional Business Writing Skills for Administrators
- Meeting Management
- Minute Taking Skills
- Business Presentation Skills
- Report Writing Skills
- Event Management
- Office Administration
- Advanced Executive Secretarial Course
- Customer Care
- Business Communication
- Library Services Management
- Digital Resource Libraries

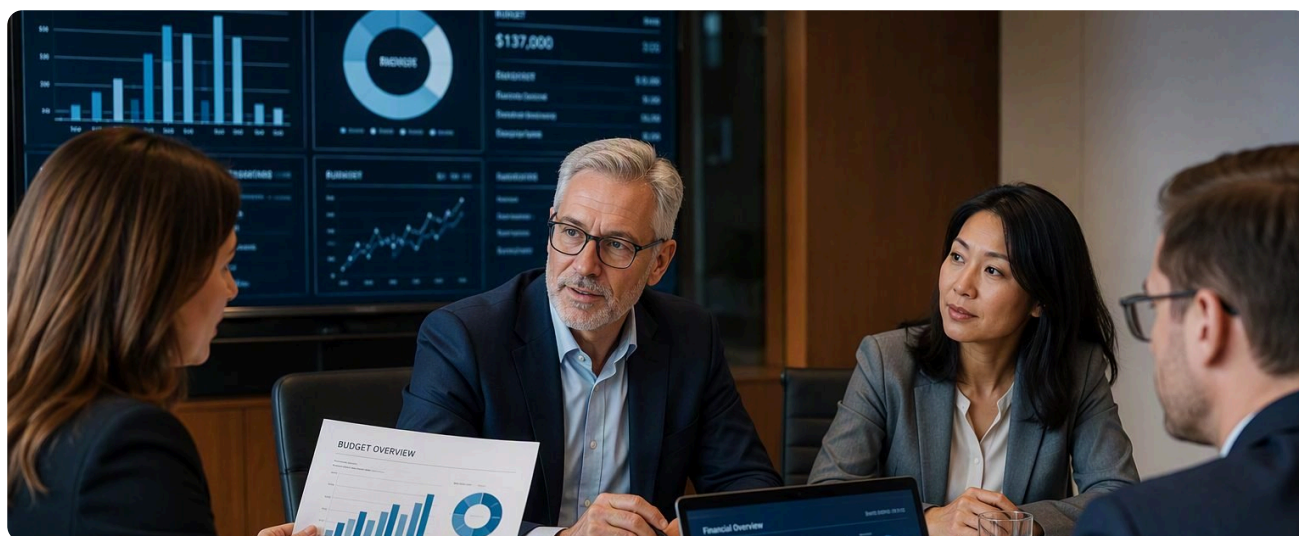
Management & Leadership

- Project Management
- Advanced Project Management
- Monitoring and Evaluation
- Corporate and Institutional Governance
- Supervisory Skills
- Knowledge Management
- Leadership, Emotional and Spiritual Intelligence
- Manage Service Delivery Improvement
- Strategic Planning, Budgeting and Performance Management
- Policy Development and Management
- Strategic Planning and Change Management
- Integrated Development Planning
- Integrated Waste Management
- Disciplinary Hearing Procedures
- Public Participation and Stakeholders Management
- Facilities Management
- Research Skills
- Integrated Development Planning (IDP) — Ward Committees
- Career Development

OUR CLIENTS

These are some of the organizations that have enjoyed our service.

- Tshwane Municipality
- Midvaal Municipality
- Amathole District Municipality
- Ithala Development Corporation
- Ezemvelo KZN Wildlife
- Ntabankulu Local Municipality
- KZN Provincial Legislature
- Strategic Fuel Fund Association
- Nxuba Local Municipality
- Gauteng Provincial Legislature
- Molemole Local Municipality
- Knysna Municipality
- Department of Health (Gauteng)
- Ekurhuleni Metropolitan Municipality
- Ngaka Modiri Molema Municipality
- Sisonke District Municipality
- Nkandla Local Municipality
- Bojanala Platinum District Municipality
- Department of Water Affairs (National)
- Greater Tzaneen Local Municipality
- Fezile Dabi District Municipality
- Department of Finance (Mpumalanga)
- Bela-Bela Local Municipality
- Lephalale Local Municipality
- Nelson Mandela Bay Municipality
- Emfuleni Local Municipality
- Maruleng Local Municipality





RATOMAC TRADING CONSULTANTS

Reg. 2013/127275/07 | B-BBEE Status: Level 1 | Accreditation: HWSETA, LG SETA, PSETA

ADDRESS: 43 Fuchsia Road | Karenpark | Akasia | 0182

PHONE: +27 (0) 73 206 6180 | **MOBILE:** +27 (0) 64 513 4472 | +27 (0) 64 555 1530

WHATSAPP BUSINESS: 065 169 2566 | **FAX:** 086 538 5064

EMAIL: info@ratomactrading.co.za | **WEB:** www.ratomactrading.co.za