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Dreamfinders Trading and Project 588 cc  
T/A Dreamfinders Consulting  
Reg: 2011/065578/23  
VAT: 4850263403

*Dreamfinders*  
consulting  
*Knowledge powers dreams*



A trusted source of knowledge since 2011

# COMPANY PROFILE 2016

DREAMFINDERS CONSULTING

your one partner solution for consulting, training & development services

Physical Address:  
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FULL QUALIFICATIONS - SHORT COURSES - ASSET MANAGEMENT SOLUTIONS - CONSULTING SERVICES



**INSPIRE TO BELIEVE - KNOWLEDGE POWERS DREAMS**

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## Company Background

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Dreamfinders Consulting is a leading training and skills development institution, focused on Organisational Development through 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 economical 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. Dreamfinders 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 by many different organisations.

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

## Accreditation

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Dreamfinders has obtained programme approvals from the following SETA's

**Services SETA** – *Accreditation Number: 6503*

**LGSETA** – *Accreditation Number: LGRS-1102-130926*

**PSETA** – *Accreditation Number: P21/1213/GP505*

*BBBEE Level 3 Contributor*



## Our Approach

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With the haven of timely knowledge we have invested in, we employ critical market research methods in the designing and 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. Dreamfinders Consulting 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.

## Vision

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






## Mission

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

## Values

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-  **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

## Services

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1. **Qualifications**
2. **Short Training Programmes (Public and In-house)**
3. **Unit Standards**
4. **Asset Management Solutions**
5. **Consulting Services**

## Why chose Dreamfinders Consulting

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1. A choice of outcome based training programmes that deal with current up-to-date issues in the workplace and business world.
2. Professional training based on actual business needs and applications. The amount of practical sessions varies from programme to programme. Once again, you have the opportunity to determine whether the practical component of the training should be extended to suit the particular needs of your company and the delegates.
3. Access to highly qualified, professional facilitators with extensive knowledge and practical experience in their fields of expertise.
4. Facilitators with the ability to transfer their knowledge and experience to the delegates, regardless of how diverse the particular group might be in terms of skills levels.
5. The assurance that delegates will be able to apply their newly acquired skills immediately.
6. Excellent customer service at all times.
7. A complete and comprehensive business solution.

## In-house Training

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Dreamfinders Consulting, your On-site Training Provider, is able to offer you;

1. Discounted group bookings.
2. Training programmes tailored to suit your specific and unique requirements.
3. Training presented at a time and venue of your choice.
4. Larger groups are accommodated
5. The opportunity to determine the most suitable group size. (recommendations will be made, but the final decision is yours)



**INSPIRE TO BELIEVE - KNOWLEDGE POWERS DREAMS**



# 1. Qualifications

ID	QUALIFICATION TITLE	NOF LEVEL	CREDITS	QUALITY ASSURING BODY
36438	<b>National Certificate: Local Economic Development</b>	Five (5)	142	LGSETA
57824	<b>Further Education and Training Certificate: Public Administration</b>	Four (4)	146	PSETA
50060	<b>National Certificate: Public Administration</b>	Five (5)	141	PSETA
57897	<b>National Diploma: Public Administration</b>	Six (6)	240	PSETA

## 2. Short Courses (2 – 5 days)

### HR, Legal and Training Courses

- Labour 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
- Organisational Development and Management
- Talent Management
- Diversity and Conflict Management
- Employment Equity
- Mediation and Arbitration
- Shop Stewards
- Labour Law
- Team Building

### Safety Courses

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

### Administration and 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

### Finance and Supply Chain Courses

- Finance for Non-financial Managers
- Standard Chart of Accounts (SCOA)
- Logistics Management
- Credit Control and Debt Management
- PFMA and Treasury Regulations
- MFMA
- Fleet and Transport Management
- Advanced Fleet & Transport Management
- Strategic Fleet Management and Six Sigma
- Generally Recognised 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
- **Computer Skills**

### Management and 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

### 3. Unit Standards

UNIT STANDARDS (PSETA) - P21/1213/GP505			
SAQA US ID	SAQA Unit Standard Title	NQF Level	Credits
119472	Accommodate audience and context needs in oral/signed communication	3	5
243118	Act as a role model in setting a culture of customer service	7	8
377993	Allocate transactions using all segments of the Standard chart of Accounts (SCOA)	5	5
12979	Analyse and participate in the design of Information Systems	5	12
120300	Analyse leadership and related theories in a work context	5	8
120305	Analyse the role that emotional intelligence plays in leadership	5	8
120304	Analyse, interpret and communicate information	5	9
119350	Apply accounting principles and procedures in the preparation of reports and decision making	4	15
242900	Apply administrative principles in the implementation of public sector procedures and work schedule	5	6
120310	Apply client service techniques to improve service delivery	5	6
11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	5	8
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	4	8
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	5	6
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	5	10
119352	Apply principles of information systems to public finance and administration	5	12
115405	Apply principles of knowledge management to organisational transformation	5	10
120303	Apply principles of risk management	5	8
119345	Apply principles, regulations and legislation underlying supply chain management in the public sector	5	15
119954	Apply Public Service labour legislation in mediation	5	6
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	5	12
119346	Apply sound communication principles in the coordination of selected public sector communications programmes	5	10
120307	Apply South African legislation and policy affecting public administration	5	10
113955	Apply the Batho Pele principles to own work role and context	3	4
115407	Apply the principles of change management in the workplace	5	10
242901	Apply the principles of good customer service to achieve public sector objectives	4	6
120311	Apply visionary leadership to develop strategy	5	10
15237	Build teams to meet set goals and objectives	5	3
377934	Classify receipts and payments in accordance with the economic reporting format (ERF)	5	3
377973	Classify, analyse and report on the economic classification using all segments of the standard chart of accounts (SCOA)	6	3
116804	Collect and collate background information for specific contexts	6	15
12138	Conduct an organisational needs analysis	6	10
119621	Conduct electoral observation and monitoring to enhance the practice and assessment of free and fair elections	5	4

<b>260077</b>	Conduct initial assessment for strategic sourcing	6	4
<b>13099</b>	Contribute to the implementation, post-implementation review and maintenance of information systems	6	16
<b>243113</b>	Create a culture of a learning organisation within the public sector	6	8
<b>15216</b>	Create opportunities for innovation and lead projects to meet innovative ideas	5	4
<b>243264</b>	Customise an anti-corruption strategy at operational level for a Public Sector Department	5	5
<b>242903</b>	Define overall public sector culture and values and apply to own work context	4	6
<b>242902</b>	Demonstrate an ability to apply the principles of problem identification, analysis and decision-making within immediate work context	4	6
<b>242880</b>	Demonstrate an understanding and apply the framework and overall mechanics of government in public sector policy	4	6
<b>10617</b>	Demonstrate an understanding of human resources and industrial relation principles and legislation	6	6
<b>337061</b>	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	5	15
<b>337063</b>	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	5	5
<b>243263</b>	Demonstrate knowledge and understanding of anti-corruption issues in the Public Sector	4	5
<b>113956</b>	Demonstrate knowledge of and apply the Public Sector Code of Conduct in own work roles and context	4	4
<b>119627</b>	Demonstrate knowledge of electoral principles, processes and procedures	5	4
<b>120360</b>	Demonstrate understanding of financial and accounting principles for public entities	5	12
<b>252033</b>	Demonstrate ways of dealing with the effects of dreaded diseases and in particular HIV/AIDS	5	8
<b>243110</b>	Design, implement and evaluate change management strategy for a Public Sector environment	6	10
<b>377953</b>	Determine whether a payment is of a current or capital nature	6	4
<b>243115</b>	Develop a service delivery charter for a public sector organisation	6	10
<b>260097</b>	Develop a sourcing strategy	6	8
<b>110483</b>	Develop and manage an organisational records system	6	5
<b>12157</b>	Develop and produce information products for government	6	4
<b>243119</b>	Develop and produce public sector service delivery protocols and agreements	6	10
<b>243121</b>	Develop mechanisms and structures for managing knowledge	6	12
<b>114926</b>	Develop plans for implementing Learnerships and Skills Programmes within a learning organisation	6	5
<b>119334</b>	Discuss the selected legislative regulatory framework governing the public sector management and administration environment	5	12
<b>119462</b>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
<b>115196</b>	Establish, implement and control procurement processes	6	12
<b>119623</b>	Evaluate and revise electoral processes	7	12
<b>260137</b>	Execute a strategic sourcing strategy	6	6
<b>12158</b>	Formulate and coordinate government communications programmes	6	5
<b>120301</b>	Formulate and evaluate public sector policies and regulations	5	8
<b>10080</b>	Formulate, design and implement customer service delivery systems and processes	6	8
<b>10142</b>	Fulfill procurement activities and supervise procurement administration	4	8
<b>115823</b>	Gather and manage information for decision-making	5	5
<b>15233</b>	Harness diversity and build on strengths of a diverse working environment	5	3
<b>15215</b>	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	5	4
<b>117390</b>	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	5	20
<b>12978</b>	Identify, implement and manage Information System financial control strategy	6	12

116925	Implement an effective change management programme to achieve specified objectives	5	12
119466	Interpret a variety of literary texts	3	5
114226	Interpret and manage conflicts within the workplace	5	8
119457	Interpret and use information from texts	3	5
115437	Lead and manage people	6	20
7859	Lead and manage teams of people	6	6
119332	Manage and develop oneself in the public sector work environment	5	10
115444	Manage construction organizational assets	6	5
116928	Manage diversity in the workplace	5	14
243111	Manage human resources processes for a public sector organisation	6	12
11473	Manage individual and team performance	4	8
114493	Manage interactive communication between public and government	6	7
243109	Manage knowledge management systems within the public sector	6	10
120306	Manage service delivery improvement	6	8
119336	Manage the development and performance of human capital in the public sector	5	12
243114	Manage the implementation of organisational strategies, policies and plans in a Public Sector environment	6	8
244254	Manage the mainstreaming of gender in programmes and projects	5	10
243112	Manage the tender procurement process	6	10
119628	Manage voter registration	5	5
10079	Measure and analyse customer service levels	6	12
242819	Motivate and Build a Team	4	10
242861	Participate in budget and general financial management processes within own public sector work context	4	6
116353	Participate in the design and implementation of municipal supply chain management	6	12
119622	Plan and manage electoral observations to contribute towards free and fair elections	6	8
119626	Plan and manage electoral processes	6	12
114585	Plan strategically to improve business performance	4	4
120302	Prepare budgets for a specific sector	6	15
242811	Prioritise time and work for self and team	4	5
15222	Promote a learning culture in an organisation	5	3
114879	Promote a productivity improvement strategy	5	10
243116	Promote and uphold strategic leadership in line with Public Sector vision, values, objectives and priorities	6	10
119469	Read/view, analyse and respond to a variety of texts	4	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
243117	Set budget parameters for public sector department/organisation	6	10
15220	Set, monitor and measure the achievement of goals and objectives for a team, department or division within an organisation	5	4
10146	Supervise a project team of a developmental project to deliver project objectives	5	14
10981	Supervise work unit to achieve work unit objectives (individuals and teams)	4	12
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
377893	Use standard chart of accountants (SCOA) to interpret financial transactions for economic classification	5	4
12153	Use the writing process to compose texts required in the business environment	4	5
119459	Write/present/sign for a wide range of contexts	4	5



### UNIT STANDARDS (LG SETA) - LGRS-1102-130926

SAQA US ID	SAQA Unit Standard Title	NOF	Credits
120300	Analyse leadership and related theories in a work context	Level 5	8
120305	Analyse the role that emotional intelligence plays in leadership	Level 5	8
120304	Analyse, interpret and communicate information	Level 5	9
252026	Apply a systems approach to decision making	Level 5	6
119350	Apply accounting principles and procedures in the preparation of reports and decision making	Level 5	15
120310	Apply client service techniques to improve service delivery	Level 5	6
11273	Apply Fundamental Concepts of Supply Chain Management Optimisation	Level 5	8
119342	Apply knowledge of ethical principles, standards and professional conduct in public sector management and administration	Level 5	8
337060	Apply knowledge of organisation structure and design to support performance to a Public Sector Department	Level 4	5
337064	Apply knowledge of the job evaluation process in the Public Sector in order to ensure that a job has been properly evaluated	Level 4	3
337059	Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context	Level 6	15
119351	Apply principles of computerised systems to manage data and reports relevant to the public sector administration	Level 5	10
119352	Apply principles of information systems to public finance and administration	Level 5	12
115405	Apply principles of knowledge management to organisational transformation	Level 5	10
120303	Apply principles of risk management	Level 5	8
119954	Apply Public Service labour legislation in mediation	Level 5	6
119348	Apply selected GRAP (Generally Recognised Accounting Practices) to periodic accounting reporting process	Level 5	12
120307	Apply South African legislation and policy affecting public administration	Level 5	10
115407	Apply the principles of change management in the workplace	Level 5	10
120311	Apply visionary leadership to develop strategy	Level 5	10
15237	Build teams to meet set goals and objectives	Level 5	3
260077	Conduct initial assessment for strategic sourcing	Level 6	4
252020	Create and manage an environment that promotes innovation	Level 5	6
15216	Create opportunities for innovation and lead projects to meet innovative ideas	Level 5	4
114278	Demonstrate and apply an understanding of the Labour Relations Act (Act 66 of 1995)	Level 5	12
337061	Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa	Level 5	15

337063	Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context	Level 5	5
120360	Demonstrate understanding of financial and accounting principles for public entities	Level 5	12
252033	Demonstrate ways of dealing with the effects of dread diseases and in particular HIV/AIDS	Level 5	8
260097	Develop a sourcing strategy	Level 6	8
115196	Establish, implement and control procurement processes	Level 6	12
337062	Evaluate a job in the Public Sector in South Africa	Level 4	6
260137	Execute a strategic sourcing strategy	Level 6	6
120301	Formulate and evaluate public sector policies and regulations	Level 5	8
10080	Formulate, design and implement customer service delivery systems and processes	Level 6	8
10142	Fulfill procurement activities and supervise procurement administration	Level 4	8
115823	Gather and manage information for decision-making	Level 5	5
15233	Harness diversity and build on strengths of a diverse working environment	Level 5	3
15215	Identify and interpret Best Practice guidelines, and plan for and implement Best Practice within the team, department or division	Level 5	4
117390	Identify and interpret related labour legislation and its impact on the workplace and ensure compliance	Level 5	20
114226	Interpret and manage conflicts within the workplace	Level 5	8
119332	Manage and develop oneself in the public sector work environment	Level 5	10
115444	Manage construction organizational assets	Level 6	5
116928	Manage diversity in the workplace	Level 5	14
120306	Manage service delivery improvement	Level 6	8
119336	Manage the development and performance of human capital in the public sector	Level 5	12
244254	Manage the mainstreaming of gender in programmes and projects	Level 5	10
10079	Measure and analyse customer service levels	Level 6	12
116353	Participate in the design and implementation of municipal supply chain management	Level 6	12
114585	Plan strategically to improve business performance	Level 4	4
120302	Prepare budgets for a specific sector	Level 6	15
15222	Promote a learning culture in an organisation	Level 5	3
114879	Promote a productivity improvement strategy	Level 5	10
15214	Recognise areas in need of change, make recommendations and implement change in the team, department or division	Level 5	3
12140	Recruit and select candidates to fill defined positions	Level 5	9
10146	Supervise a project team of a developmental project to deliver project objectives	Level 5	14

## 4. Asset Management Solutions for your Business

### These include:

- Asset Management Procedures,
- Establishing Asset Register
- PFMA, GAMAP, GRAP & GAAP Compliances
- Focusing on financial issues related to your operating assets
- Balancing monthly accounts against the general ledger
- Performing annual or bi-annual asset audit/ verification
- Assist with external and internal audit queries
- Training of Staff/Skills transfer
- Supply of Bar Codes, Scanner(s)
- Revaluation and Impairment of Assets
- Managing your assets to manage your risk



### Why the need for Asset Management Solutions?

After a thorough research was conducted we decided to first focus on the weakest side which also bring about qualification in the auditing of Annual Financial Statements, therefore by assisting Government entities to comply with Treasury Regulations, PFMA, MFMA, GRAP and SCM.

- We have also noted the lack of skills mainly with personnel required to perform the duties related to the Asset Management. It is in our plan to transfer skills during our assignments.
- The main purpose of this business is to empower public entities so that they comply with relevant legislations.
- Asset Management has a lot of work but can be limited by breaking it into two main phases, Bi-Annual physical verification and daily task team maintenance.

**Below are some of the findings that reoccur every Financial Year End and our objective is to assist Government Departments to resolve and get a clean Audit Report.**

### Existence of the disclosed assets

- Officials are not skilled in all the asset management practices to ensure that the asset register was regularly updated.
- Assets are not identifiable/could not be physically verified for existence.
- The asset register does not reconcile with the general ledger or financial statements.

### Valuation of the disclosed assets

- Poor records management, resulting in unavailability of supporting documentation to substantiate the values at which assets are reported in financial statements.
- Incorrect accounting for revaluations/fair values.
- Management does not take adequate steps to ensure that assets are valued according to GRAP 17.

### Completeness of the asset disclosed

- Asset register does not exist or was incomplete.
- Asset register does not reconcile with the general ledger or financial statements.
- Officials are not skilled in all the asset management practices to ensure that the asset register was updated regularly

**We recommend and supply Asset & Inventory Management Systems for your Business**

## 5. Consulting Services

Our management consulting services focus on our clients' most critical issues and opportunities: strategy planning, policy formulation, employee wellness and assistance programme, organizational development, business model, transformation, and implementation of a gender mainstreaming action plan, across all industry sectors.

### Clients

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

Department of Public Works (Eastern Cape)	Department of Co-operative Governance and Traditional Affairs (Mpumalanga)	Department of Rural Development and Land Reform (National)
Department of Social Development (Eastern Cape)	Department of Roads & Public Works (Northern Cape)	Department of Education (Northern Cape)
Department of Health (Eastern Cape)	South African Maritime Safety Authority (SAMSA)	South African Police Services (SAPS)
Newcastle Municipality	Rhodes University	Amathole District Municipality
Ithala Development Corporation	Ezemvelo KZN Wild life	Ntabankulu Local municipality
KZN Provincial Legislature	Strategic Fuel Fund Association	Nxuba Local Municipality
Gauteng Provincial Legislature	Eastcape Midlands College	Knysna Municipality
Department of Health (Gauteng)	Ehlanzeni FET College	Ngaka Modiri Molema Municipality
Sisonke District Municipality	Ikhala Public FET College	Bojanala Platinum District Municipality
Department of Water Affairs (National)	Umfoloji FET College	Fezile Dabi District Municipality
Department of Finance (Mpumalanga)	Elangeni FET College	Lephalale Local municipality
MICT Seta	Emfuleni Local Municipality	Maruleng Local Municipality



### Dreamfinders Trading & Project 588 cc t/a Dreamfinders Consulting

Reg. 2011/065578/23 | VAT: 4850263403 | B-BBEE Status: Level 3

Accreditation Numbers; Services SETA: 6503, LG SETA: LGRS-1102-130926, PSETA: P21/1213/GP505

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