



COMPANY PROFILE

Registration No: 2012/165204/07

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**Accredited Skills Development and Training
Provider**
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OFFICE

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About LEAP ENTREPRENEURIAL DEVELOPMENT

WHO WE ARE

LEAP Entrepreneurial Development (Pty) Ltd t/a LEAP is a professional business development services company offering high quality and sustainable skills development and mentoring solutions in South Africa. LEAP has a sterling track record in managing learnerships, development of training programmes and training materials for the International Labour Organisation (ILO) in South Africa, Harare and Belgium and the provision of skills training and development programmes to both public and private sector clients. LEAP was established in 2012 through a joint venture with Real Development, a reknown player in the SMME development space in the Eastern Cape and Western Cape and Phambili Training and Development who specialises in the construction and social economy sectors. The combination of the experiences these two organisations in various industry sectors has added immense value to the service offerings we now provide to the SMME market. Subsequently, Engeli Enterprise Development (Pty) Ltd has bought 100% of LEAP's shareholding, resulting in LEAP being a fully owned subsidiary of Engeli. Engeli is a Level 1 BBBEE company and also a qualified Enterprise and Suppliers Development Beneficiary with BEE ownership equity profile of 100% Black owned and 45.56% Black Women Owned.

The members of LEAP have more than 40 years of combined experience in working with SMME business at various stages of their development i.e. pre-start up to business expansion stage and of various complexities i.e. one man businesses up to international businesses with established international markets. Apart from this LEAP can draw from personal experiences, as it members run successful businesses, to instill and motivate the SMMEs they provide training to. LEAP was born from the remnants of the COMSEC business incubator which was established in 1994 by the late Doctor Raymond Mhlaba as a job creation trust. With the imminent closure of COMSEC after a sterling twenty year SMME support role in the Nelson Mandela Metropole and surrounds, they have elected LEAP as the preferred provider to perpetuate the legacy of COMSEC and Oom Ray beyond June 2013.

OUR VISION

Becoming the leading catalyst for Enterprise Development through skills development and human capital solutions

OUR MISSION

Growing small enterprises by enhancing entrepreneurial and business management capabilities through:

- ▲ Skills Development
- ▲ Mentoring
- ▲ Coaching

VALUES

- ▲ Integrity
- ▲ Empathy
- ▲ Quality
- ▲ Resilience
- ▲ Team work

OBJECTIVE

Growing entrepreneurs through sustainable, innovative and focused solutions using strategic internal and external resources.

PRODUCTS AND SERVICES OFFERED

- ▲ Entrepreneurial Skills Training and Development
- ▲ Content Development
- ▲ Materials Development
- ▲ Co-operative Development and Incubation
- ▲ Learnership and Administration Services
- ▲ Mentorship and Coaching Services

The LEAP ORGANISATION STRUCTURE

<u>Management and Staff</u>	<u>Alliances</u>
Wilfred Nyiki Managing Director	Megro Learning Private FET College Dolf Van Rooyen - agency
Dr Ricardo Dames Operations Director	NICDAM Alta le Roux - associate
Nazli Hendricks Bookkeeper	Enterprise Development Solutions and Services Wilhela Gie – associate - Mentoring and Coaching
Zukiswa Busakwe Project Administration / Accreditation Officer	Talent Cube Sandhya Moodley - associate - Psychometric assessments
Bronwynne Boswell Project Administration, Training and Mentoring	Mentors and Business Coaches International Ian Vermooten - associate
Chumani Maqina Cooperative Business Development	Cooperative Development and Incubation Kayode Ayankoya
	Khanyisela College (Pty) Ltd Tanya Kisten - Associate

BBBEE SCORECARD

Direct Empowerment through Ownership

LEAP is a wholly owned subsidiary of Engeli Enterprise Development (Pty) Ltd, the latter being 100% Black owned and 45.62% Black Women Owned.

Management

Both directors are black and directly involved in the business, resulting in 100% involvement in the strategic and day-to-day running of the business.

Employment Equity

Currently, LEAP complies with Employment Equity requirements and also utilise mainly black service providers.

Skills Development

As an equal opportunity company we provide training to all staff members based on our work skills plan as scarce and critical skill required.

Preferential Procurement

Most of our operating assets are of an intellectual nature and as such not only reliable to external procurement for service delivery. LEAP, however, places high emphasis in BEE companies for supply of stationery, courier services, catering, and other training service providers.

Enterprise Development

A large component of our time and resources are spent on SMME Development. Strategically, we are also positioning ourselves to provide services to the various SETAs in respect of Skills Development facilitation and, specifically in the identification of scarce and critical skills that are required in the rural communities.



Social Enterprise Development and Incubation

The 'system' for developing, training and supporting SMME and co-operatives in the Nelson Mandela Metropole and surrounding areas have been relatively fragmented with different agents undertaking these roles. The LEAP Social Enterprise Academy have a key role to play in plugging outstanding gaps in social enterprise and Co-operative education and training, providing higher level inputs, securing higher level and better quality outcomes and fundamentally, acting as an inspirational and aspirational voice of cooperatives. Thus the formation of the LEAP Social Enterprise Academy to provide a strategic, educational focus for Cooperative Education and Entrepreneurial Development to the cooperatives movement, social enterprise market and associated stakeholders in the Eastern Cape and beyond.

Core Functions

We envisage LEAP Social Enterprise Academy to fulfill **five** Core Strategic Functions:

1: Training and Development

The Academy is the primary training and development institution for the Social Enterprise/Co-operative Sectors and will provide:

- a) Support and guidance for training and development for the sectors as well as stakeholders from other sectors.
- b) Support and strategic direction for capacity building programmes including peer mentoring, self-study groups, action learning sets, exchange visits, etc.
- c) Support and guidance for the training and development of the Social Enterprise Sector in the Eastern Cape.
- d) Training the trainers leading to the establishment of a pool of accredited/approved trainers and associates for SMMEs, Co-operatives and Social Enterprises.
- e) A short course unit offering an annual calendar of training and development programmes.
- f) An internship scheme to nurture SE and Cooperative trainers, tutors, development workers and mentors.
- g) Facilitating an internship programme for young graduates, social entrepreneurs and co-operative members.
- h) Development, co-ordination and management of LEAP Academy based and satellite training and development services throughout the Eastern Cape.

2: Curriculum Development and Quality Assurance

The Academy is the curriculum design and development heart of the SE/Co-operative Sectors with activities such as:

- a) Analyzing training, development and support needs of the sector.
- b) Curriculum innovation, piloting, design, development and delivery.
- c) On and offsite curriculum and training delivery.
- d) The development of credit and non-credit bearing programmes targeted at cooperatives.
- e) Acting as the sectors validating body for other co-operative courses and institutions.
- f) Developing and overseeing the implementation of systematic credit accumulation and transfer schemes e.g. CPD and RPL programmes.
- g) Researching, writing and publishing curriculum materials, packs, manuals, toolkits and key texts and contributing to the body of knowledge in respect of Cooperatives and Social enterprises.



3: Knowledge Hub and Resource Academy

The Academy provides a physical symbolic landmark for the SMME/Co-operative movement and act as the premier repository for information, data and publications comprising:

- a) Comprehensive library, information and resource services.
- b) ICT facilities and laboratories.
- c) Website presence (databank of tools and materials).
- d) Virtual networking through e-discussions; twitter, face book, webinars, etc.
- e) Distance learning and correspondence courses.
- f) Dissemination and sharing of best practice.

4: Research and Policy Development

The Academy aims to be at the forefront of SE/Co-operative Research and Policy Development activities to help ensure that there is sufficient ongoing intelligence about the work of the sectors. A number of activities are envisaged under this function:

- a) Undertaking applied (action learning) and not just academic research.
- b) Undertaking collaborative research with other bodies such as Higher Education and Further Education institutions, Government departments and the co-operative movement.
- c) Commissioning research from external institutions specializing in aspects pertinent to the development and sustainability of co-operatives e.g. technical aspects of production processes, transport infrastructure, accessing foreign markets and so on.
- d) Staging research seminars, workshops, symposiums and publications to disseminate findings, create networking opportunities thus helping to give a discrete, professional identity to the sector.
- e) Holding regular visiting lectures from national and international co-operative figures to inspire and motivate.
- f) Future proofing through market research and anticipating trends, patterns and possibilities.

5: Collective Entrepreneurship and Innovation

The Academy aims to become the premier body for expertise on Social Enterprise/Co-operative and collective entrepreneurship and will offer:

- a) Incubation space to encourage, support and grow Co-operative/Social Enterprise startups.
- b) Live demonstrator sites exhibiting different and innovative ways to run Co-operatives/Social Enterprises involving successful co-ops and social entrepreneurs from the field.
- c) Opportunities to meet and work with entrepreneurs already running successful collective enterprises.
- d) Unique expertise on co-operative and social enterprise concepts, principles, values and ethics.
- e) Insights and consultancy support on co-operative and social enterprise membership, governance, leadership and management.

Finding the ideal service provider to deliver your Learnership can be daunting. For the small to medium size enterprises, employing someone with sufficient experience will prove too costly. LEAP's Learnership and Administrative services offer full turn-key Learnership and Learnership Administrative services, that include;

Learnership Programme Planning

- Contact session to identify company or business unit needs
- Employee Training Needs Analysis (TNA)
- Psychometric Testing & Analysis
- Project Planning
- Monitoring & Evaluation (P&E)
- Interim and Final reporting for multi-stakeholder

This will be linked to the Employer Business Plan, Employer Social Plan, Employer Annual Training Plan, Employee Career Path and progression drive and as such connected to the Employer Talent Management Strategy.

Learnership Administration

- Identifying appropriate Learnership(s)
- Documenting Learnerships into company training plan
- Assisting with employee recruitment and selection
- Learner/employer contracts
- Entering into service provider and company SLA
- Entering details on MQA and MIS of relevant Seta
- Printing and signing of Learnership Agreement (LA)
- Drafting of Learner Training & Development Plan
- Registration of the Learnership Agreement with MQA
- Registration of the Agreement
- Assistance with accessing MQA Discretionary Grants

LEAP Accreditation and Endorsements

LEAP has the following accreditations through its combined businesses as well as through its agency agreement with Megro Learning Private FET College and being an associate of NICDAM

ETDP SETA



Services SETA



CETA SETA



HWSETA



MICT SETA



MERSETA



Agri SETA



INTERNATIONAL LABOUR ORGANISATION



BSSA



GIZ



LEAP offers mentoring and coaching to entrepreneurs within its virtual incubation programme and to SMMEs at large requiring tailored business support.

We define mentoring and coaching as learning relationships which help entrepreneurs to take charge of their own development, to release their potential and to achieve results which they value. We believe that the learning relationship is central to both mentoring and coaching, which are more than just a set of activities or skills. Through the relationship, the entrepreneur develops and changes, as, indeed, does the coach or mentor.

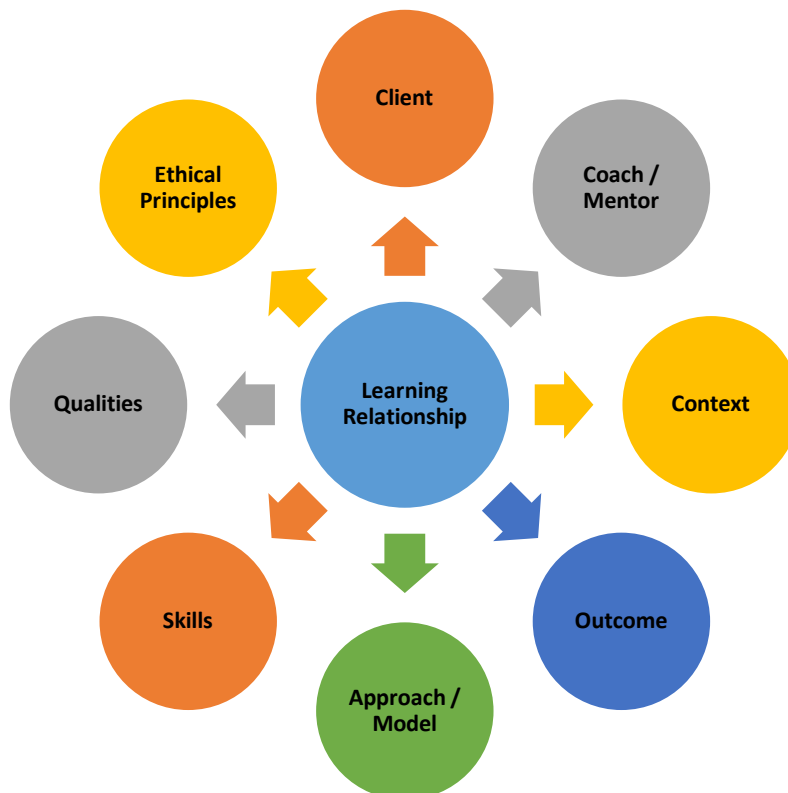
Entrepreneurs are helped to take charge of their own development. The mentoring and coaching relationship facilitates insight, learning and change. Through this relationship, potential is identified, possibilities become reality and tangible results are delivered.

Our mentoring and coaching support helps the entrepreneur see the present as a springboard to the future, and to be strategic about their personal and business development.

Our approach to mentoring and coaching are underpinned by nine key principles (summarised in Figure 1.1).

These principles, derived from our experience, have informed and guided our mentoring and coaching services.

Figure 1.1: Nine key principles for effective mentoring and coaching of entrepreneurs



1. **The LEARNING** relationship is at the heart of change
2. **The CLIENT (entrepreneur)** sets the agenda and is resourceful in plotting the process
3. **The COACH OR MENTOR** facilitates the learning and development process
4. **The CONTEXT** is the business idea/business case/business plan or growth plan
5. **The OUTCOME** is change and action in respect of implementation or improvement
6. **The APPROACH OR MODEL** provides the required progress, movement and direction
7. **The SKILLS** transferred develop new insight, release potential and deliver results
8. **The QUALITIES** of the coach or mentor affirm, enable and sustain the entrepreneur
9. **ETHICAL** practice safeguards and enhances the mentoring and coaching relationship

We have successfully mentored and coached entrepreneurs throughout the Eastern Cape and have a track record of impact. For our mentoring and coaching interventions to be successful we work on the premise that the entrepreneur has expressed a need for assistance in developing themselves and their business and that they have committed themselves to be equipped and enabled during the mentoring / coaching exercise.

CONTACT US

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