

Dear Potential applicant

Productivity SA is established in terms of Section 31 of the Employment Services Act, No 4 of 2014 as a juristic and an entity of the Department of Employment and Labour, with the mandate to promote employment growth and productivity, thus contribute to South Africa's socio-economic development and economic efficiency.

Section 32 of the Act read together with Section 2(1) (e) and (f) and Section 7 enjoins Productivity SA to improve workplace productivity (operational efficiency) and competitiveness thereby promoting employment and income growth. The Entity offer a range of services and programmes with a focus on:

- Enterprise Competitiveness and Sustainability: The Competitiveness Improvement Services (CIS) Programme support South Africa's strategic objectives in scaling up efforts to promote long term industrialisation and transformation of the economy targeting enterprises of all sizes within the productive sectors of the economy, with a focus on IPAP Priority Sectors.
- Prevent job losses. The Business Turnaround and Recovery Programme provides Turnaround strategies and plans to restructure and improve the productivity and operational efficiency of the company facing economic distress to save jobs or minimise the retrenchment of employees.
- Providing productivity and competitiveness related value-added information and statistics, best practices and systems through research activities and databases
- Promoting a productivity culture and mind-set as well as driving accountability for productivity performance across sectors (national, sector and enterprise level) and segments of society.

Invitation is therefore directed at the following flagship programmes in line with Competitiveness Improvement Services (CIS) and Business Turnaround and Recovery (BTR) Programmes

### 1. Workplace Challenge -Kaizen

The Workplace Challenge -Kaizen programme offers non-financial assistance also in the form of free training and consulting services 100% subsidized by the Department of Trade, Industry and Competition over a 6-month period.

Phase	Detail	Support Document
Phase 1: Baseline Assessment and Capacity Building	Baseline Assessment and KAIZEN Capacity Building	Baseline Assessment and Register
Phase 2: Analysis	<ul style="list-style-type: none"> <li>• Analyse the current situation (process analysis)</li> <li>• Identify the Kaizen potential and set with goals (when applicable)</li> <li>• Develop an implementation plan</li> </ul>	Analyse the current situation (process analysis)
Phase 3: Implementation	Implement the Actions - Site visits	Report: Activities/Project updates
Phase 4: Monitor and Evaluate	Evaluate the new method	Report: Summary of improvement and impact

The participating criteria is as follows:

- The target audience are Small and Medium Enterprises, Ideally, more than 15 permanent employees,
- The enterprises are classified as emerging or stable enterprises according to the business life cycle.
- The enterprises prioritised from manufacturing, agriculture, and agro-processing sectors.

#### BOARD MEMBERS:

Prof. M.P Mdwaba (Chairman); Mr M.P Mothiba (CEO); Ms F. Khan; Ms S.Singh; Mr G.M Selematsela; Mr W.C Nolingo; Dr A. Chetty; Ms M. Bronkhorst;

- The enterprises have physical premises and operational for at least 2 years.

Note that each Kaizen contract completed will be dealt case by case and there is potential to cluster business in the same geography or industrial sector thereby making it easy for businesses to share best practice and maintain cost efficiency during project implementation.

## **2. Business Turnaround and Recovery Programme (BT&R)**

The Business Turnaround and Recovery Programme (BT&R) offers non-financial assistance in the form of free training and consulting services and the programme can span over a period of 9 to 12 months to achieve a business turnaround and recovery. It is for this reason that we require our clients to be able to survive the period in which a turnaround can be achieved. As discussed, please find the BT&R qualifying criteria below:

- Physical enterprise should be in operation for 2 years and show financial and/or operational distress (not ICU/Business rescue cases)
- Enterprise should ideally employ minimum of 20 employees though smaller numbers can be considered but less budget is available for workplan implementation
- Enterprise should have the latest 2 years Financial Statements or Management accounts (Income Statement, Balance Sheet, Cash Flow Statement)
- Confirmation of UIF contribution (UI 19 Excel template to be completed and supplied together with the UI 19 certificate or EMP201 SARS document)
- Valid Tax Clearance Certificate

If you ensure that you meet all the minimum criteria listed above and all the supporting documents above are valid then you would be expected to complete the following:

- 1. BTR Client Application letter (must be handwritten and signed)
- 2. BTR Client Application form (must be handwritten and signed)
- 3. UIF Excel Template (must be typed)

Should you require Kaizen contract or BTR application template and more information please feel free to contact PalesaM@productivitysa.co.za or 011848 5352.

Kind Regards

Matthews Moatli  
Acting Senior Manager: CIS Region 1