



# Company Profile

ITRAIN IS AN EDU-MAX COMPANY



EDU-MAX

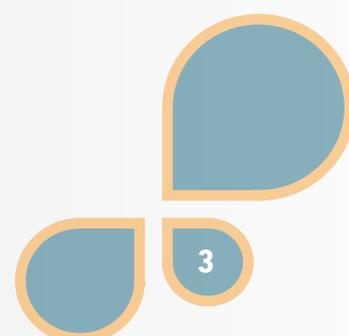
PREPARE FOR GREATNESS



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# INTRODUCTION

ITrain specialises in the development of IT related Skills across multiple levels and business sectors, with the aim of equipping learners with the tools needed to increase their productivity and provide a clear, measurable ROI and value to their organisation.

**ITrain** offers clients a dynamic and effective solution to staff development and growth. Our integrated training solutions provides clients with innovative and strategically aligned interventions to assist with the skills development and growth of their staff.

With the surge of the dot com bubble and the ever-evolving tech world, we strive to keep ahead of the game and use each opportunity for further development in providing premium training solutions that are aligned with the latest content, techniques and learning styles.

By partnering with **ITrain**, clients receive over 40 years' combined experience in the industry, working with our dynamic and knowledgeable team.

We pride ourselves in the quality of our instructor-led training sessions, facilities, learner support structures and client service. Our interactive facilitation methods are combined with relevant, up-to-date content-based sessions, ensuring effective skills transfer and increased knowledge retention.

The rapid growth of technology and on-going development of applications available to businesses, led to the design of training offerings that start with an assessment to gauge the existing level of competency of the learners, giving us the opportunity to provide clients with carefully considered training recommendations and enabling us to enroll learners onto relevant programmes aligned to their skillset and development requirements. Courses can be customized to include modules aimed at developing those areas identified in the pre-assessment and ensure increased knowledge retention and optimization of each learner's use with the application and software available to them.

**ITrain** provides clients with a fully project managed turnkey solution from the needs analysis of learners, through to programme implementation, management and finalization. We work closely with businesses in numerous industries to best align computer skills and the use of software applications to improve business processes. Effective use of Computer Programmes enables organisations to increase productivity, reduce costs and ultimately offer a more competitive product and service to clients.

**ITrain works closely with clients across numerous business sectors, namely:**

- Warehousing and Retail
- Logistics, Fleet Management and Freight Handling
- Manufacturing
- Food and Beverage
- Hygiene and Cleaning
- Security
- Hospitality, Tourism and Arts and Culture
- Information Technology Services
- Medical, Pharmaceutical and Healthcare

**ITrain offers a comprehensive range of training programmes to develop the learners' specific set of skills.**

**Our learning programmes assist individuals with development in the following areas:**

- Computer Fundamentals and Introduction to PC's
- Microsoft Office (Excel, Word, PowerPoint, Access, Outlook, Sharepoint and OneNote)
- Adobe
- Web Development
- CompTIA
- Systems Development
- Systems Support



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# ACCREDITED TRAINING INTERVENTIONS

Our superior training and level of service has assisted in the development of an extensive list of satisfied and loyal clients.



If embarking on a career path or succession plan, we offer learners the opportunity to gain a nationally recognized qualification through successful completion of various unit standards in the form of a Skills Programme or enrollment onto a full qualification in the form of a Learnership.

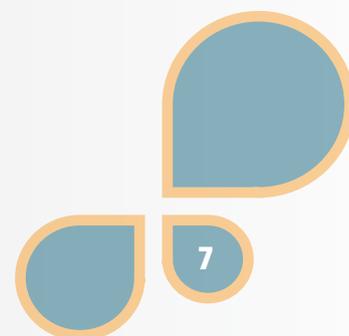
Our accredited training division's MICT Seta accreditation enables us to conduct accredited training programmes best suited to meet your organization's strategic objectives. The implementation of accredited training gives organizations access to a host of benefits, and the **ITrain** team is able to assist clients in identifying and claiming specific benefits associated with the programme being implemented. We work hand in hand with Skills Development Facilitators and B-BBEE Consultants to ensure that selected programmes are aligned to the business' strategy and successfully implemented and managed to ensure that the benefits are achieved.

**ITrain** offers client's an extensive list of programmes to choose from to enhance the skills of employed staff, or assist with the development of unemployed individuals, aligned to our client's' business strategy.

**ITrain** is a trusted advisor to many of the country's most reputable and innovative organizations.



**NATIONALLY  
RECOGNISED  
QUALIFICATION**



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# COMPUTER FUNDAMENTALS AND INTRODUCTION TO PC'S:



Computer Skills have become a fundamental part of most job roles

**ITrain** assists first time PC users to gain the needed skills to operate a PC. With the rapid growth of technology, Computer Skills have become a fundamental part of most job roles. Manual and laborious tasks are becoming automated and the ability to increase productivity and output is increasing.

Our entry level programmes are designed to assist users who have either never used a PC, or do not use one frequently. This course is pivotal in providing a solid foundation for learners to build on this knowledge and develop their skills further in the field.

Once a pre-assessment has been conducted, a course can be customized to address the needs of the learners and include topics that are relevant to the learners' roles within in the business and planned career path.



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# MICROSOFT OFFICE TRAINING:

As the most widely used software today, Microsoft Office is a suite of products that has been developed by the Microsoft Corporation, and includes popular applications such as Excel, Word, Access, PowerPoint and Outlook. Each programme offers a unique and specialized set of tools to manage specific processes for business and personal use.

Microsoft Office was developed with the intention to automate manual office work with a collection of purpose-built applications and is available in 35 different languages.

**ITrain** provides premium MS Office training to individuals across different competency levels. Most of the MS Office courses available are offered in a Beginner, Intermediate and Advanced format. Our facilitators are subject matter experts, with a wealth of knowledge and the skills to conduct dynamic and interactive sessions that assist with knowledge retention and in turn, a higher ROI for the organization.

## Microsoft Office 365 User-Enablement:



- **Microsoft Teams:** Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration. The service integrates with the company's Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products.
- **Microsoft SharePoint:** SharePoint empowers teamwork with dynamic and productive team sites for every project team, department, and division. Share files, data, news, and resources. Customise your site to streamline your team's work. Collaborate effortlessly and securely with team members inside and outside your organisation, across PCs, Macs, and mobile devices.
- **Microsoft OneDrive:** OneDrive is a Microsoft cloud storage service that lets you store your personal files in one place, share them with others, and get to them from any device connected to the Internet.
- **Microsoft Yammer:** Yammer is a collaboration tool that helps you connect and engage across the company. Start conversations, share knowledge, and build communities. Yammer is a freemium enterprise social networking service used for private communication within organisations.



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# SOURCING AND SCREENING OF LEARNERS:

If clients wish to embark on an unemployed learning initiative, **ITrain** offers assistance in sourcing and screening suitable candidates for the programme.

**ITrain** provides a fully managed solution for sourcing candidates, which begins with the client completing a recruitment specification sheet, and is then followed by pre-screening, scheduling of interviews, completion of selected background checks for successful candidates, and assistance in setting up of employment and SETA contracts where necessary.

Through an extensive network in the industry and relationships with various communities and NGO's, **ITrain** is able to reach a wide spectrum of potential candidates across numerous regions and demographics. Our team is able to source both able-bodied and disabled candidates, that meet set criteria as set out by the client for the project.

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# DISABLED LEARNING INTERVENTIONS:

Our Disabled Learning Initiatives are offered to both employed and unemployed candidates. Depending on the learner demographic and chosen programme, our Computer courses are often coupled with Work-Readiness Workshops to give candidates life changing opportunities to develop their computer-based skills and prepare them for future working opportunities, with the hope of starting successful and exciting careers.

Our team has successfully implemented and managed numerous Disabled Learning Programmes and continues to partner with progressive businesses with the aim of bridging the gap of unemployment in the disabled sector, by offering candidates the opportunity to develop their skills in environments that cater for their needs.



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# CUSTOMIZED PROGRAMMES:



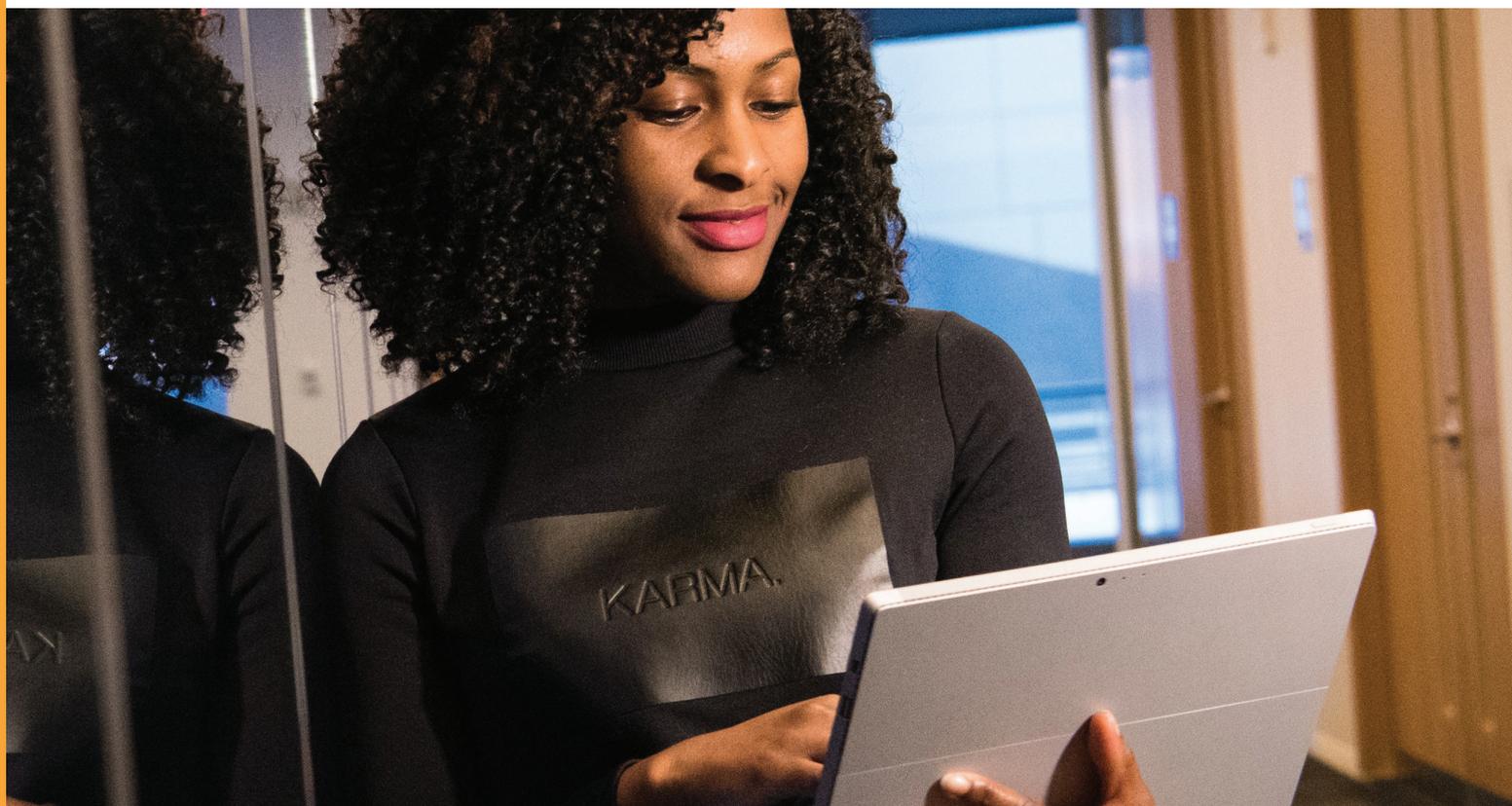
Training techniques have, for a very long time, followed a predictable pattern. The facilitator would prepare the course, deliver the content in a classroom style setup, and then delegates would leave and have to apply the concepts they've learnt in a real-life working scenario.

Over the years, **ITrain** has witnessed the benefit of conducting customised training sessions best suited to the requirements and competency of the candidates being trained.

## Customised training generally yields better results, with increased knowledge retention and a higher ROI for the business.

Often, the ability to structure and deliver customised training is based on the facilitators subject matter skills and experience, and ability to improvise and change facilitation style to best suit the pace of the class.

As a 51% black-owned company, **ITrain** is a B-BBEE Level 2 Certified Contributor and allows clients to claim on 125% procurement spend. We operate nationally and conduct training at our client's premises or at ours.



**51% BLACK OWNED**

**125% PROCUREMENT  
RECOGNITION**



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