



Khuthaza Contractor Development: Cornerstone Programme 2012

Entry Level Certificate Programme

CORNERSTONE is targeted to women who have had *some* exposure to construction but are still in the early phases of establishing a construction company.

If you have made the decision that you are ready to begin developing your own business but need a solid foundation upon which to build, this programme is for you! The Cornerstone programme will provide you with a base of knowledge, skills and networks to build upon.

Applicants should be able to demonstrate a strong interest in developing a construction company, good entrepreneurial potential, and a commitment to learning from all angles.

This is an 8-month certificate programme (March – November 2012) taking place in Joburg.

Programme Objectives

The Khuthaza Cornerstone programme creates a forum through which programme participants are able to build a foundation of knowledge and skills.

This programme sets out to provide new/recently established businesses with:

- General start-up information for businesses
- A basic understanding of the operations of a construction company
- A general awareness of the industry (role-players, regulatory environment, construction economy etc)
- A basic foundation of business knowledge and technical skills
- Access to the experience and skills of others in the Khuthaza network, particularly other women involved in the sector
- Exposure that will assist you to set plans on how to go about gaining experience and further developing your businesses
- Opportunities to gain a level of practical experience
- Personal and professional development skills
- Information related to accessing and managing business finance
- Information related to areas of specialisation within the construction sector
- Entry into the industry pipeline
- Encouragement and support

Programme Components

Khuthaza's Contractor Development Programmes are unique in that they bring together a number of components and offer development through a wide variety of activities. The activities within each component vary according to the programme level.

| PROGRAMME COMPONENTS | DESCRIPTIONS / ACTIVITIES |
|---------------------------------|---|
| Assessments | Evaluate where you are in your personal and business development. This info will be useful in identifying areas for development, setting goals and accessing opportunities in the industry. |
| Career/Business Guidance | Information to enable you to consider options in terms of career development and business specialization. |
| Personal Development | Leadership, team building, professionalism, and communication skills. |
| Training | Seminars, workshops and formal training targeting a range of skills. |
| Business Tools | Industry information, business systems, software, templates and other tools to facilitate business development and efficiency. |
| Networking | Opportunities to engage with others in the industry. |
| Exposure | Site visits, exposure to specialist businesses and opportunities to interact with established industry. |
| Advisory | Links to advisors in various aspects of business. |
| Linkages | Info on and links to appropriate resources, development programmes and BEE opportunities. |
| Giving Back | Opportunities to share while gaining experience. |

Programme Activities

The programme provides a range of Personal, Professional, Business and Technical skills.

Site Visits

- Site visits and volunteer opportunities to gain experience and widen exposure

Training

Cornerstone will provide participants with a foundation of basic training including:

- Computer skills
- Technical skills such as bricklaying, painting, plastering, plumbing and carpentry.
- Cement & Concrete Institute course: SCT 12 Mortars, Plasters, Screeds and Masonry

Cornerstone includes 10 days of Technical Training. Participants will be divided into two groups for this training. Training will take place at Tjeka's Training Centre in Chamdor (Krugersdorp).

Draft schedule:

Bricklaying

Group 1: Wednesday 11 April - Friday 13 April

Group 2: Wednesday 18 April - Friday 20 April

Carpentry and Roofing

Group 1: Tuesday 8 May - Wednesday 9 May

Group 2: Thursday 10 May - Friday 11 May

Plumbing

Group 1: Tuesday 19 June – Wednesday 20 June

Group 2: Thursday 21 June - Friday 22 June

Plastering

Group 1: Thursday 19 July

Group 2: Friday 20 July

Painting

Group 1: Tuesday 31 July – Wednesday 1 August

Group 2: Thursday 2 August – Friday 3 August

Cornerstone Seminars and Activities 2012 (DRAFT PROGRAMME)

March

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|-----------|----|---|
| Saturday | 10 | Launch Seminar: Introduction and Goal Setting |
| Wednesday | 14 | C&CI (SCT 12) Mortars, Screeds Plasters and Masonry (Group 1) |
| Saturday | 17 | The Basics of Building and Site Visit |
| Saturday | 24 | Optimising Your Performance (Part I) |

April

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| Saturday | 14 | Setting Up A Business and Regulatory Environment (Part I) |
| Saturday | 21 | Setting Up A Business and Regulatory Environment (Part II) |

May

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| Saturday | 5 | Optimising Your Performance (Part II) |
| Saturday | 12 | Who's Who On Site |
| Wednesday | 16 | C&CI (SCT 12) Mortars, Screeds Plasters and Masonry (Group 2) |
| Saturday | 19 | Business Communication / Using Internet for Business |

June

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| Saturday | 2 | Optimising Your Performance (Part III) |
| Saturday | 9/23 | Business Finance (Part I) |
| Saturday | 9/23 | Reading Building Plans (Part I) |

July

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| Saturday | 7 | Basic Calculations |
| Saturday | 14 | Project Management |
| Saturday | 21 | Quality Control, Material and Site Management with Site Visit |

August

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| Saturday | 4 | Intro to Costing |
| Wednesday | 8 | C&CI (SCT 12) Mortars, Screeds Plasters and Masonry (Group 3) |
| Mon – Fri | 13-17 | Women's Build |
| Saturday | 25 | Presenting Your Business |

September

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| Saturday | 8 | Finding Work and Marketing Your Business |
| Saturday | 15 | Accessing and Managing Finance / Business Risks |
| Saturday | 29 | Intro to Tendering |

October

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| Saturday | 6 | Improving Your Access to Finance / Credit |
| Saturday | 13 | Basics of Employing People |
| Saturday | 20 | Khuthaza Teambuilding/ Sport Day |

November

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| Saturday | 3 | Health & Safety - with Site Visit |
| Saturday | 10 | Intro to Contracts and Legal Issues |
| Saturday | 17 | Closing Workshop & Next Steps in Your Business Development |
| Wednesday | 28 | C&CI (SCT 12) Mortars, Screeds Plasters and Masonry (Group 4) |

Expectations

Participants should be willing and able to:

- ✓ Attend at least 85% of the programme activities (mainly Saturdays)
- ✓ Attend a limited number of *weekday* training and site visits (advanced notice will be given)
- ✓ Demonstrate that they have already had *some* level of exposure to the construction industry and the potential to run a successful construction business.
- ✓ Demonstrate a strong ethical character and commitment to the long term development of their businesses
- ✓ Keep Khuthaza informed of any projects undertaken while involved in the programme
- ✓ Travel to training centres and construction sites across Gauteng
- ✓ Demonstrate basic computer skills

Access to a cellphone is essential but access to a computer, email and internet is highly recommended.

Important Dates

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|--------------------|---|
| Friday 24 February | Applications Close (18:00) |
| Friday 2 March | Successful applicants will be invited to register for the programme |
| Saturday 10 March | Opening Session (8:30 – 14:00) |

Cornerstone 2012 Fee **R2600**

Option A:

10% Discount offered if received in full by Tuesday 6 March (Total R2340)

Option B:

R1300 due by Tuesday 6 March and R1300 due by Saturday 30 June (Total R2600)

Application

Please note that there will be a formal selection process for this programme as we are looking for individuals with the drive, potential and interest in the industry necessary to develop strong companies. Applicants with exposure to the industry and those who have participated in Khuthaza programmes in the past are encouraged to apply.

Closing Date for Applications: Friday 24 February 2012 (18:00)

Submit to: Cindy Shai, Programme Coordinator cindy@khuthaza.org.za

Tel: 011 275 0268