



 **SWIFT**<sup>(PTY) LTD</sup>  
*holding group*

[www.swiftholdinggroup.co.za](http://www.swiftholdinggroup.co.za)



# VISION & MISSION STATEMENT

**WE AIM TO BE THE MARKET LEADER** in the human resources sector  
by empowering people with opportunities, enabling us to exceed our clients' needs and expectations.

We provide a customised one-stop Human Resource Management service, at the highest level of confidentiality and professionalism.

Swift has as its sole purpose - the objective of increasing the net financial worth of its' clients through the provision of value added support, superior human resource management and quality training solutions.

We adopt an aggressive marketing approach and will at all times act in accordance with the highest ethical standards.

We endeavour to remain the service provider of choice for many long standing clients through our innovation, flexibility and responsiveness.

## THE GROUP

**Swift Holding Group (Pty) Ltd is established in 1987 in Mossel Bay. The company has grown from strength to strength and operates specialist business divisions, each with the required expertise and flexibility to provide the optimum solution for each individual client.**

This success is largely due to our professional business conduct, our in-depth knowledge of the markets we serve and our honesty and integrity. As a developing BBBEE organisation (Level 3, Value Added Supplier 137.5% preferential procurement) we enjoy the advantages presented by our national branch infrastructure. This infrastructure supports the development and expansion of our company and enables us to concentrate on our core business - to provide an outstanding service characterised by the highest degree of commitment and professionalism.

We are uniquely geared to provide flexible staffing solutions, increase productivity levels and eliminate the staff problems previously encountered by our diverse database of clients. As a result, we have established successful long-term relationships with our clients, where success translates into the best candidates in the market.

Our service offer is highly versatile and can be adapted to cater to your every recruitment need. We maintain an extensive database with over 25 000 active participants and are able to supply a broad spectrum of personnel to companies within South Africa and abroad. This includes general workers, semi-skilled labour, admin staff, skilled artisans and professionals.

Meeting the immense challenges facing the staffing industry, requires a unique combination of experience, innovation and responsiveness. With over 29 years of experience, Swift Holding Group (Pty) Ltd has thus remained the service provider of choice for many long-standing clients and candidates.

We fully comply to all regulatory authorities and are proud members of APSO (Federation of African Professional Staffing Organisations).





# HUMAN RESOURCE MANAGEMENT

**SWIFT HOLDING GROUP (PTY) LTD**  
is a professional Human Resource service provider,  
specializing in:

**Payroll outsourcing**

**Temporary &  
Project employment**

**Permanent placements**

**BBBEE Consulting**

**Training & Development**



**NATIONAL  
FOOTPRINT**  
Head Office &  
Branches

**WESTERN  
CAPE:**

Cape Town  
Mossel Bay  
George  
Saldanha  
Vredenburg

**NORTHERN  
CAPE**

Kathu

**LIMPOPO**

Lephalale

**GAUTENG:**

Alberton  
Centurion

**FREE STATE**

Sasolburg  
Parys

**KWAZULU-NATAL**

Durban  
Richards Bay

**MPUMALANGA**

Secunda  
Delmas

**EASTERN CAPE**

East London  
Port Elizabeth

**SWIFT HOLDING GROUP (PTY) LTD**  
operates specialist business divisions, each with  
the required expertise and flexibility to provide the  
optimum solution for each individual client.



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Killarney Gardens, **CAPE TOWN**





# TEMPORARY EMPLOYMENT

**WE PRIDE OURSELVES** in our sustained success in providing specialist outsourced staffing solutions to companies within the following sectors:



**Civils and Building Industry**



**Power Generation and Engineering**



**Petrochemical and Construction**



**Automotive & Transport**



**Warehousing, Retail & Hospitality**



**Admin and Banking Sector**

This service includes the provision of blue collar, white collar and general labour for projects, shutdowns and seasonal work. Furthermore, we conduct disciplinary hearings and provide HR legal advice.

Our rates include the cost of complying with statutory requirements and providing personal protective equipment (PPE).

## **We handle all statutory requirements and payments such as:**

Leave provisions

UIF, SDL and WCA

Provident Fund contributions

Bargaining Council Levies

Garnishee Orders etc.

## **BENEFITS FOR YOUR COMPANY:**

- **Free HR/IR Services**
- **Labour unrest and strike support including contingency/action plans**
- **Wage negotiations with Unions and Bargaining Councils on your behalf**
- **Chairing and overseeing disciplinary hearings**
- **Conciliation and Arbitration with the CCMA/ Bargaining Councils.**
- **We pay the workforce directly and only invoice you for the labour contracted during the month, giving you 30 days to settle the account, an initial saving of 60 days on your cash flow.**





# PROFESSIONAL TALENT SEARCH & DEVELOPMENT

**SWIFT CAREERS (PTY) LTD** specializes in talent exploration and -development, servicing all industries within South Africa and abroad. Our talent exploration service includes project and permanent staff placements. Talent development focuses on empowering individuals in order to create a positive attitude, increase self-esteem and performance, and reduce staff turnover.

We recognize that each industry has its own set of unique requirements. We are geared for the challenge with the expertise and flexibility to provide the optimum industry-specific solutions.

Our hands-on consultants are fully committed to rendering a professional, fast, friendly and efficient service with a single point of contact saving you time and money. Our talent development specialist is an ETDP SETA registered Facilitator with years of experience in various industries.

Swift Careers (Pty) Ltd focuses on both the individual and company's needs to provide the optimal solution to create empowering and motivated individuals with a positive attitude.

**SECTORS:** Admin, Office and Contact Centres | Building and Construction | Engineering and Mining | Financial, Insurance, Banking, Asset Management and Financial Services | FMCG, Retail and Wholesale | Human Resources | Information Technology | Legal | Manufacturing, Production and Trades | Sales | Telecommunication



## RECRUITMENT PROCESS

All prospective candidates are thoroughly assessed and screened followed by a structured interview process before a shortlist is compiled. This screening process includes the verification of employment references, experience and qualifications.



## SERVICE OFFER & FEES

Our service offer is inclusive of all advertising costs, recruitment campaigns, head hunting and talent acquisition with flexible fees tailored to suit each individual client's needs.



## GUARANTEE

Our permanent placements are guaranteed for a 90 day period, giving you peace of mind in the event that an employee leaves your employment during this period.



## TALENT DEVELOPMENT

- Our focus lies within the following areas:
- Office Administration
  - Communication Skills
  - Soft Skills
  - Leadership/ Management Skills
  - Sales & Marketing

**We are passionate about empowering people who take ownership of their own careers!**







# TRAINING & DEVELOPMENT

**SWIFT SKILLS ACADEMY (PTY) LTD** is centrally situated in marine, petrochemical and engineering industries.

The training academy serves as an invaluable need to these industries; developing skills for projects related to applied techniques within the welding and fabrication industry.

Since its inception, our training academy has been targeted to offer training courses in advanced welding and problem-solving techniques.

We also offer Business Administration and Soft Skills training to further equip and enhance administration capabilities in the engineering and other business sectors.

Playing a critical role within industry, we ensure a constant turnover of new learners, facilitating learner absorption by companies and employment opportunities in broader mainstream economy.

## WE STRIVE TO ENHANCE, UPLIFT AND CONTINUOUSLY IMPROVE

the quality of our Education and Training products with commitment of creating **"a better future for all"**.

## WE HAVE TRAINING FACILITIES STRATEGICALLY LOCATED IN:

**Western Cape** Cape Town, Mossel Bay, Vredenburg  
**Free State** Sasolburg  
**Mpumalanga** Secunda

## OUR SERVICE OFFER INCLUDES:

**Accredited Welding Training Programmes**

**Apprenticeship and Learnership Management**

**Business Administration and Soft Skills**

**SETA Accreditation Services**

**Employment Equity Reporting and Maintenance**

**Workplace Skills Planning and Annual Training Report Submission**

**General Skills Development Consulting**





# TRAINING & DEVELOPMENT

## BBBEE CONSULTING

In the face of the new BBBEE legislation and the challenging customer requirements, we recognize the necessity for companies to build and maintain a good BEE level to continue retaining and improving their client base, featuring in tender bids and being a Responsible Corporate Citizen.

Our objective is to assist our clients in overcoming BBBEE as a constraint and turning it into a competitive advantage. Swift Skills Academy's consulting services are key to ensure you pro-actively address these significant changes within the financial period that will be assessed against these new codes, and target your required BEE level with strategic and budgetary alignment.



## WE ALSO OFFER: TECHNICAL TRAINING:

- Gas Tungsten Arc Welding (GTAW)
- Shielded Metal Arc Welding (SMAW)
- Metal Insert Gas Welding (MIG)
- Flux Cored Arc Welding (FCAW)
- Gas Tungsten Arc Welding (GTAW) – Stainless Steel
- Oxy-Acetylene Welding and Brazing
- Aluminium Welding
- Hand Tools, Engineering Power Tool Operator, Safe use of Measuring Equipment
- Fire Fighting
- First Aid
- Occupational Health and Safety



## WE ALSO OFFER: NON-TECHNICAL TRAINING:

- Effective Communication
- Effective Writing Skills
- Conflict Management
- Company or Organisational Strategic Planning
- Leadership (Management) Skills
- HIV/AIDS Awareness



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Killarney Gardens, **CAPE TOWN**





# PERSONNEL SOLUTIONS

**SWIFT PERSONNEL SOLUTIONS** is totally committed to providing a specialised Human Resources Management service to our clients and community. As specialists, we will through strategic management concepts, create and develop growth amongst our clients, ourselves and the community at large. We will continuously develop our resources to successfully achieve our goals regardless of race, colour or creed. Swift Personnel Solutions will build a relationship with our clients on the following cornerstones: integrity, honesty, loyalty, and trust.

As leaders in our profession, believing in excellence, our superior services will urge our competitors to follow. Through this, we will contribute in the creation of a better future in the Labour environment.

**We have a variety of experts in all the areas of employment law as well as employment best practise that will be available to a member for consultation, advice as well as taking control of certain functions of a business.**

The most important benefit of joining **Swift Personnel Solutions** is the fact that professional human resources practitioners are available to address any issue or concern the management of a business may have. This is done without having to employ a full-time practitioner that is capable to fulfil that function. Competent HR practitioners are in demand and are very costly to employ on a full-time basis.

In addition to the above, one employee will be unable to give a professional service in all fields of HR to a business on the same level of quality as would a group of professionals like those available through **Swift Personnel Solutions**.

## OUR SERVICE OFFER INCLUDE:

**Administrative Law**

**Staffing Process**

**Maintenance of Personnel Practice**

**Human Engineering**

**Labour Relations**

**Payroll Administration - Optional**

**Occupational Health & Safety - Optional**

## PAYMENT OPTIONS:

**AD HOC BASIS:** Our services can be rendered on an ad hoc basis where our clients are billed per hour for the work that is done and a fixed rate for certain documents. The client is also billed per kilometre for travelling at the applicable AA rate.

**RETAINER BASIS:** Based on the number of employees and on a sliding scale, the client pays a fixed amount per month for 12 months as per the retainer agreement entered into between Swift Personnel Solutions and the client. This includes all functions as stipulated in the prospectus, but excludes Occupational Health and Safety and Payroll functions.







# HUMAN RESOURCES MANAGEMENT FUNCTIONS



## ADMINISTRATIVE LAW

- Conducting a full personnel audit
- Inspect and rectify service contracts in terms of legislation or the applicable sectors' bargaining council
- Do personnel file audits and rectify – Leave, sick leave, disciplinary record, etc.



## STAFFING PROCESS

- Assist with the design of advertisements for higher positions in the company
- Assistance to the member in the recruitment of new employees in higher positions
- Assistance to the member in the selection of new employees



## LABOUR RELATIONS

- Attending to and resolving conflicts, strikes, work stoppages and lockouts in accordance with the procedures prescribed by the Labour Relations Act
- Advising the member on the handling of misconduct by employees
- Chairing and/or attending to Disciplinary- and Appeal Hearings
- Handling incapacity meetings and negotiating the retrenchment process in terms of operational requirements
- Negotiating recognition agreements with Unions on behalf of a MEMBER
- Attending to and negotiating wages and conditions of employment with Unions
- Representation of a MEMBER at any Bargaining Council and/or the Commission for Conciliation, Mediation and Arbitration (Conciliations, Arbitrations, Rescission Applications, Review Applications, etc.)



## HUMAN ENGINEERING

- To draw up an Organogram and maintaining it
- Draw up KPA/KPI
- Analyse the job requirements for positions in the company
- To assist the member with performance appraisals and critical performance areas



## MAINTENANCE OF PERSONNEL PRACTICE

- To act as personnel advisor
- Propound a human resources policy
- Co-ordinate a human resources management committee
- To identify conflict indicators and addressing conflict identified



## PAYROLL ADMINISTRATION - OPTIONAL

- To supply a comprehensive Payroll Function, Pay Slips etc.
- To register the business as an Employer
- U-filing (unemployment purposes)
- To register the business for COIDA (Workmen Compensation)



## OCCUPATIONAL HEALTH & SAFETY - OPTIONAL

- To designate a health & safety manager in terms of legislation
- The implementation of a health & safety policy
- Assist Chairperson of the health & safety committee
- Do audits for purposes of compliance to the Occupational Health and Safety Act

**YOUR BUSINESS IS  
TO FOCUS ON YOUR  
CORE BUSINESS.**

**OUR BUSINESS IS  
TO ASSIST YOU!**

