

# Digital Skills Audit Profile



We have brought skills auditing into the digital space with our powerful AI based algorithmic solution, which takes snapshots of each individuals' skills gaps and strengths, without any disruption to your organisation.

# OUR COMPANY

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Solutions Connexion is a Level 4 BBBEE company whose core mission is to help its clients identify and bridge gaps, optimise their strengths and deliver results to complex data analytic problems within a very short space of time. We specialise in skills auditing and skills management solutions that streamline essential skills development processes. Since our establishment in 2001, we have worked in the human resources arena developing systems that complement existing human resources practices, government legislation and digital advancements.

Our solutions are characterised by a high degree of automation and electronic delivery to ensure that they can be easily synchronised with systems that are at the heart of the business today. We have proven expertise in creating leading-edge skills development management systems aimed specifically at the corporate market. Our flagship solution, Digital Skills Auditing, uses an innovative algorithm to accurately pinpoint an organisation's skills strengths and skills gaps that impact their bottom line. With the emergence of digital transformation, data-driven organizations rely entirely on data analysis to make well-informed and quick decisions. As data visualisation specialists, we use data analytic technologies to draw knowledge and insights from data and deliver visually appealing dashboards and intuitive graphic reports.

# OUR TEAM

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Mark Dane



With over thirty years of experience in information technology, Mark holds a National Diploma in Computer Data Processing, SQL Database Design, Data Science and Data Visualisation. His considerable experience in the corporate sector has enabled him to identify typical procedural and productivity challenges that face both managers and employees every day.

Lawrence Dane



Lawrence is an INSETA-accredited Assessor and has worked in the skills development arena as a facilitator, assessor and project manager for the past twenty years. He has been instrumental in obtaining funding for several CATHSETA Skills Programmes, Learnerships and Integrated Learning Programmes, including the management and implementation of unemployed learner stipends in alignment with organizational policies and procedures.



# DIGITAL SKILLS AUDITS

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We use data analytics to produce fast, accurate snapshots of skills gaps within organisations

Until now, skills audits have been time-consuming, disruptive and most often out-of-date before completion. We have brought skills auditing into the digital space with our powerful AI-based algorithmic solution, which takes snapshots of each individual's skills gaps and strengths, without any disruption to your organisation.

We align your competency framework with staff achievements and illuminate growth opportunity insights through a collection of skills audit reports and intuitive data visualisation dashboards.

## HOW DO WE DO IT?

Using your employee's **PAST TRAINING HISTORY**, we identify your organisation's skills gaps, produce your Training Needs Analysis and present you with all the information you need for accurate Workplace Skills Plan compilation, efficient Talent Management and effective Succession Planning.

## HOW WILL YOU BENEFIT?

- **Identify** all Skills Gaps and Training Needs within your company;
- **Maximise** training budgets by sending the right people on the right training;
- **Improve** succession planning by knowing which talents best suit each job profile;
- **Prioritise** and focus training needs with an accurate training needs analysis;
- **Increase** SETA discretionary grants and tax rebates by identifying critical scarce skills;
- **Improve** the accuracy of Workplace Skills Plan and Annual Training Reports;
- **Avoid** unnecessary lawsuits due to unmet Health and Safety requirements.



# DIGITAL SKILLS AUDIT **SCOPE**

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## JOB PROFILE ANALYSIS:

### **COMPILE JOB PROFILES & SKILLS NEEDS**

Working with your HR team, we compile descriptions of each job function in the organisation including all the elements deemed necessary to perform the post effectively. Job Profiles are defined and developed, including all job responsibilities, required qualification and advancement prospects.

We present our results in the form of a Skills Matrix which could be highly beneficial in staff recruitment, skills development and succession planning.

## SKILLS ASSET ANALYSIS:

### **SHOWCASE CURRENT SKILL ASSETS**

Our Skills Assets Analysis showcases employee's current competencies. It highlights, among others, their current qualifications, experience, training courses attended, and competencies acquired. We identify the skills each individual has used or could use, identify the ones they would like to acquire in the future, and highlight patterns of skills.

We present our results in the form of a Skills Inventory which could be extremely useful to determine if your organisational capabilities to deliver your products or services to your clients, efficiently.

## SKILLS GAP ANALYSIS:

### **IDENTIFY SKILLS GAPS & TRAINING NEEDS**

We conduct Skills Audits which create Fast, Accurate and Cost-Effective snapshots of all the skills. gaps training needs within your organisation.

Using your data analytics together with employee PAST TRAINING HISTORY, we identify your organisation's skills gaps, produce your Training Needs Analysis and present you with all the information you need for accurate Workplace Skills Plan compilation, efficient Talent Management and effective Succession Planning.

We use data analytics to analysis your current skills gaps and present our finding in the form of high-level Data Visualisation Dashboards to highlight key skills areas and showcase critical scarce skills within your organisation.



# THE PROCESS

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## ● Data Collection

Collect required data by completing a set of prescribed data templates and/or through custom designed online surveys.

## ● Competency Profiling

We align your organisation's competency frame to a set of prescribed Competency Profiles for each work function within the organisation.

## ● Skills Audit

Upload all collected data into our Skills Audit Algorithm, run the Skills Audit and analyse the findings.

## ● Report Generation

Generate a set of skills audit reports showcasing the strengths within the company and pinpointing where additional training is needed.

## ● Insights Presentation

Wrap-up the project with a virtual presentation to present our insights through our intuitive visualisation dashboards.

We kick off with a virtual meeting with all parties involved in the project to outline the data requirements and the expected deliverables. Clients are then given a set of prescribed Microsoft Excel templates to complete and we handhold them throughout the process to ensure that the correct data is collected. In addition, customised online surveys are deployed to collect any missing data, if necessary.

We then, in conjunction with the HR Team, compile a set of Job Profiles for each work function within the organisation. All gathered data is then imported into our Skills Audit Algorithm, we run the Skills Audit and analyse the findings.

We wrap-up the skills audit project with a virtual handover meeting where we present our insights through a collection of skills audit reports and intuitive visualisation dashboards, showcasing the strengths within the company and pinpointing where additional training is needed. We also generate a Microsoft Excel extract of the skills audit results which can be used to populate your HR systems or aid with the compilation of your company's Workplace Skills Plan.



# OUR UNIQUE **METHODOLOGY**

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Our Skills Audits Are:

## **FAST**

Once the data extraction process is complete, our unique Skills Audit Algorithm generates your Skills Gap Analysis in a matter of minutes.



## **ACCURATE**

By using your organization's verified skills development historical data, our Skills Gap Analysis is not only accurate but also up-to-date.

## **COST-EFFECTIVE**

From as little as R200 per employee, we can identify skills gaps and save your organisation hundreds of thousands in unnecessary training.

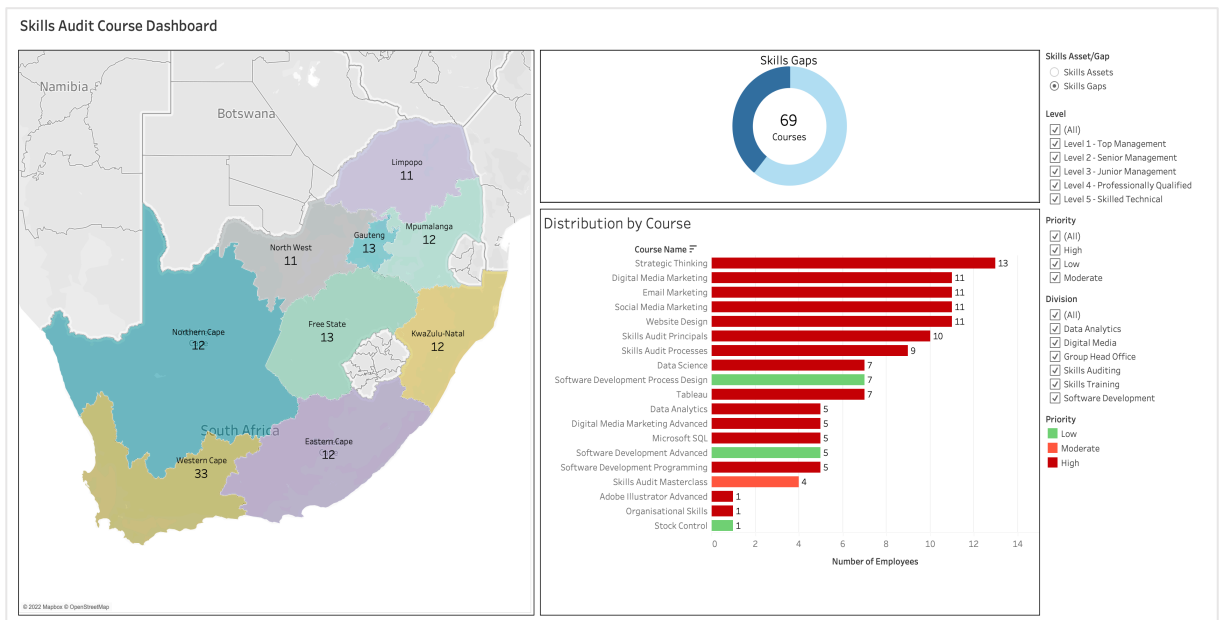
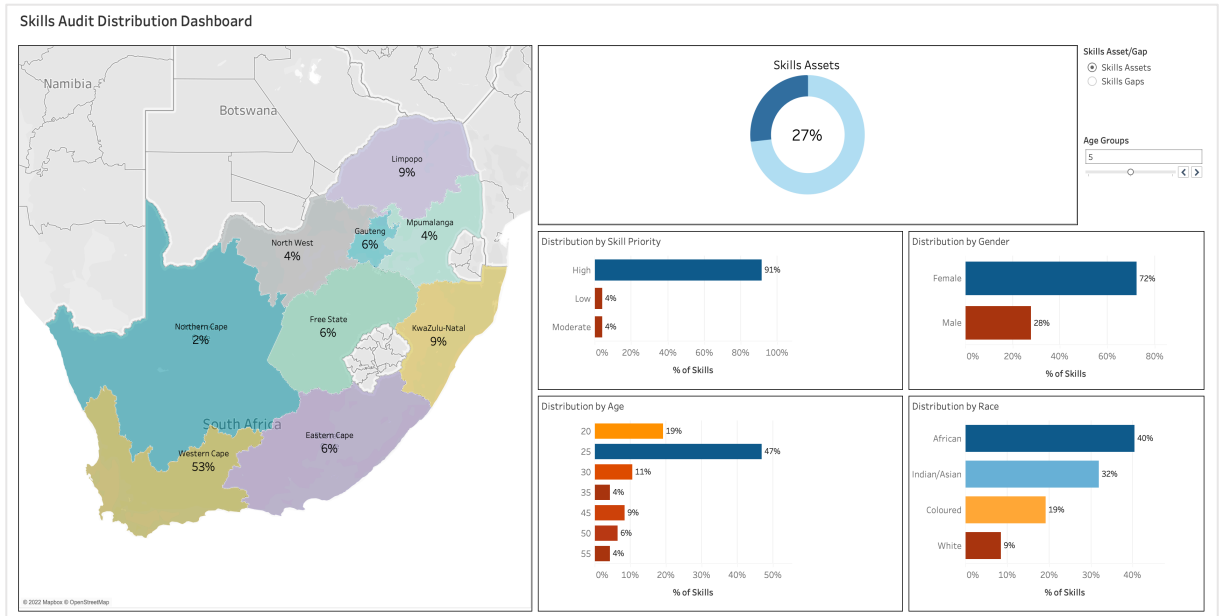
Skills Audit Outcomes:

Once we have completed our Skills Audit and identified where your skills gaps and training needs are, you will:

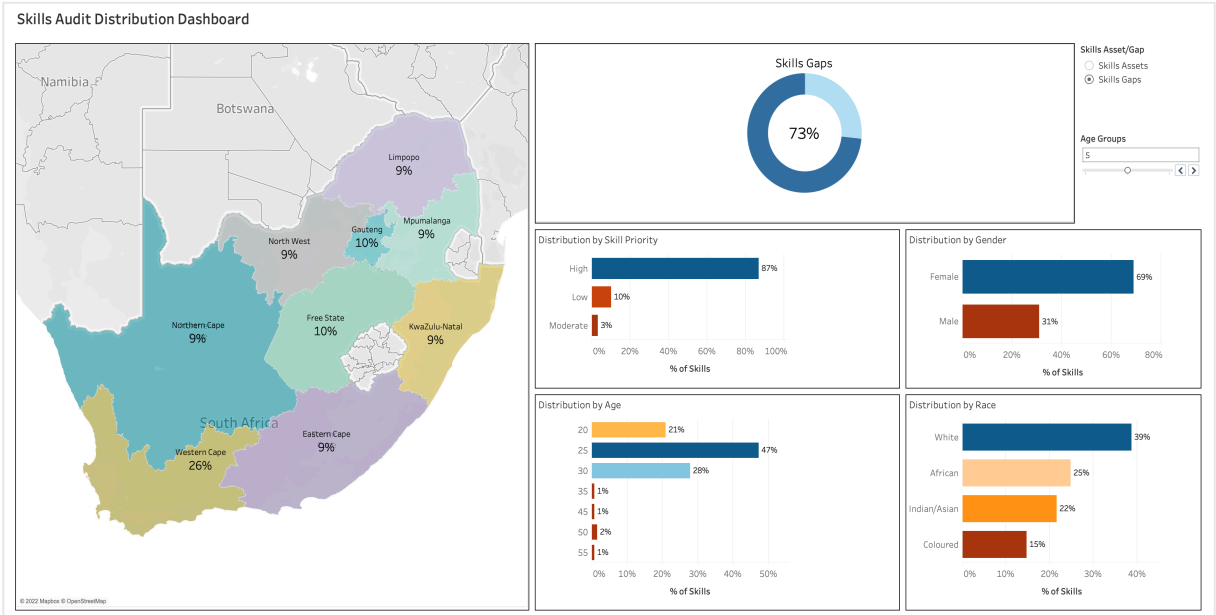
- Be assured that you are getting the maximum results from your training budget by sending the right people on the right training;
- Know exactly which talents best suit which roles;
- Have a precise, up to date snapshot of all your skills gaps and how to close them in the fastest way;
- Feel empowered to tap into all available SETA funding to address critical skill shortages within your organization;
- Feel relieved knowing you will be able to compile an accurate Workplace Skills Plan with very little effort;
- Feel confident knowing that your staff are motivated by having the right skills to do their jobs.



# SAMPLE DELIVERABLES



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### Skills Audit Matrix

Division	Surname	Job Title	Programme																					
			Adobe Illustrator Advanced	Budgeting	Decision Making	Effective Communication	Financial Management	Human Resources Management	Leadership Development	Marketing Management	Organisational Skills	Payroll Management	People Management	Sales Management	Skills Audit Principals	Skills Audit Processes	Skills Development Facilitation	Skills Training Principals	Social Media Marketing	Software Development Advanced	Software Development Process Design	Software Development Programming	Stock Control	Strategic Thinking
Group Head Office	Dane	Managing Director																						
	Dube	Sales Manager																						
	Gatfield	Financial Director																						
	Govender	Marketing Manager																						
Skills Training	Mazibuko	Human Resources Manager																						
	Chetty	Skills Facilitator																						
	Naidoo	Skills Facilitator																						
	Phehlukwayo	Skills Facilitator																						
Software Development	Saaidi	Skills Facilitator																						
	Ackerman	Senior Software Developer																						
	Buchaya	Skills Audit Analyst																						
	Buthlezi	Senior Software Developer																						
	Hlongwane	Senior Software Developer																						
	Jugmohan	Software Developer																						
	Lackyer	Software Developer																						
	Mc Donald	Senior Software Developer																						
	Mzinyane	Senior Software Developer																						
Ncube	Software Developer																							
Ndlou	Software Developer																							

**Competent**

Skills Assets  
 Skills Gaps

**Level**

(All)  
 Level 1 - Top Management  
 Level 2 - Senior Management  
 Level 3 - Junior Management  
 Level 4 - Professionally Qualified  
 Level 5 - Skilled Technical

**Age (bin)**

(All)  
 20  
 25  
 30  
 35  
 45  
 50  
 55

**Division**

(All)  
 Data Analytics  
 Digital Media  
 Group Head Office  
 Skills Auditing  
 Skills Training  
 Software Development





# WHAT OUR CLIENTS SAY

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*"The Mr. Price Group conducted a Skills Audit for 10 000 employees within our various divisions. The audit was successfully completed in only 21 days and greatly assisted in the compilation of a realistic Training Needs Analysis which was easily converted into our Workplace Skills Plan as required by the W&R Seta.*

*I would highly recommend an eSkills Audit to any medium to large organisation to effectively manage their skills development."*

**Karen Wells**

Group Human Resources



*"Many thanks for making our skills audit project a worthwhile journey. Our initial frustrations and concerns were dealt with as you stayed alongside of us, offering explanations, solutions and insights each step of the way.*

*The result of our collaboration with you is that we now have both meaningful data and a simple framework we can continue to utilize in the future. The framework, while allowing us to link our employee data base, job profiles, required competencies and training register, has meant that, at a glance, we are now able to determine skills gaps or strengths by individual, group or company and use the data for succession and learning and development planning.*

*We now have improved data and insight to move us forward into the future, thanks to Solutions Connexion."*

**Sherry Butler**

Group Learning & Development Manager



# CONTACT US

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If you're interested in identifying the skill gaps in your organisation, it can be difficult and time consuming to do manually. Let Solutions Connexion manage the hard parts and provides you with additional benefits like skills assessment, analysis, development planning and talent identification.

Book an appointment to discuss your organisation's skills development requirements.

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