



# Company Profile

# Purpose & proposal

- Staff Vision is a Human Resources management practice that provides a comprehensive range of Human Resources Solutions with a business focus.
- Staff Vision is a reliable service provider driven by passion to always provide high quality and yet effective business solution to our business partners with integrity that we translate into a work ethic driven to succeed and grow.
- The same energy & passion is extended to our clients in all our business dealings.
- Staff Vision is an expert HR solution established in 2017.

The solution is crafted offering 3 main pricing models, each individually designed to afford our clients the ability to choose the right fit for them.

NB:WE ARE A B-BBEE LEVEL 1 CONTRIBUTOR: 1 OR: 135% P % PROCUREMENT RECOGNITION.

## **VISION**

- To be the premier provider of integrated Human Resources solutions
- To be globally recognised as reputed professional HR solutions

## **MISSION**

- To deliver clients requirements on time and build a trustworthy relationship
- To provide value for money, service and unlock the full potential of candidates

# Offering

- NB:The Client is required to pay a Retainer fee in the amount of options selected (EXLC VAT) to the Service Provider as an advance on future Services to be provided.
- The client shall pay the retainer fee before the 4th of each month

HR Retainer fee per headcounts	On Demand	Retainer Fee-Option A	Retainer Fee-Option B
HR Consulting Services	<b>Consultation is free</b> but a call out fee is charged @ R450.00 within Gauteng and AA RATES outside Gauteng	Where the numbers of employees are from 0-50 R15500.00.00 Excluding VAT  <b>NB: Weekly Client Visit</b>	Where the numbers of employees are from 0-50 R25 500.00.00 Excluding VAT  <b>NB: Weekly Client Visit</b>
LR and BCEA Compliance	<b>Consultation is free</b>	Contract and update -included on retainer fee options above	Contract and update -included on retainer fee options above
Disciplinary procedures	Advise & Assistance with Hearing Consultation is free.R850.00 Per Hour on occurrence	Full Function up to CCMA	Full function up to CCMA
CCMA Assistance	Advise & Assistance with Case Preparing and Representation @.R950.00 Per Hour on occurrence	Full Function to Settlement	Full Function up to Settlement
Contracts Management	<b>Consultation is free</b>	R450.00 Per Document	Each document for 12 months

## RECRUITMENT

Please note, recruitment is charged separately, at 12% of annual basic salary per placement.

This is as a result of the time it takes to recruit the ideal candidate.

The fee is inclusive of the following;

- Advertising costs • Shortlisting of CV's
- Interviewing • References
- Background checks [criminal check, credit check, ID check, fraud check etc.]
- Induction or orientation [if required]
- Selection [including a recommendation document].

Staff Vision prides itself on placing quality candidates, over a wide range of industries such as IT, Service Desk, Sales Administration, Engineering, Construction etc. Once a successful candidate is appointment.

Staff Vision offers a probationary service to ensure that the candidate is meeting the Client's expectations within the first three months of their employment. This service is charged at our standard hourly rate.

## ***INDUSTRIAL RELATIONS***

### **MANAGING MISCONDUCT**

- Including counsellings, warnings, suspensions etc,

### **MUTUAL SEPARATION AGREEMENTS**

- Managing separations from beginning to end.

## **RETRENCHMENTS**

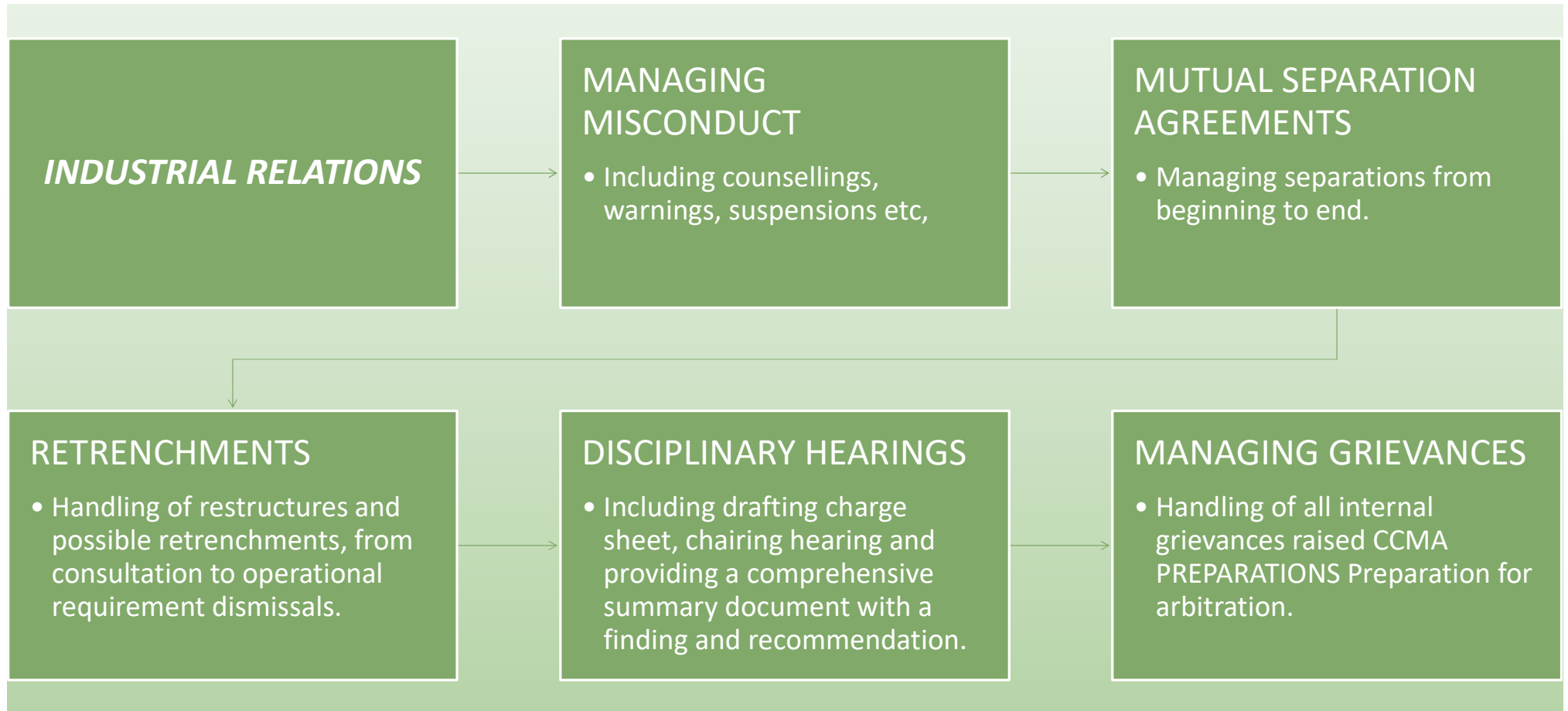
- Handling of restructures and possible retrenchments, from consultation to operational requirement dismissals.

### **DISCIPLINARY HEARINGS**

- Including drafting charge sheet, chairing hearing and providing a comprehensive summary document with a finding and recommendation.

### **MANAGING GRIEVANCES**

- Handling of all internal grievances raised CCMA PREPARATIONS Preparation for arbitration.



# HR Services

- Staff Vision assigns a dedicated onsite officer to each of our outsourced clients. The main aim is to provide Opera (and its assignees) with a single point of contact through which all queries and concerns can be addressed.
- The onsite officer is accountable for:
  - Attendance checks at the commencement of each day
  - Payroll or contract queries
  - Delivering of payslips
  - Invoice queries
  - Relationship development with assignee and client
- In addition, the onsite officer is supported by experienced individuals who will manage all Industrial related activities

## Industrial Relations

This includes the management of:

- Assignee conduct and behaviour
- Counselling on conduct and behaviour
- Disciplinary interventions
- Terminations

## Payroll Services

- It is imperative your assignees are paid right, every time on time.
- Utilising the SAGE platform our notable payroll benefits include:
  - Flexibility in terms of payment intervals (daily, weekly and monthly)
  - Legal compliance in terms of statutory benefits

# Company Details

Name	Status
Co Reg number	2017/507412/07
Vat number	4810313041
PAYE Reference No	9896590164
UIF Electronic No	U770820530
B-BBEE	Level 1
Physical address	19 Human Street, Old Absa Building , Krugersdorp
Telephone number	010 335 0197/062 493 0816

# Thank you for this opportunity.

Staff Vision is an exclusive HR Consulting business directed by a well-established professional with over 10 years' experience in the Staffing and Human Resources field.

At Staff Vision we strive to always do right, be it with a client, candidate, supplier or partner.

It is this motivation that we translate into a work ethic driven to succeed and grow.

This is the energy and passion Staff Vision brings to your business.

