



Knowledge Mining Academy (Pty) Ltd.

Unlocking *Potential*, Empowering *Futures*.

Employment Equity Compliance & Advisory Services Overview

Building Capability. *Creating Impact*. Transforming Workplaces.

Our Services



Learnerships and HEQ



Internship Programs



Compliance Support



Skills Development ROI
Consultation

Our strategic contribution



QCTO-accredited training solutions



Developing future-ready workforces



Employment Equity, B-BBEE and
SDF transformation support



Supporting South African
Businesses and Uplifting Communities



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QCTO Qualifications and Learnerships

Employment Equity, B-BBEE and SDF Consultation

Skills Development ROI Consultation

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About Knowledge Mining Academy

*Accredited Learning. **Workforce Development.** Business Transformation.*

Knowledge Mining Academy is a QCTO-accredited training provider and strategic workforce development partner, dedicated to helping organisations develop capable people, strengthen workplace performance and achieve meaningful transformation.

Established in 2018, Knowledge Mining Academy was founded on the belief that learning should deliver far more than legislative compliance or qualification achievement. It should equip people with the knowledge, practical skills and professional confidence to contribute meaningfully in the workplace while enabling organisations to build stronger teams, improve performance and achieve sustainable business growth.

We partner with organisations across a range of industries to design and implement integrated people development and transformation solutions aligned with organisational strategy, workforce requirements and legislative obligations.

Our expertise extends beyond accredited learning programmes and includes Skills Development Facilitation, Employment Equity consulting and B-BBEE transformation advisory services. This enables our clients to align learning, compliance and transformation within a coordinated workforce development strategy rather than managing each requirement in isolation.

Through this integrated approach, we help organisations move beyond compliance-driven activities towards practical and measurable workforce transformation. Our services are designed to strengthen internal capability, improve the effective implementation of transformation initiatives and maximise the value of each organisation's investment in its people.

Our commitment is clear.

We do more than help organisations meet their Employment Equity obligations—we support the development of practical, sustainable and strategically aligned transformation.

Every Employment Equity initiative is designed to strengthen compliance, support the achievement of organisational objectives, address workplace barriers and promote meaningful progress towards a more equitable and inclusive workforce.



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The Knowledge Mining Academy Difference

Employment Equity is more than an annual reporting requirement. It requires informed consultation, accurate workforce analysis, realistic planning, ongoing monitoring and meaningful action to address workplace barriers and support equitable representation.

At Knowledge Mining Academy, we understand the practical and regulatory challenges organisations face when implementing Employment Equity in an evolving South African compliance environment. We provide structured, practical and strategic support that helps organisations meet their legislative obligations while making measurable progress towards a more equitable and inclusive workplace.

Specialist Employment Equity Guidance

We provide clear, practical guidance on Employment Equity legislation, sectoral numerical targets, reporting requirements and implementation responsibilities. We remain informed of regulatory developments and help our clients understand how these changes affect their organisation.

Practical and Tailored Solutions

Every organisation has a different workforce profile, operational environment and transformation journey. Our services are tailored to the organisation's size, structure, industry, workforce demographics and business priorities, ensuring that Employment Equity plans are both compliant and realistically achievable.

Meaningful Consultation and Participation

We support the establishment and effective functioning of Employment Equity Committees and facilitate meaningful consultation with employees and management. Our approach encourages participation, shared accountability and informed decision-making throughout the Employment Equity process.

Accurate Analysis and Strategic Planning

We assist organisations to analyse workforce representation, identify underrepresentation and workplace barriers, and develop Employment Equity Plans with clear objectives, affirmative action measures, numerical goals and implementation timeframes.

Integrated Transformation Support

Our expertise across Employment Equity, Skills Development Facilitation and B-BBEE enables us to align these areas wherever appropriate. This integrated approach reduces duplication, strengthens workforce planning and helps organisations maximise the value of their transformation initiatives.

Proactive Compliance and Risk Management

We help clients identify compliance gaps before they become significant risks. Through structured monitoring, document management, consultation and reporting support, we reduce the risk of inaccurate submissions, missed obligations, penalties, reputational damage and barriers to doing business.



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Ongoing Support and Accountability

Employment Equity requires continuous implementation and monitoring. We provide ongoing advisory support, progress reviews and practical guidance to help clients maintain momentum, respond to emerging challenges and remain prepared for regulatory review or inspection.

A Partnership Approach

We do not simply prepare reports or complete compliance documents. We work alongside management, Human Resources teams and Employment Equity Committees to build internal understanding, strengthen accountability and support sustainable transformation.

What Our Clients Say:

Client testimonial: Mmathapelo Matlala, HR Manager, Deltec Energy Solutions - Date: 28 July 2026

"Knowledge Mining Academy has been an invaluable partner in supporting our learnership and internship programmes. Their service is exceptional, they provide consistent feedback, keep us informed of any changes, and are always readily available to assist both our team and our learners. Their proactive approach to planning each year's learner intake, together with their ability to tailor programmes to our operational requirements, has made the entire process seamless and efficient.

With their support in planning and placing our learners and interns, Deltec Energy Solutions achieved our B-BBEE Level 1 status in 2025, and we look forward to maintaining this success in 2026. I would highly recommend Knowledge Mining Academy to any organisation seeking a professional, reliable, and results-driven skills development partner."

Excerpt from a full client testimonial: (Sonika Carr, Executive Head - HR, Reunert Connect (Pty) Ltd. Date: May, 2026

"Knowledge Mining Academy has supported our organisation across Employment Equity, B-BBEE, skills development, training implementation, and workforce capability initiatives over a number of years.

Their guidance and hands-on support have helped simplify complex compliance, reporting, and skills development requirements while ensuring our initiatives remained aligned to our broader business strategy and workforce objectives.

What has consistently stood out is their professionalism, responsiveness, industry knowledge, and genuine commitment to adding long-term value to our organisation.

Diana Esteves and her team have the ability to combine strategic insight with practical implementation support, making complex people, compliance, and development processes far more manageable and effective. In addition to their strong expertise in Employment Equity and B-BBEE, Knowledge Mining Academy has demonstrated a forward-thinking approach to learning and development through programmes.

Knowledge Mining Academy approaches every engagement with professionalism, integrity, and a strong focus on building meaningful, long-term relationships. Their passion for people development and organisational growth is evident in everything they do.

I would highly recommend Knowledge Mining Academy to any organisation looking for a credible, innovative, and highly professional partner in skills development, workforce transformation, compliance support, and future-focused capability building."



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Our Employment Equity (EE) Services

Employment Equity compliance requires far more than the annual submission of an Employment Equity report. It is an ongoing process involving consultation, workforce analysis, barrier identification, strategic planning, implementation, monitoring and accurate recordkeeping.

Knowledge Mining Academy provides comprehensive Employment Equity consulting and implementation support to help designated employers meet their legislative obligations while developing a practical and sustainable approach to workplace transformation.

Our services are tailored to each organisation's workforce profile, operating environment, economic sector and transformation priorities. We guide clients through the complete Employment Equity process, from establishing the required governance structures to preparing the Employment Equity Plan, monitoring implementation and completing annual reporting.

Our Employment Equity Implementation Framework

Knowledge Mining Academy follows a structured 10-step implementation framework aligned with the requirements of the Employment Equity Act and applicable regulations.

The process is implemented across three interconnected phases:

Phase 1: Preparation and Analysis

Establishing responsibility, raising awareness, conducting consultation and completing the required workplace and workforce analysis.

Phase 2: Planning and Implementation

Developing affirmative action measures, numerical goals and annual targets, allocating resources and communicating the Employment Equity Plan.

Phase 3: Monitoring and Reporting

Monitoring implementation, evaluating progress, maintaining supporting records and completing the prescribed Employment Equity reporting requirements.



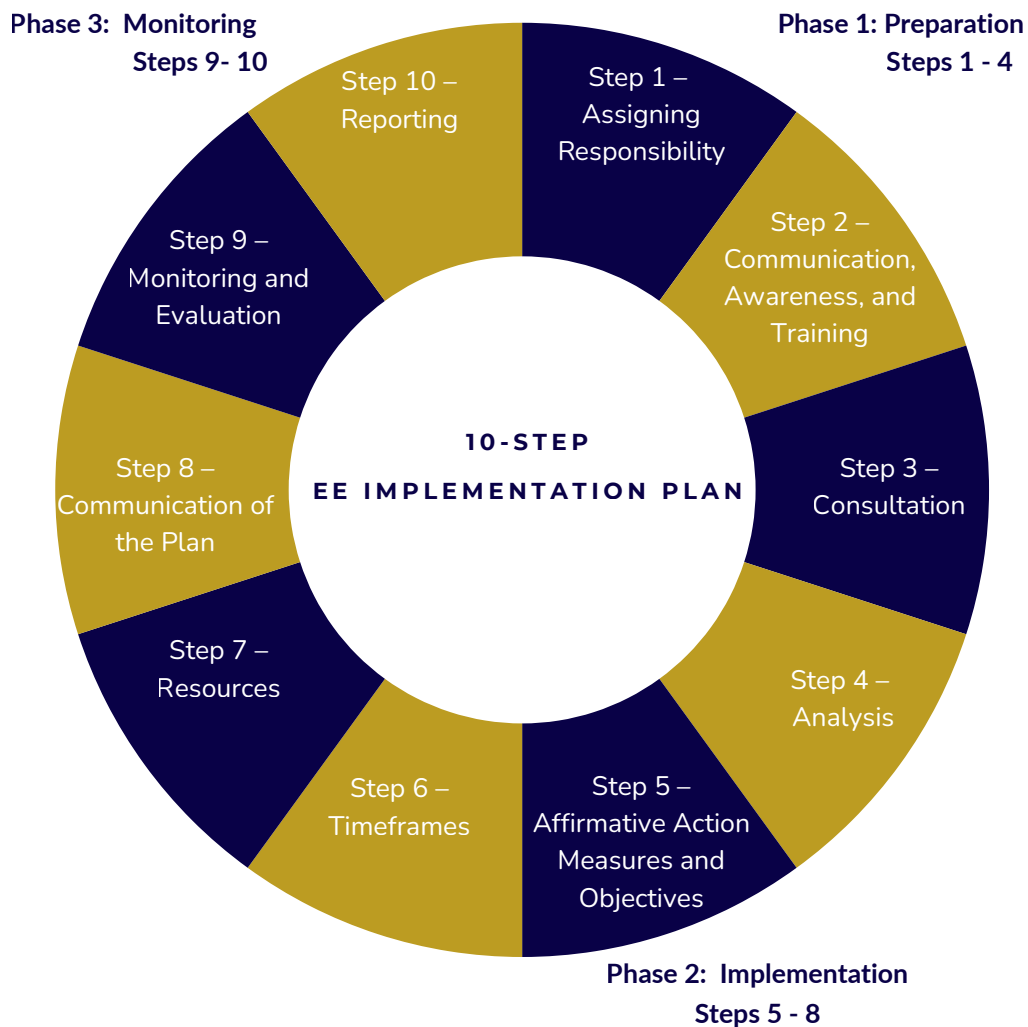
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10 Step Employment Equity Process



How We Support *Your* Employment Equity Process

We conduct an initial review of the organisation's Employment Equity status, existing plans, policies, reports, committee structures and supporting records.

This assessment enables us to identify compliance gaps, implementation risks and areas requiring further development. We then provide practical recommendations and establish a structured implementation plan based on the organisation's specific requirements.



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Employment Equity Committee Formation

We assist with establishing or reviewing the organisation's Employment Equity Committee to ensure appropriate representation across occupational levels, race, gender, disability and other relevant workforce groups.

Our support may include:

- Advising on the nomination and appointment process.
- Preparing committee terms of reference.
- Clarifying the roles and responsibilities of committee members.
- Developing an annual consultation and meeting schedule.
- Providing templates for agendas, attendance registers and minutes.
- Establishing an organised Employment Equity compliance file.

Where required, we can chair or facilitate Employment Equity Committee meetings and assist the organisation to maintain accurate records of consultation and decisions.

Assignment of Employment Equity Responsibility

We assist the organisation to formally assign responsibility for Employment Equity to an appropriately senior manager and clarify the responsibilities of management, Human Resources and the Employment Equity Committee. We also provide guidance on the authority, resources, time and organisational support required for the effective implementation of the Employment Equity Plan.

Employment Equity Awareness and Committee Training

We provide Employment Equity awareness and committee training to help management, employees and committee representatives understand:

- The purpose and requirements of the Employment Equity Act.
- The responsibilities of designated employers.
- The role of consultation in the Employment Equity process.
- The responsibilities of the Employment Equity Committee.
- Workplace barriers and affirmative action measures.
- Numerical goals, annual targets and sectoral numerical targets.
- Monitoring, reporting and recordkeeping requirements.

This training helps committee members participate meaningfully in consultation and make informed recommendations regarding the organisation's Employment Equity strategy.



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Employee Communication and EEA1 Declarations

We support the organisation in communicating its Employment Equity responsibilities and processes to employees. We also assist with the collection and management of EEA1 employee declarations, which provide the information required for employees to voluntarily declare their race, gender and disability status for Employment Equity reporting purposes.

The employer remains responsible for ensuring that employee information is collected, processed and stored confidentially and in accordance with applicable data protection requirements.

Employment Equity Policy Development

We provide an Employment Equity Policy template that can be customised to the organisation's structure, operating environment and transformation objectives.

The policy is presented for consultation with the Employment Equity Committee and should clearly establish the organisation's commitment to:

- Equal opportunity and fair treatment.
- The elimination of unfair discrimination.
- The identification and removal of employment barriers.
- Reasonable accommodation.
- The implementation of affirmative action measures.
- Meaningful employee consultation.
- Ongoing monitoring and accountability.

Where necessary, we also review related employment policies and procedures to determine whether they support or unintentionally obstruct the organisation's Employment Equity objectives.

Barrier Analysis and EEA12

We facilitate a comprehensive analysis of the organisation's employment policies, procedures, practices and working environment to identify barriers that may adversely affect designated groups. Where appropriate, we conduct an electronic barrier analysis survey to gather confidential employee input. We analyse the responses, identify material themes and prepare a structured findings report for consultation with management and the Employment Equity Committee.

The findings are incorporated into the prescribed EEA12 analysis and used to develop appropriate affirmative action measures for the Employment Equity Plan.



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Workforce Profile and Representation Analysis

We analyse the organisation's workforce profile across the prescribed occupational levels to identify areas of underrepresentation and overrepresentation.

The analysis considers:

- Race and gender representation.
- Representation of persons with disabilities.
- Permanent and temporary employees.
- Occupational levels.
- The applicable Economically Active Population data.
- The relevant five-year sectoral numerical targets.
- Recruitment, promotion, termination and succession opportunities.
- Operational factors that may influence the organisation's ability to make progress.

This enables the organisation to establish informed, realistic and legally aligned Employment Equity objectives.

Employment Equity Plan and EEA13

We assist the organisation to develop its Employment Equity Plan and complete the prescribed EEA13 template. The plan incorporates:

- The results of the workplace and workforce analysis.
- Identified employment barriers.
- Affirmative action measures.
- Numerical goals and annual numerical targets.
- Alignment with applicable sectoral numerical targets.
- Strategies to improve the representation of persons with disabilities.
- Responsible persons.
- Implementation timeframes.
- Monitoring mechanisms.
- Internal dispute-resolution procedures.
- Required resources and budgets.

The plan is developed through consultation with management and the Employment Equity Committee to ensure that the objectives are both compliant and operationally realistic.



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Where necessary, we assist the organisation to update its implementation actions while maintaining alignment with the approved Employment Equity Plan and legislative requirements.

Employment Equity Committee Meetings

We can provide ongoing support for scheduled Employment Equity Committee meetings.

Depending on the agreed service scope, this may include:

- Preparing meeting agendas.
- Compiling progress information.
- Facilitating or chairing meetings.
- Presenting workforce and implementation updates.
- Recording discussions and recommendations.
- Preparing formal meeting minutes.
- Maintaining action registers.
- Following up on outstanding implementation responsibilities.

Regular consultation helps demonstrate that Employment Equity is actively implemented and monitored throughout the year.

Annual Employment Equity Reporting

We assist designated employers with the preparation and online submission of their annual Employment Equity reports within the reporting period prescribed by the Department of Employment and Labour.

Our reporting support includes:

EEA2: Employment Equity Report

We compile the EEA2 using verified workforce movement and demographic data supplied by the organisation.

The report reflects the organisation's workforce profile, recruitment, promotion, termination, training and other prescribed Employment Equity information for the applicable reporting period.

EEA4: Income Differential Statement

We assist with compiling the EEA4 Income Differential Statement using the remuneration information provided by the organisation.

This includes the prescribed remuneration analysis across occupational levels, race and gender, together with the information required to assess income differentials and equal pay considerations.

Once the reports have been reviewed and authorised by the organisation's Chief Executive Officer or accounting officer, we submit the EEA2 and EEA4 through the DEL reporting system and provide the organisation with proof of the submitted reports and the submission acknowledgement for its compliance records.



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Employment Equity Certificate of Compliance Support

We provide guidance on the requirements for requesting an Employment Equity Certificate of Compliance where the organisation requires the certificate for contracting with an organ of state or for another business purpose.

Our support may include:

- Reviewing the organisation's Employment Equity compliance status.
- Confirming that annual reporting requirements have been met.
- Reviewing progress against annual numerical targets.
- Identifying reasonable grounds that may need to be recorded where targets were not achieved.
- Reviewing compliance with applicable National Minimum Wage requirements.
- Assisting with the preparation of the prescribed application information.

The issuing of the certificate remains subject to the Department of Employment and Labour's assessment and approval.

Inspection and Compliance Readiness

We assist organisations to maintain a structured Employment Equity compliance file and prepare for possible inspection or regulatory review.

The file may include:

- Appointment letters and assignment of responsibility.
- Employment Equity Committee records.
- Consultation evidence.
- Training and communication records.
- EEA1 declarations.
- Employment policies and procedures.
- The EEA12 analysis.
- The approved EEA13 Employment Equity Plan.
- Evidence of affirmative action implementation.
- Monitoring reports.
- Committee minutes and action registers.
- Submitted EEA2 and EEA4 reports.
- Submission acknowledgements.
- Relevant annual-report disclosures.

Maintaining complete and accurate records helps the organisation demonstrate that Employment Equity has been meaningfully consulted on, implemented and monitored.



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Our Service Approach

*Tailored to **Your** Organisation*

Every organisation has a different workforce profile, operational environment and transformation journey. We therefore tailor our services to the organisation's size, sector, geographic footprint, workforce composition and strategic priorities.

Practical and Cost-Effective

Our services are structured around the organisation's actual compliance and implementation requirements. This avoids unnecessary duplication and ensures that resources are directed towards activities that provide meaningful compliance and organisational value.

Integrated with Skills Development and B-BBEE

Our expertise in Employment Equity, Skills Development Facilitation and B-BBEE transformation enables us to align related workforce initiatives wherever appropriate.

This integrated approach can reduce duplication, improve workforce planning and ensure that recruitment, training, development and succession initiatives support the organisation's broader transformation objectives.

Ongoing Advisory Support

Employment Equity is a continuous process rather than an annual reporting exercise. We provide ongoing guidance to help clients respond to legislative developments, workforce changes, implementation challenges and evolving compliance requirements.





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Working Together for a Successful EE Process

Confidentiality and Data Protection

Knowledge Mining Academy treats all workforce, remuneration and employee information as confidential. Where required, we will conclude an appropriate confidentiality undertaking before the project begins. Findings and reports will be discussed with authorised management representatives before being presented to the Employment Equity Committee or other stakeholders.

The client remains responsible for determining who may access confidential employee information and for ensuring compliance with its internal information-management and data-protection obligations.

Client Data and Cooperation

The accuracy and timely completion of the Employment Equity process depend on the client providing complete, accurate and properly verified information within the agreed timeframes.

This may include:

- Employee demographic information.
- Employee movement data.
- Occupational-level classifications.
- Remuneration information.
- Policies and procedures.
- Organisational structures.
- Training and development information.
- Previous Employment Equity reports and plans.
- Evidence of implementation.

Knowledge Mining Academy cannot accept responsibility for inaccuracies, omissions or reporting delays caused by incomplete, inaccurate or late information supplied by the client.

Reporting Timelines

Project timelines and data-submission deadlines will be agreed during the initial consultation and recorded in the Employment Equity implementation schedule.

Knowledge Mining Academy aims to complete annual reporting well in advance of the Department's prescribed closing date. This is, however, dependent on the client providing all required information, approvals and Chief Executive Officer authorisation by the agreed deadlines.



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Let Us Support Your Employment Equity Journey

Every organisation's Employment Equity requirements are different. The level of support required will depend on factors such as the size and structure of the organisation, the number of employees, the current level of compliance, the condition of existing Employment Equity records and the extent of the services required.

For this reason, our Employment Equity services are not offered as a standard one-size-fits-all package. We begin with an initial consultation to understand your organisation's current position, compliance obligations and support requirements.

Following this consultation, we will provide a tailored scope of work and cost proposal based on the services required. This ensures that you only pay for the support your organisation needs, while receiving a practical and cost-effective solution aligned with your business.

Whether you require assistance with a specific Employment Equity requirement or comprehensive support throughout the full implementation and reporting cycle, Knowledge Mining Academy can provide the guidance, structure and ongoing support needed to move forward with confidence.

Start the Conversation

Contact us to arrange a complimentary, no-obligation consultation to discuss your organisation's current Employment Equity position, compliance obligations and the level of support required.

This initial conversation allows us to understand your business, identify the services most relevant to your organisation and prepare a tailored scope of work and cost proposal.

Let us help you simplify Employment Equity compliance and implement a practical, sustainable approach to workplace transformation.



KNOWLEDGE MINING ACADEMY

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