Knowledge Mining Academy (Pty) Ltd.

Employment Equity Compliance & Advisory Services

Building Capability. Creating Impact. Transforming Workplaces.



Our Solutions

Developing Future-Ready Workforces

Learnerships, Internships, Skills Programmes

Compliance Support

Employment Equity, SDF and B-BBEE

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About Knowledge Mining Academy

Accredited Learning. Employment Equity Consultation. Workforce Transformation.

Knowledge Mining Academy is a QCTO-accredited training provider and strategic workforce development partner, supporting organisations with accredited learning, learnerships, Employment Equity, Skills Development and B-BBEE transformation.

Our Employment Equity approach goes beyond compliance. We help organisations analyse workforce representation, identify barriers, set numerical goals and targets, strengthen EE Committees and implement practical transformation strategies.

As an accredited training provider, we can also translate identified EE and skills gaps into learnerships, qualifications and targeted development programmes that strengthen talent pipelines, succession planning and representation across occupational levels.

This integrated approach allows Employment Equity planning to become a practical workforce development strategy rather than a once-a-year compliance exercise.

Why Organisations Choose Knowledge Mining Academy

QCTO-Accredited Training Provider
Accredited learning solutions that address identified workforce and skills gaps.

Employment Equity Expertise
Practical support with EE planning, implementation, compliance and reporting.

Workforce Analysis
Identifying representation gaps, barriers and priority areas for transformation.

EE-Aligned Skills Development
Linking identified EE gaps to accredited training and learnerships.

Talent & Succession Planning
Building internal pipelines for advancement and improved representation.

Integrated Transformation
Aligning Employment Equity, Skills Development and B-BBEE strategies.

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How We Support Your Employment Equity Success

Strategic EE Planning & Advisory

- Understanding your workforce and transformation priorities.
- Reviewing Employment Equity compliance requirements.
- Identifying representation gaps across occupational levels.
- Aligning EE objectives with organisational strategy.
- Establishing practical numerical goals and targets.
- Integrating EE with Skills Development and B-BBEE.

Workforce Analysis & EE Planning

- Conducting workforce profile and representation analysis.
- Identifying barriers to equitable representation.
- Developing or reviewing the Employment Equity Plan.
- Setting realistic goals, targets and timelines.
- Identifying priority development and succession needs.
- Building practical actions into the EE strategy.



EE Committee & Implementation Support

- Supporting effective EE Committee consultation.
- Guiding committee roles, responsibilities and meetings.
- Assisting with agendas, minutes and required records.
- Monitoring progress against EE goals and targets.
- Supporting implementation of agreed EE interventions.
- Providing ongoing practical EE guidance.

Monitoring, Reporting & Skills Development

- Tracking progress against the Employment Equity Plan.
- Supporting statutory EE reporting and preparation.
- Reviewing workforce movement and representation.
- Identifying areas requiring further intervention.
- Linking EE gaps to accredited training and learnerships.
- Building talent pipelines through targeted development.

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Our Employment Equity (EE) Services

Employment Equity requires more than annual reporting. It is an ongoing process of consultation, workforce analysis, planning, implementation, monitoring and recordkeeping.

Knowledge Mining Academy provides comprehensive Employment Equity consulting and implementation support, helping designated employers meet their legislative obligations while building a practical and sustainable transformation strategy.

As a QCTO-accredited training provider, we also help organisations address skills and representation gaps identified through the EE process through targeted learnerships, accredited qualifications and workforce development interventions.

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

- Step 1: Assign responsibility.
- Step 2: Communication and awareness.
- Step 3: Establish a consultative forum.
- Step 4: Analyze workplace profile and policies.

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Phase 2: Implementation

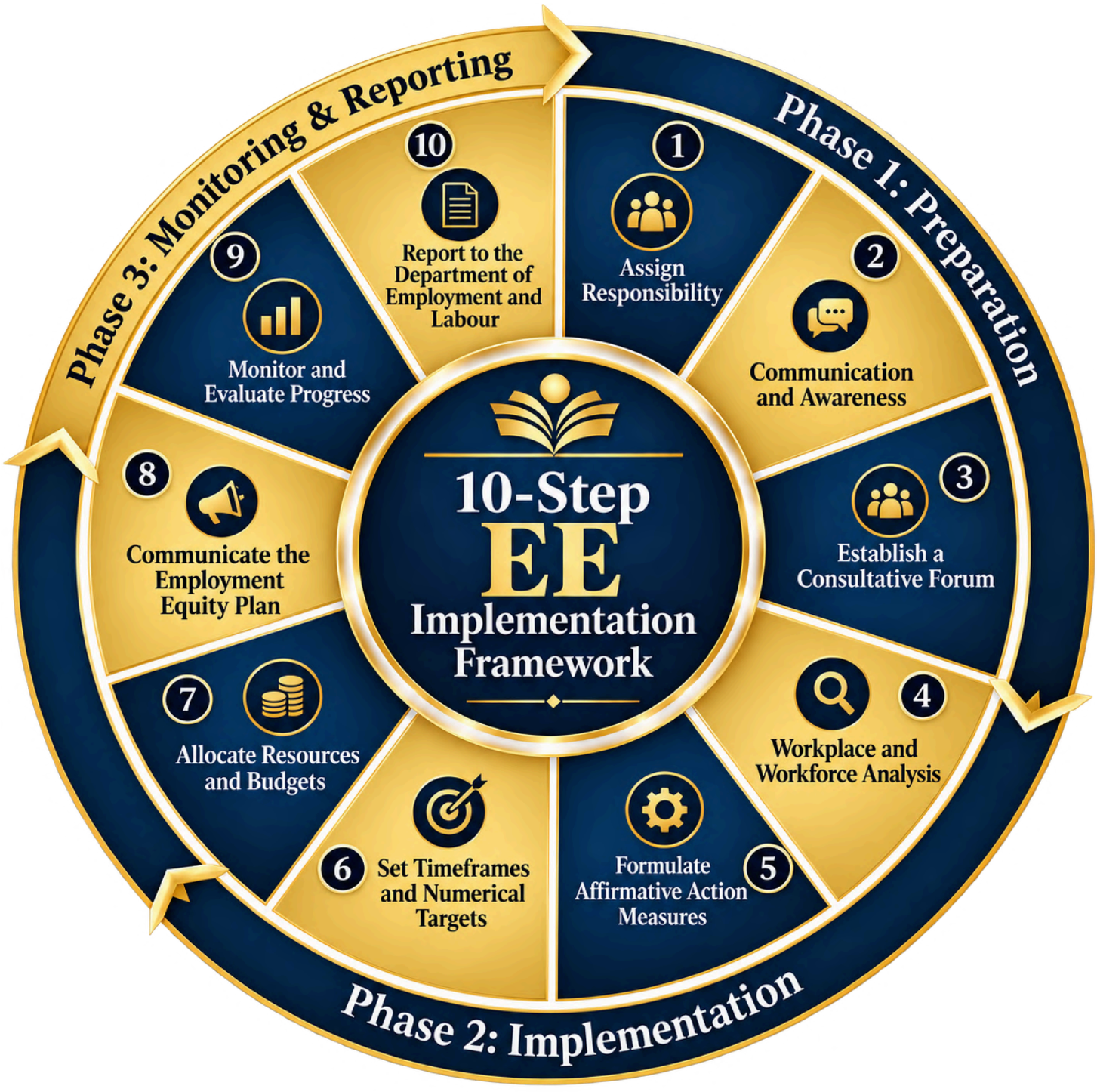
- Step 5: Formulate Affirmative Action (AA) measures.
- Step 6: Set timeframes and numerical targets.
- Step 7: Allocate resources and budgets.
- Step 8: Communicate the plan.

Phase 3: Monitoring and Reporting

- Step 9: Monitor and evaluate progress.
- Step 10: Report to the Department of Employment and Labour.

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10-Step Employment Equity Implementation Framework



Phase 1: Preparation

Step 1 — Assign Employment Equity Responsibility

We assist the organisation to formally assign responsibility for Employment Equity to an appropriately senior manager with sufficient authority to oversee the process.

Our support includes clarifying the responsibilities of management, Human Resources and the Employment Equity Committee, and ensuring that appropriate authority, resources, time and organisational support are available.

Outcome: Clear ownership and accountability for the Employment Equity process.

Step 2 — Communication & Awareness

We support the organisation in creating awareness and communicating the purpose, requirements and objectives of Employment Equity to management, employees and relevant stakeholders.

This may include:

- Employment Equity awareness and management training.
- Responsibilities of designated employers.
- Employee rights and responsibilities.
- The consultation process.
- Workplace barriers and affirmative action.
- Numerical goals, targets and sectoral numerical targets.
- Monitoring, reporting and recordkeeping requirements.
- Communication regarding EEA1 employee declarations.

We can also assist with the collection and management of EEA1 declarations, while the employer remains responsible for ensuring that employee information is handled confidentially and in accordance with applicable data-protection requirements.

Outcome: Employees and management understand the EE process and their role within it.

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Step 3 — Establish a Consultative Forum

We assist with establishing or reviewing the organisation's Employment Equity Committee or consultative forum to ensure meaningful and representative participation.

Our support may include:

- Advising on nomination and appointment processes.
- Reviewing representation across workforce groups and occupational levels.
- Preparing committee terms of reference.
- Clarifying roles and responsibilities.
- Establishing an annual consultation and meeting schedule.
- Providing agenda, attendance register and minute templates.
- Establishing appropriate consultation records and action registers.

Where required, Knowledge Mining Academy can facilitate or chair Employment Equity Committee meetings.

Outcome: A properly constituted forum that supports meaningful and ongoing consultation.

Step 4: Analyse Workplace Policies, Practices & Workforce Profile

We assist the organisation to conduct the required analysis of its employment policies, practices, procedures, working environment and workforce profile.

This includes two important areas:

Workplace Barrier Analysis
We identify policies, practices and workplace conditions that may create barriers to equitable representation or advancement. Where appropriate, we conduct an electronic employee barrier survey and incorporate the findings into the prescribed EEA12 analysis.

Workforce & Representation Analysis

We analyse representation across prescribed occupational levels, including:

- Race and gender.
- Persons with disabilities.
- Permanent and temporary employees.
- Occupational levels.
- Economically Active Population data.
- Applicable five-year sectoral numerical targets.

- Recruitment, promotion and termination trends.
- Succession opportunities.
- Operational factors affecting transformation.

We may also review the organisation's Employment Equity Policy and related HR policies to determine whether they support or unintentionally obstruct EE objectives.

Outcome: A clear evidence-based understanding of barriers, representation gaps and workforce priorities.

Phase 2: Implementation

Step 5 — Formulate Affirmative Action Measures

Using the findings from the workplace and workforce analysis, we assist the organisation to develop practical affirmative action measures aimed at removing identified barriers and improving equitable representation.

Measures may address areas such as:

- Recruitment and selection.
- Promotion and career progression.
- Skills development and training.
- Succession planning.
- Reasonable accommodation.
- Retention.
- Workplace policies and practices.
- Representation of persons with disabilities.

Importantly, interventions are based on the organisation's actual findings rather than generic compliance measures.

Outcome: Targeted actions designed to address identified barriers and representation gaps.

Step 6 — Set Timeframes & Numerical Goals and Targets

We assist the organisation to establish realistic implementation timeframes, numerical goals and annual numerical targets.

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These are informed by:

- Current workforce representation.
- Applicable sectoral numerical targets.
- Economically Active Population data where relevant.
- Expected vacancies and workforce movement.
- Recruitment and promotion opportunities.
- Succession and development pipelines.
- Operational requirements and reasonable grounds affecting progress.

The objectives are incorporated into the organisation's Employment Equity Plan.

Outcome: Measurable and realistic Employment Equity objectives with defined timelines.

Step 7 — Allocate Resources & Budgets

Effective Employment Equity implementation requires appropriate financial, human and operational resources.

We assist the organisation to identify the resources required to implement its affirmative action measures, including:

- Responsible persons.
- Management and HR capacity.
- Employment Equity Committee resources.
- Training and development budgets.
- Learnership and skills-development interventions.
- Recruitment and succession initiatives.
- Reasonable accommodation requirements.
- Monitoring and reporting resources.

As a QCTO-accredited training provider, Knowledge Mining Academy can also align accredited qualifications, learnerships and skills-development interventions with identified Employment Equity and succession priorities.

Outcome: Appropriate resources are allocated to turn the EE strategy into practical implementation.

Step 8 — Communicate the Employment Equity Plan

We assist with developing or updating the organisation's Employment Equity Plan and completing the prescribed EEA13 documentation.

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The Plan may include:

- Findings from the workplace and workforce analysis.
- Identified barriers.
- Affirmative action measures.
- Numerical goals and annual numerical targets.
- Sectoral numerical target alignment.
- Strategies relating to persons with disabilities.
- Responsible persons.
- Implementation timeframes.
- Resources and budgets.
- Monitoring mechanisms.
- Internal dispute-resolution procedures.

Once consulted on and approved, the Plan should be appropriately communicated so that employees and relevant stakeholders understand its objectives, responsibilities and implementation requirements.

Outcome: A practical, communicated Employment Equity Plan with clearly defined actions, responsibilities and targets.

Phase 3: Monitoring & Reporting

Step 9 — Monitor & Evaluate Progress

Employment Equity must be actively implemented and monitored throughout the life of the Plan.

We provide ongoing support that may include:

- Tracking numerical goals and annual targets.
- Monitoring affirmative action measures.
- Reviewing recruitment, promotion, development and succession initiatives.
- Monitoring the removal of identified barriers.
- Reviewing workforce movement and representation.
- Maintaining implementation evidence.
- Supporting ongoing EE Committee consultation.
- Maintaining meeting minutes and action registers.
- Following up on outstanding responsibilities.
- Recommending adjustments where implementation challenges arise.

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Regular review allows the organisation to determine whether its interventions are producing the intended results and whether corrective action is required.

Outcome: Employment Equity becomes an ongoing management process rather than an annual reporting exercise.

Step 10 — Report to the Department of Employment and Labour

We assist designated employers with evaluating annual progress and preparing the prescribed Employment Equity reports.

EEA2 — Employment Equity Report

We compile the EEA2 using verified workforce and workforce-movement information supplied by the organisation, including recruitment, promotion, termination, training and demographic information.

EEA4 — Income Differential Statement

We assist with compiling the EEA4 using the organisation's remuneration information and the prescribed analysis across occupational levels, race and gender, including relevant income-differential and equal-pay considerations.

Once the required reports have been reviewed and authorised by the organisation's Chief Executive Officer or accounting officer, they can be submitted through the Department of Employment and Labour reporting system.

Submission acknowledgements and supporting documentation should be retained as part of the organisation's Employment Equity compliance records.

Outcome: Accurate statutory reporting supported by appropriate evidence and records.

From Compliance to Capability

Employment Equity Insights → Skills & Representation Gaps → Training Priorities → Accredited Development → Workforce Capability

As a QCTO-accredited training provider, KMA can help translate identified workforce gaps into practical learnerships, accredited qualifications and targeted development interventions.

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

Focused on your actual EE priorities, avoiding duplication and unnecessary compliance activity.

Integrated Workforce Strategy

We align Employment Equity with Skills Development, B-BBEE, recruitment and succession planning.

Accredited Training Solutions

As a QCTO-accredited training provider, we can address identified skills and representation gaps through targeted learning interventions.

Ongoing Advisory Support

Continuous guidance to support implementation, workforce changes, reporting and evolving compliance requirements.



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Working Together for a Successful EE Process

Confidentiality and Data Protection

Workforce, remuneration and employee information is treated as confidential and shared only with authorised stakeholders.

Accurate Client Information

Successful EE implementation depends on complete, accurate and verified workforce information being provided within agreed timelines.

Information We May Require:

- 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.

Clear Roles & Responsibilities

KMA manages the agreed consulting, analysis and reporting process, while the organisation remains responsible for the accuracy and approval of information supplied.

Agreed Reporting Timelines

Data deadlines and reporting milestones are agreed upfront to support timely submission and avoid last-minute compliance risk.

Ongoing Collaboration

Regular communication between management, HR, the EE Committee and KMA helps ensure the process remains practical, compliant and on track.

Client Experiences and Success Stories

Sonika Carr
Executive Head - HR

Reunert Connect,
a Reunert company.

"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. They have the ability to combine strategic insight with practical implementation support, making complex people, compliance, and development processes far more manageable and effective. 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."

Rudolph Vorster
HR Executive

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"Throughout our engagement they have consistently demonstrated a high level of professionalism, dedication, and commitment to excellence. They regularly go above and beyond expectations to ensure that all requirements are met and that projects are completed successfully.
Their responsiveness, attention to detail and strong work ethic have been particularly noteworthy. They consistently deliver on time, maintain clear communication and approach every task with a positive and solutions-driven attitude. Their willingness to go the extra mile has made a significant contribution to the smooth execution of our Employment Equity and training development initiatives.
We have found them reliable, efficient and highly professional in all interactions.

Mmathapelo Matlala
HR Manager

Deltec Energy Solutions

"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."

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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 the scope and cost are aligned with the support your organisation actually requires, 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.

Partner With Us & Transform Your Workforce

Turn your Employment Equity strategy into measurable workforce development.

Partner with Knowledge Mining Academy for end-to-end support, from compliance and planning to accredited training, learnerships and targeted skills development.

Contact us to start the conversation.

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Contact Us

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Start the conversation with us.

We look forward to supporting you in your success.

