



CONTENTS:

Recruitment	- page 2
Leadership	- page 3
Short Courses	- page 4
Students Say	- page 5
Staff Training	- page 6

Graduation 2017

*The day when we celebrate
our students' achievements,
their hard work dedication to
their studies.*

*The day when our students
gather from all nine provinces
and the rest of the world.*

*It is a day of joy and
happiness and pride.*

*It is a student's most
important day.*

***It is the BMT College
Graduation day!***

**Save the Date
8 April 2017**



Message from the Vice-Principal

Every now and again, it pays to take stock. To measure, to review, to have a fresh look at the familiar.

There is a quote that says that just because something has been done in a certain way, it doesn't mean that it should continue to be done in that way. Sometimes we choose to make changes for the best and other times change can be for the worst.

That is why we have to review and carefully measure the pros and cons of decisions and take the appropriate actions.

At BMT College we often look at what we do and how we do it. The Virtual Campus is an excellent example of improved student participation. This support channel has increased our student results and throughput exponentially over the past year.

As a student you can also review where you are by asking yourself the following questions:

- Am I still on track with my learning plan?
- Am I completing my assignments on time?
- Will I be amongst the candidates at the next graduation?

If you feel that your learning plan is not exactly on track, discuss it with your lecturer or send us your concerns.

We are proud of our service excellence, and our personnel is excellent at having a "fresh look at the familiar." Let us help you achieve your goals.

Let us help you to achieve prosperity through knowledge.

*J.J.J. Poolman
Vice-Principal of BMT College*

BMT CALENDAR

2016

30 September
5 October
28 October
25 November
9 December
15 December

Academic Council Meeting
FISA DUE DATE
Academic Council Meeting
Academic Council Meeting
Academic Council Meeting
College Recess

2017

9 January
8 April

College Open
Graduation

RECRUITMENT

Mohanoe Marumo for BMT College

It is not about reinventing the wheel; it's about adding a new set of tyres and rims. It is about adding additions for a better look and greater efficiency. *It's a fresh look at the familiar.*

Have you ever wondered how Coca-Cola's beverage Coke stayed relevant for so many years with the same unchanged recipe? Was it luck? No, Coca-Cola simply took a fresh look at the familiar, meaning all they did over the years was to simply change the shape of the bottle, rebrand it and change the slogan every now and then. But inside the bottle, you would still find that winning real Coke taste.

BMT College has a theory that you don't need to change everything all together if it already works, however just add a little twist. For instance, if a tried and tested method of recruitment has worked well over the years, why change it when you can simply enhance it?

When I talk about adding a twist I mean being innovative and creative, be it within an organisation or outside. I recently was roped in and hired in the most peculiar way at BMT College and I believe that I will be working here for many years to come due to the interesting way of managing talent and human resources at BMT College.

My journey at BMT College nervously started with a conventional and thorough interview conducted by esteemed members of management and the Principal, Mrs Van der Linde. I was fortunate enough to be called back for a second interview which turned out to be in the format of a workshop. I was overjoyed and at the same time confused, because I had never experienced or even heard of an



interview workshop; to be honest I was sceptical at first. I then convinced myself to attend this workshop with an open mind.

The workshop comprised out of different topics and related tasks to be completed by the "delegates" who were vying for the same position. Throughout the workshop a very fun atmosphere was created to encourage candidates to work together as a team, which not only gave the recruitment team the chance to pick out the "cream of the crop" and the most skilful employees, but to determine the strengths of each candidate and to gauge how well these employees will fit into the company culture. Most importantly the recruitment team had the opportunity to select those employees who will provide the best customer service to their students.

The workshop showed that BMT College is a front runner in innovation and human resources management. The whole experience gave me a chance to showcase my abilities, strengths and talents. Furthermore, I could learn from the experience for my own personal development.

BMT College gave the way of recruiting for new talent a "SHAKE" making it a more efficient process.

Don't be afraid to give your own processes and ways of doing things a "SHAKE" every now and again. The results may astonish you!

References:

Heathfield, S.M. (2016) *Why talent management is an important business strategy*. Available at: <https://www.thebalance.com/what-is-talent-management-really-1919221> (Accessed: 24 August 2016).



LEADERSHIP

Sharon Siyamombe

BMT College: Junior Assessor

Thy followers shall bow, echoes the congregation in a boss's brain. The nature of leadership won't be fooled again. Lead by example, leading with kindness, leading to the end of destruction. Be a human resource leader and not a human resource boss.

"Human resource leaders need to understand the dynamics of a diverse workforce and the challenges posed. "

Human resource leaders are sought out for their strategic knowledge and their abilities to plan for a workforce that will sustain and support the achievement of business goals and objectives. They are there to help the business and organisation to evolve.

According to Missildine (2015): "HR can have the best competency model in the world, but if leadership isn't "bought in" to the strategic role of HR and if the organisation's infrastructure doesn't support a more strategic and accountable environment, then HR will have a difficult journey to business leadership "

Human resource leaders need to understand the dynamics of a diverse workforce and the challenges it poses. To be a successful leader, human resource leaders must have the ability to inspire people to go beyond what they think they are capable of doing. This can be achieved by enhancing the trust relationship, acting consistently, motivating them by words, deeds and effective communication.

Failing to include leadership as a central part of human resources may lead to resentment and a decrease in productivity amongst employees.

Therefore human resource leaders should be the custodian of moral responsibility and be held accountable for developing trust and prosperity for all employees as well as the company.

Reference:

Missildine, C. 2015. *Why HR needs to play a key role in business leadership and strategy*. [online]. Available from: <<http://www.halogensoftware.com/blog/why-hr-needs-to-play-a-key-role-in-business-leadership-and-strategy>> [Accessed on 24 August 2016].

I am over the moon!

Feedback from an HR student:

"I had a great experience in using the Virtual Campus for submitting my assignments for marking. It saves time and money. My studies were not hampered by post office delays. If it worked for me, it will definitely work for you. I completed my formative assessments online and received feedback instantly.

I used to upload my summative assessments and it went straight to the College for assessment.

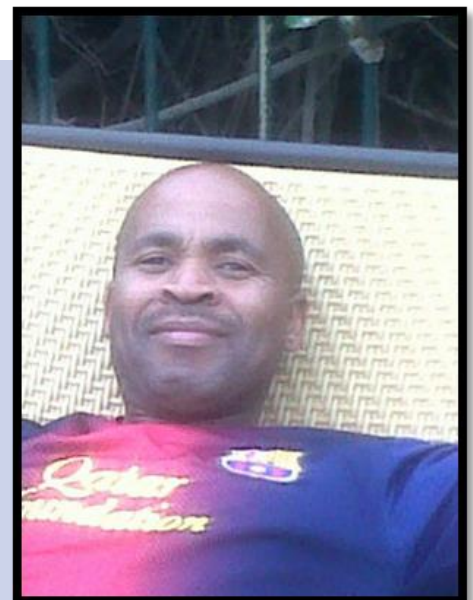
I scored 93% on the Final Integrated Summative Assessment (FISA), which enabled me to book my place for the Graduation Ceremony in March 2017.

The end results depend on the effort which you put into your studies. It really goes without saying that there are no shortcuts to success. You have to dig very deep, as that will yield results.

Lecturers are looking for insight; you will not find some answers word for word in your study materials.

You really need to do research and keep in touch with your lecturers for clarity.

I dedicate the results that I have achieved to BMT College Lecturers, fellow group students on WhatsApp and College Administration.



I will miss studying with BMT College, lecturers and fellow students a lot.

Y

SHORT COURSES



SHORT COURSE FOR WHOM? SHORT COURSE FOR WHAT?
WHY ON EARTH DO I NEED IT?

Sphuli Mokgwadi

BMT College: Junior Assessor

You probably see short course advertisements and ignore them. You see someone that drives a really nice car, occupying a good work position in their company and have heard them talk about a short course and you wonder: "Why on earth aren't they doing a degree or a MBA instead?"

Short courses are like stairs. When you start with a short course, you should be informed that you are on an escalator to more opportunities, success, getting a promotion at work and an increase in your salary.

According to Dr Felicity Coughlan, director of the Independent Institute of Education, short learning programmes make the most sense for people who are employed, as one can continue to earn while studying. Coughlan has the following advice on short learning programmes. "When money is tight, it is easy to justify not investing in your education, but a good course will pay for itself through increased employability and earning."

A Project Management Short Course, for example, can give you access to one of the fastest growing industries in the world at the moment; this includes evolving technology and new developments. Project management shows a steady growth in the labour market with an increase in job opportunities. Registering with a professional institution such as the Project Management Institute (PMI) could increase your employability even further!

"PMI membership signifies that you're serious about your project management career and your professional development. It highlights dedication to employers, colleagues and stakeholders, giving you an edge in the job market. It also provides you with access to valuable knowledge, networks and resources."

Project Management is only one example of the many short courses to choose from. A short course in Health and Safety could assist you in becoming a health and safety officer, or a Team Supervisor Short Course could build on your leadership skills and prepare you for a promotion at work. Short courses improve knowledge and enhance your unique skills set, making you stand out from the person next to you.

This spring, do not only look at the beautiful birds, the trendy clothes and the pleasant weather, but use the inspiration that comes with this new season to start a new season in your own life. Take a fresh look at the familiar, further you studies and invest in yourself. A short course may just be what you need.

What did our students have to say about the BMT College Short Courses?

"It is easy to access and the standard is appropriate, if you studied you would be fine."

- A Naicker (SCB Marketing Management)

"I enjoyed [this course] as it will definitely assist me as a Senior Manager in putting these leadership skills to task."

- C Esterhuizen (SCB Leadership)

"Being able to do it all online. It is fast and reliable."

- J H Kleinschmidt (SCB Introduction to Legal Studies)

"[The formative assignments] is good, and it makes sure that you understand the lessons."

- M O Marota (SCB Executive Office Assistant)

"I enjoyed the practical type final assessment whereby it was required to fully understand the concepts of PM."

- K H Joubert (SCB Project Management)

"[Online assignments] was so much easier and more convenient."

- T Manie (SCB Advanced Project Management)



Invest in yourself, invest in your future

References

Harris, M. 2014. How to use short courses to your advantage.

Available from: <<http://www.bdlive.co.za/personalfinance/2013/09/01/how-to-use-short-courses-to-your-advantage>> [Accessed: 25 August 2016].

Hookey, T., Watts, A. G., Sultana, R. G., Neary, S. 2013. The 'blueprint' framework for career management skills: A critical exploration. British Journal of Guidance and Counselling, 41 (2): 117.

PMI.2016. Project Management Institute. Available from :< <https://www.pmi.org/> >[Accessed: 25 August 2016].

STUDENT FEEDBACK



LabourCall (Pty) Ltd

Registration Number: 2015/155085/07

Unit 8, C4 Cascades Office Block, 766 Wasbank Street,
c/o Wasbank & Weiling Streets, Little Falls Ext 1,
Roodepoort

Postnet Suite 951, Private Bag X37, Lynnwoodridge,
0040

Helpdesk: 012 803 0776 / 011 675 0410

Email: info@labourcall.co.za

Our Ref: BMT College

Michelle Turner

BMT College

Dear Michelle,

I hope this email finds you well.

I would like to take up some of your time and just tell you what BMT College has done for me and LabourCall. I have been involved in workplace discipline for many years, since 1986 in fact. My experience in the field of Industrial Relations was notable, but I needed to stay ahead of the pack in my industry.

I enrolled for the short course in Labour Relations – Disciplinary Procedures and with this could apply for accreditation at SABPP. I am very happy to say that I am an accredited HR Employee Relations Associate. What doors this has opened in business!

I have come to realise that further education is a must. Some people however do not have the luxury of going off to study full time. BMT College offers an alternative, but its more than that ... it's an opportunity to obtain superior knowledge and insight into practical working circumstances, it's an opportunity to study at your own speed and within your own resources. For this I wish to salute everyone at BMT College for their dedication towards learners and their friendly and helpful attitude.

At our company I have a policy...each person employed at LabourCall must have a minimum Industrial Relations qualification. We place an especially high premium on qualifications obtained at BMT College because we find that the knowledge a graduate has is both relevant and applicable to our industry.

It's always difficult to show meaningful gratitude. I hope that this short note will give you some idea of how grateful I am for BMT's involvement in my business and with my staff.

Kind Regards,

Benjamin D Nel

Chief Executive Officer

LabourCall (Pty) Ltd

20 August 2016

in business there is opportunity

... in business there is opportunity...

IP Registration Number: 10668

Chief Executive Officer: Benjamin D Nel: HR Associate: Employee Relations: SABP

1

"I am so proud to have been a student with BMT College, I should also state that I was an operator when I enrolled with the College, and as result of my studies I got promoted to the position of Team Leader, which I believe I will still get another promotion, thank you guys for paving my career path."



Mr. Mphuti Dip. Productivity

"This skills program has definitely helped me realise many things that have been lacking within my own job."

Thank you to BMT College for an excellent skills program and I am definitely looking forward to a great and prosperous future.
Keep it up!"



Mr. Prinsloo
SCB: Logistics and Supply Chain

SEND US YOUR FEEDBACK

Do you want to tell us about your career, your experiences, your success? Have you done something amazing and want to share?

Forward your story to info@bmtcollege.edu.za with a relevant photo or photos of you and you might get published in our next Newsletter.



STAFF TRAINING

Ananda van der Merwe

BMT College: Academic Supervisor & Senior Assessor

“Confidence comes from discipline and training” (Kiyosaki, 2016). At BMT College we have structured and integrated training systems that not only builds our employees’ confidence, but also ensures lifelong learning.

Different methods of training are applied to measure employee strengths and weaknesses and to build experience, knowledge and skills. Examples of these methods may include: scenarios, presentations, on the job training and brain teasers.

Scenarios and or simulations are created to teach employees how to handle customer related queries in a professional manner. Presentations are used to teach policies and procedures and the operations of the College.

On the job training provides the tools required to complete tasks in a real life situation under supervised circumstances. Lastly the incorporation of brain teasers teaches the ability to think outside of the box and be creative and innovative when assisting students, making the learning experience more fun and interesting.

We are dedicated to growing and improving the skills and expertise of our employees, therefore as a student you can rest confidently knowing that you are guided and taught by South Africa’s most prestigious business college.

Reference

Kiyosaki, R. 2016. Brainy Quote.com. Xplore Inc

Available from: <<http://www.brainyquote.com/quotes/quotes/r/robertkiyo450847.html>>

[Accessed 22 August 2016]

Employers and business leaders need people who can think for themselves - who can take initiative and be the solution to problems. *Stephen Covey*

Blooming Internships

Boitumelo Shoba for BMT College

Even though internships are a way for individuals to gain experience and learn more about a specific career, it is also a way for organisations to test individuals and decide how well they fit within the overall culture of the organisation. Many interns impress their employers so much during their internship that they get offered a permanent position upon completion of their internship.

Here are some tips from the interns at BMT College on how to make the best out of your internship period and to land that permanent position:

MAKE A GOOD IMPRESSION

As an intern it is your responsibility to show your supervisor and others within the organisation that you have what it takes, both personally and professionally to fit in with the organisational culture.

Take the time to learn about the vision and mission of your organisation and what qualities or behaviour it values in their employees.

DEVELOP A STRONG RELATIONSHIP WITH YOUR SUPERVISOR

Be sure to keep your supervisor abreast regarding your work and accomplishments by checking in frequently and making sure you are meeting his/her expectations. Once you become familiar with your responsibilities and understand what is expected of you, work hard and demonstrate some personal initiative.

DEVELOP A STRONG WORK ETHIC

Demonstrate your willingness to get the work done whilst maintaining a positive attitude.

ALWAYS FOLLOW COMPANY RULES AND GUIDELINES

To become part of an organisation’s culture, you need to invest time and effort in getting to know the organisation’s policies and procedures. For example, find out what the organisation’s policies are regarding personal emails, phone calls, and internet usage to avoid any awkward and embarrassing situations.

SHOW APPRECIATION

Last but not least, take initiative just to show your appreciation. A little bit of gratitude can go a long way. Sometimes it is the small things that make a big difference.

Reference:

Rachel Sandall (2014) 5 tips for turning your Internship into a job. Available from: <http://theeverygirl.com/5-tips-for-turning-your-internship-into-a-job> (Accessed: 25 August 2016).