

# YoungPeople@Work

Reg. nr: 2012/210099/08 NPC



We live to work – We don't work to live!

**REG NR: 2012/2100/99/08 NPC**

**PBO: 9300/622/39**

## **ANNUAL REPORT**

**Period: 1 March 2023 – 29 February 2024**

**Submitted to the Board of Directors**



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**Executive Director**

**27 March 2024**

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## Introduction

This is our annual report for the period 1 March 2023 – 29 February 2024. We can confidently state like last year, that despite many challenges, this has again been our best year at all levels with 90% of all our targets achieved as well as new initiatives and partnerships launched to ensure the long term sustainability of the organisation.

### 1. Programmatic achievements and targets achieved:

Programme	Content and duration	Planned target and target achieved for 2023 (2022 in brackets)	Target for 2024
Online job search/Ms Windows (via WhatsApp)	Intro to computers/Ms Windows, 2 days	3031 (4000)	4000
Free computer training at libraries	Intro to computers, updating CVs, 2 days contact training, 1 day CV preparation (784 CVs, 37 email accounts opened, 754 certificates issued)	1087 (1000)	1000
Intensive 8 week computer course	6 weeks covering Ms Office	187 (100)	120
Ms Word and Excel	This was once off training over 2 days each per course	28	50
Life skills course (via WhatsApp)	Office admin, money management, customer relations, personal dev, job seeking skills – 5 days	18 127 (14 500)	14 500
Job shadowing	Hosted by YP@W staff and Robert Sobukwe Nursing Academy (40+18)	58 (60)	60
Practical office admin training	Office management over 3 days training	178 (100)	100
Master Train the Trainer course	Facilitation skills, theories of adult learning – 3 days	56 (40)	60
Youth Business Network (YBN) workshop	Business related topics – 1 day workshop: 2 workshops were hosted	164 (100)	100
YBN mentoring sessions	6 mentoring sessions over 3 months – group 4 started their mentoring sessions in April 2023	8 (10)	10
Radical Car Wash (RCW)	Recruitment of clients (Grabouw, Cape Town, Touwsriver, Upington)	34 cars / 15 trucks (100)	0
Department of Employment and Labour	Unemployment Insurance Fund (UIF) and Temporary Employment Relief Scheme (TERS) Referrals via WhatsApp (will be done via Zoom from March 2022)	51 (150)	0
Professional Networking for Jobseekers Workshop	3 workshops were hosted in Bellville, Parow and Khayelitsha	115 (120)	100
Office Admin - Advance Training	1 Day Training–How Office Admin relates to the Holistic Business, re Management, Marketing, HR, MS Teams	57 (60)	100
NSFAS	Support with applying for bursaries in partnership with Department of Employment and Labour (466 candidates were fully funded)	1663 (500)	1000
Learner licence classes	Hosted in partnership with Anver's Driving Academy since Oct 2022.	102 (200)	0
Bookkeeping training	Hosted in partnership with Mzansi Business Services over 10 weeks on a Saturday. Also include participants via WhatsApp	167 (100)	150
Matric classes online	In partnership with Tutor Basics SA (127) and Ghasna Luckes – private (201)	328 (50)	200
Baking skills	In partnership with Sowing and Reaping	(20) no feedback	0

		received	
Sewing and pattern making	In partnership with Higher Faith Community Organisation and Petor Creatives – Youth Development	132 (50)	50
Nail tech training	Hosted by Keep Healing. Participants are also supported with nail tech kits to start home-based services	70 trained 18 home-based businesses	50
FRASA volunteer placements	Referrals of volunteers to FRASA partners namely: Youth Clouds of Heaven, NOSTOP, Sivulingqondo Computers, BBL	0 (20)	20
Human Resource Management training	In partnership with NOSTOP (FRASA member)	132 (60)	100
<b>New initiatives/partnerships</b>			
Beautician therapy and massage training	Hosted in partnership with Open Doors Community Foundation – 10 week course on a Saturday	99	100
Entrepreneurs Festival	The YBN public workshops were replaced with this event. Two were hosted at Parow library.	158	100
VIP Club members recruitment	Launched in June 2023, members pay an annual fee of R350 p.p. to access discounts on courses	194	300
Social media marketing for entrepreneurs	Two sessions were hosted, one internal for YBN members and one public workshop at Parow library facilitated by 4 YBN members and two guest presenters	59	40
Media and radio journalism training	2 day course hosted in partnership with Shamiel Jacobs	8	30
Nursing courses	Hosted in partnership with Robert Sobukwe Nursing Academy	41	40
Teach English as a Foreign Language (TEFL)	Two sessions hosted in partnership with TEFL on the Beach	140	100
How to build a business	1 session hosted in partnership with TEFL on the Beach	7	20
Jobs/Training Festival	This event includes all our partners offering training and employment. 3 were hosted	111	100
DreamXchange/VIP volunteer	Online registration for general job matching and on City of Cape Town database	92	100

<b>Referral opportunity/placement</b>	<b>Target achieved and target in 2022 in brackets</b>
Facebook business promotion and advertising (Market Mondays)	585 (576)
Free electronic copy of an entrepreneurship manual worth R150 per copy	179 (41)
Referrals via in-person training (Dream XChange, I-College, NFSAS, Wayne, LOTS Driving School, Reach Make It Welding and Plumbing, Harambee, Matric classes, Freedom SA to remove criminal records, Passion Photography, Keep Healing, Hair Aid Academy, Edu Cape, Elsie's River Community Centre, DXC, Mfesani, Hopeful Leaders Matric Classes, Bounce Back, YP@W Programmes, Robert Sobukwe Nursing Academy, Open Doors Community Foundation, Mzansi Business Services, Dept. of Employment and Labour)	3342 (1792)
Referrals for matric evening classes at high schools	101
Organizational brochures shared	184
<b>Total</b>	<b>4 391 (2409)</b>

#### Tracking:

<b>Course/Programme</b>	<b>Employed</b>	<b>Study/Volunteer</b>	<b>Unemployed</b>	<b>No response</b>
8 week comp course	9 (permanent) 3 (part-time)	3	61	38
Practical office admin	36 (part-time) 41 (permanent)	8	32	30
Free comp training	2 (permanent) (17 part-time)	8	33	324
Training via WhatsApp – life skills	45 (permanent) 52 (part-time)	33	158	234

Training via WhatsApp – computer skills	7 (part-time)	2	431	246
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## 2. Challenges confronted

- Load-shedding remains a challenge but as we reported previously, we mitigated this by switching to more laptops with longer battery power. We have 7 desktop computers remaining that will soon be replaced with laptops.
- Due to our current economic challenges and rise in the cost of living which leads to less disposable income, our beneficiaries still struggle to afford our subsidized computer fees for our 8 week computer course. We have offered bursaries to some students to fill up classes.

## 3. Benefits for our beneficiaries

- More participants accessed decent jobs enabling them to become economically independent. (see tracking stats).
- Being economically independent means they are less vulnerable to abusive relationships. Their dependants (average 4) also benefit from their income.
- Through our job shadowing, beneficiaries gained more self-confidence to access the job market and expand their networks.
- Through our VIP Club membership our beneficiaries gained various benefits such as bursaries for HR and bookkeeping training as well as job shadowing.
- As reported, by reaching out to beneficiaries in their own communities we save them transport costs as well as safety due to high levels of crime and gangsterism.
- Our YBN members receive free marketing to promote their products and services and expand their client base. We currently have a following of 93 000 on our Facebook page and access to 200 000 more through partner pages. YBN members also have free access to fully accredited entrepreneurship courses offered by the Centre for Entrepreneurship and Innovation at the University of the Western Cape. Through our partnership with the Business Breakfast Club, our members also get broader exposure. The director of the BBC was a guest speaker at our 2<sup>nd</sup> Entrepreneurs Festival.

## 4. Feedback from participants

"I just want to thank YoungPeople@Work for the opportunity to be able to study at their institution. I did an administration course with them in April this year and a few other courses and because of all my certificates that I received I got a new job in our company as a Book keeper. I am so grateful for YoungPeople@Work making it possible for people that are not financially strong still to be able to afford your courses. Thank you so much for my new journey!!" **Annelise Meyer**

"I am 22 years old and I left school in grade 11 (personal issues). Immediately I was forced to go work but didn't succeed, I have been looking for an admin job for the past 3-4 years. But deep down that was not what I wanted to do. For years I've been watching YouTube videos educating myself on doing nails and make-up etc. until I saw the post of Aunty Melanie Payne about this beautician and massage course and I had to take it on with two hands! There was a good vibe about going to every class, always looking forward to a Monday. Not long I then applied for a job in a beauty salon and got in, all because of open doors and YoungPeople@Work! I never matriculated but today I graduated!"

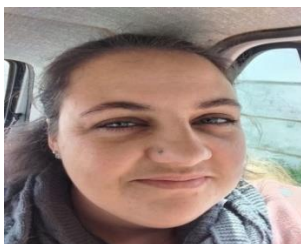
**Jade-Lee Benjamin**

Good morning Mr. Frank, I trust you are well. I resigned from my job as I got a new job in Greece and will be leaving soon.

Thank you Mr. Frank, and everyone at Young People at Work, for helping me and showing me the ways of working with customers and dealing with filing. I gained so much knowledge at Young People at Work and I would recommend people to come if they want to better themselves. Really appreciate all the effort put into helping me and having the privilege of Job Shadowing Mr. Frank Julie as well." **(Jaden Geduldt)**

"Good morning Uncle Frank. I trust you are doing well.

I just wanted to let you know that I finally got a permanent job as a SHEQ (Safety, Health, Environment and Quality) officer. I never forgot what YP@W and Ladies Own driving school did for me when I was unemployed and desperately needed to get my driver's license to improve my chance of getting employed in my field. I wouldn't have been able to get this position without my licence. I'd like to finally give back to YP@W by donating funds as often I am able to. As soon as I am ready I will also sponsor a driver's lesson package for a deserving person through Ladies Own driving school. Many thanks." **(Tiffany Japhta, Malibu Village)**



**Above: Annelise Meyer, Jade-Lee Benjamin and Jaden Geduldt, Tiffany Japhta**

## Feedback from our Facebook followers!

"Being a VIP club member is a ticket to a world of opportunities and networking. It's like being close to the fountain of knowledge, skills, support and a good family vibes. Thank you YoungPeople@Work for coming up with such a brilliant idea! Everyone I meet, I encourage them to join the VIP family." **(Sheila Ndabazandile Vusi, VIP Club member)**

"I saw your workshops and courses on Facebook. I did two already and a WhatsApp one. I never had any motivation or confidence to learn but you guys are so kind at the workshops that I'm planning on doing more next year. You never make any one feel stupid or bad. There is always a smile on the facilitator's face." **(Sonia Sunshine)**

"Dankie Vader .....I'm doing my grade 12 and I received my application for ECD Boland College. Thank you Lord for opening many doors! I did an admin course and I am also busy doing my computer course at Hopeful Leaders Night School and YoungPeople@Work. Thank you for all you do. I'm living my dream, IM SHAKING I JUST CANT BELIEVE IT ...believe in yourself and pray you will achieve anything." **(Angelique Ripepi)**

### 5. New partnerships, donations in kind, replication of projects to maximise impact

- 3 of the satellite computer training centres launched last year in Delft, Scottsville and Athlone, have now stabilised with regular intake of students.
- We are in the process of launching another computer satellite training centre in Upington/Northern Cape in partnership with Oasis Skills Training Centre. We recently trained a computer facilitator during our Master Train the Trainer course who will start computer classes in April. They have access to 30 desktop computers.
- We partnered with the Department of Employment and Labour during their recent Jobs/Training Festival at Athlone Stadium on 14/15 March 2024 where 4000+ unemployed youth attended.
- The Human Resource Management and bookkeeping workshops continued. Both courses are now available online.
- Our VIP Club launched in June 2023 has now grown to 202 members from the 33 members reported previously.
- Our Youth Business Network (YBN) hosted its second Entrepreneurs Festival on 8 December 2023.
- Our YBN also hosted its first Market Day in partnership with YBN member, Koekiecup Coffee Shop/Salon on 2 March 2024. MARY performed live and Cape Town TV recorded the event for broadcasting.
- Invitations to submit funding applications were received from Sun Slots and Grand Slots CSI. We have completed the applications and submitted them for possible funding.
- We are in the process of partnering with the Cape Peninsula University of Technology (CPUT) to deliver free sewing classes at Bishop Lavis library.
- We partnered with DreamxChange to sign up participants for job matching. They will again join us on 5 April 2024 during our Jobs/Training Festival at Bellville library.
- A VIP member, Ishmiel, a previous employee for City of Cape Town, has also assisted 60 VIP members to sign up for the CoCT jobs database.
- We partnered with Open Doors Community Foundation to deliver a beautician and massage therapy training course in November/December 2023. The graduation was hosted at Koekiecup Coffee Shop/Salon. A new intake of 45 participants started on 20 February 2024.
- We received 8 refurbished black and white printers/copiers/scanners worth R20 000 each with free ink cartridges and maintenance for life from ITEC Printing based in Cape Town. 40 machines were received since 2022.
- Two separate colour printers were donated by Table Bay Hotel in Cape Town. The printers were shared with YBN and FRASA members.

### 6. Staff development

Activity	Staff member/s
Site visit to 9 Miles Project in Strandfontein	Frank Julie, Shirley De Jongh, Chante Rass, Victoria Arendse
Presentations on financial products by Capital Legacy and Sanlam Insurance	All staff members
Effective money management training by Frank Julie	All staff members
Effective customer relations training by Frank Julie	All staff members
Workshop on Artificial Intelligence in the workplace by Mzansi Business Services	All staff members
Coaching by Shirley De Jongh in Ms Excel and Ms Access	Quade Swartbooi and Victoria Arendse
Coaching in office admin and whatsapp training management by Chante Rass	Jennifer Cornelius, Muneera Keyser
8 week intensive computer course	Muneera Keyser
10 week bookkeeping course every Saturday	Shirley De Jongh, Chante Rass, Amy-Lee Julies
Coaching in DSD reporting by Shirley De Jongh	Victoria Arendse and Chante Rass
Mentoring in donor- and workplan management by Frank Julie	Shirley De Jongh
Training in Ms Teams and virtual meetings by Shirley De Jongh	All staff members

<b>Income generation update</b>			
<b>Item</b>	<b>Quantity</b>	<b>Planned target</b>	<b>Target achieved</b>
Computer training fees	120 participants x 1000 per participant	120 000	176 150
Online job search training fees (in person training) Sales of life skills manuals/workshop certificates	2000 p.m. x 12 months	24 000	45 145
Training via WhatsApp	4000 pm x 12	48 000	54 270
Staff fees	8 members @ 100 pm x 12	9 600	8 450
Individual donations (Director's Fund)	20 people @ 100 per person (average) x 12	24 000	43 525
Interest earned	3000.00 pm x 12	36 000	61 297
Practical admin training	60 participants x 350	21 000	50 975
Master Train the Trainer	30 participants x 350	10 500	27 000
Partner workshops	TEFL (2), How to Build a Business (1)	0	8 895
YBN workshops and mentoring sessions	Entrepreneurs Festivals (2), Prof Networking for Job Seekers (4), Jobs and Training Festival, Social Media Marketing (1)	10 000	10 296
Radical Car Wash	250 pm x 12	3 000	5114
Ms Teams Training	1500 per session x 3 (integrated into our office admin training)	4 500	400
Office hire (training space)	1000 pm x 12	12 000	14 350
Youth Clothing Shop	3 000 pm x 12	36 000	22 625
Youth VIP Club Card	1 750 pm x 12	21 000	25 175
Satellite computer centres	2 partners x 250 pm x 12 x 2	12 000	2400
Miscellaneous		0	4 305
<b>Total amount</b>		<b>391 600</b>	<b>560 372</b>

**Funding update**

<b>Donor</b>	<b>Type of funding and period</b>	<b>Expected amount</b>	<b>Received</b>
Forza Foundation	Unrestricted – 2022/23	215 000	215 000
Kerk in Actie	Unrestricted – 2022/23	480 000	584 847
Dept. of Social Development	Restricted – Online training 2022/23	270 000	270 000
KBF	Unrestricted – 2023/24	200 000	201 000
<b>Total amount</b>		<b>1 165 000</b>	<b>1 270 847</b>

**Please note:**

1. We managed to exceed our income generation target due to the new income streams such as partner workshops and VIP Club Card members with over 200 members recruited since June 2023 @ R350 per person.
2. Individual donations also increased due to two fundraising campaigns we ran via Facebook.
3. Practical office admin and our computer income also increased beyond expectations.
4. The monthly admin fee for satellite computer centres in Delft and Scottsville was stopped.
5. The Youth Clothing Shop and Radical Car Wash have been closed due to a lack of cooperation by partners.
6. We managed to earn substantial income from hosting partner workshops which we regard as a new opportunity.
7. Due to prudent financial management, we managed to substantially increase our interest earned from our 7 Day Call Account.
8. Our YBN members started to pay a membership fee to access benefits and we plan to pursue VAT refunds as an income stream in the near future.
9. We are currently in talks with Reskills Africa based in Malaysia to sign up participants for their online training in exchange for a commission.

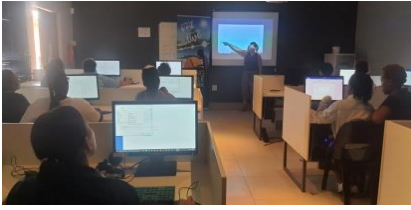
**Conclusion**

I wish to thank all our supporters, beneficiaries, donors, board and staff members for their wholehearted support and dedication to the mission of the organisation. As stated above, again, this has been our best year of achievements and reaching our targets despite the obstacles faced. We are cognisant of more challenges lying ahead in the new year, especially in the area of external funding but we are once ready and prepared to face this head on!

**Thank you**  
**Frank Julie**

**27 March 2024**

## Photos of organisational activity



Above: Free computer literacy training at Oasis Skills Development Centre in Upington and far right guest speaker Kennetha Jackson from the Business Breakfast Club during our 2<sup>nd</sup> Entrepreneurs Festival.



Above: Reps from Remax Property Group during our 2<sup>nd</sup> Entrepreneurs Festival; an 8 week computer course group received certificates; Participants at a local library received certificates after free computer training.



Above: A Train the Trainer workshop in progress; an 8 week computer course group at the Grassroots Centre in Athlone and the beautician and massage therapy students graduate.



Above: Group 4 during their site visit to Remax Impact Property Group in Grassy Park and participants at our open business workshop for entrepreneurs on 31 March 2023 and Mzansi Business Services hosted a free onsite Helpdesk to assist participants with free advice on tax and legal compliance.



Above: Workshop participants for the 3<sup>rd</sup> Human Resource Management course and two of our staff members, Chante Rass and Shirley De Jongh successfully completed the 10 week bookkeeping course and Shirley De Jongh facilitating a linking and learning session with our Dutch donor partners of Kerk in Actie on our online training via WhatsApp as an income stream.