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A PARTNERSHIP WITH PROMOTERS  
AND FUNDERS IN THE PUBLIC, PRIVATE  
AND CIVIL SOCIETY SECTORS:

Resources to maximise your investment  
in graduate and postgraduate development

# A PARTNERSHIP WITH PROMOTERS AND FUNDERS IN THE PUBLIC, PRIVATE AND CIVIL SOCIETY SECTORS:

## Resources to maximise your investment in graduate and postgraduate development



*"You harvest  
what you sow."*

The commendable efforts of organisations in the private, public and civil society spheres that play an active role in promoting and funding tertiary studies of students through the award of bursaries, loans, scholarships, graduate development programmes, internships and experiential learning opportunities, amongst other financial and non-financial support initiatives, need to be applauded. All corporate and public-sector socio-economic upliftment endeavours aimed at youth upskilling, in particular, are critically needed to grow and nurture human capital to meet the transformative needs of a developing country and continent.

All financial and non-financial investments made in graduate development by funders in all sectors of society can be significantly enriched by results-driven organisational support systems and programmes put in place to maximise the yield of such contributions. These include programmes such as targeted mentoring, coaching, talent acquisition and retention, workplace-based learning skills development initiatives and relevant needs-based resources that further support students to achieve their academic and professional development goals. A resource such as this empowering Undergraduate Toolkit offers invaluable aid that will go a long way to supplement and enrich the contributions that funders and promoters of students are making through their investment in advancing higher education.



*"No other investment yields as great a return as the investment in education.  
An educated workforce is the foundation of every community and the future  
of every economy."*

The developers of this Undergraduate Toolkit view this resource as a means to further capacitate the recipients of funding to succeed in attaining their academic aspirations. Therefore, in order to promote easy access to this Toolkit, funders are encouraged to make this resource available to every student being sponsored so as to maximise your corporate social investment and commitment to accelerated graduate development.



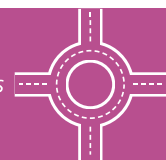
[Photo by creatliveart]

This Toolkit can be purchased by organisations in all sectors, through a licence agreement with its developers for a particular timeframe or for any quantity of Toolkits on a once-off basis, and made available to all recipients of funding to enrich their undergraduate journeys. Funders may also purchase the Toolkit for their intake of new bursars on an annual basis.

It is recommended that ideally this Toolkit is introduced to all first-year students so that they may benefit optimally from its use from the beginning of their undergraduate studies. Students who are already on their academic paths in second or third year studies can also tremendously benefit from this resource as it covers important content aimed at self-empowerment that is relevant at any stage of their tertiary education.

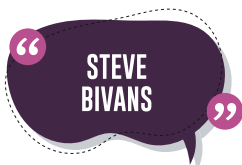


*"The best time to plant a tree was 20 years ago. The second best time is now."*



## 1. How can funders or promoters make The Undergraduate Toolkit available to their bursars, interns, employees, dependants of employees and individuals in communities as part of their corporate social investment?

This Toolkit can be made available to all undergraduate students, across all disciplines, who are funded by organisations, in numerous ways that include the following:



STEVE  
BIVANS

*"Let's put our money where our mouth is; let's invest in the future by investing in the education of our youth and the re-education of those who need it and aren't so young anymore. It's not charity; it's an investment in the mental, intellectual, and social infrastructure of our country and our planet."*

- (i) Making the Toolkit available, in **hard copy**, to all students, employees and dependants of employees as part of their induction pack from the funder/ employer;
- (ii) Providing students, employees and dependants of employees with the Toolkit *via* an **online platform** through a Dropbox email link, from where it can be downloaded;
- (iii) Providing students and/ or employees with the Toolkit **on USB** for their use;
- (iv) **Donating Toolkits** on USB to **chosen university libraries** for use by students;
- (v) **Donating Toolkits** on USB to **community libraries** for use by students, employees, dependants of employees and community members in particular geographic areas that the organisation conducts its business; and
- (vi) **Promotion of the Toolkit** by organisations on their **website and relevant marketing material** for the information of recipients of their funding schemes as well as for employees and their children or other family members who are furthering their tertiary studies.

An Order Form for the purchase of this resource is enclosed at the end of this Toolkit. An Enquiry Form is also attached for quotations for the purchase of the Toolkit.



SHAI  
RESHEF

*"When you educate one person you can change a life, when you educate many you can change the world."*



## 2. Benefits of The Undergraduate Toolkit to Sector Education and Training Authorities (SETAs)

DEBASISH  
MRIDHA

*"The best investment for poverty elimination is education."*

One of the primary responsibilities of SETAs is to promote skills planning, skills development and adult learning in their respective sectors towards the attainment of specific sectoral and national training goals. This requires funding of targeted learning and development programmes, bursaries, internships, learnerships and workplace-based training initiatives, amongst other upliftment interventions, aimed at unemployed youth, in particular, and adult learners in the various sectors of the economy. SETAs also have a powerful role to play in advancing the skills development and job creation goals enshrined in the National Skills Development Strategy (NSDS) and the National Development Plan (NDP) of South Africa.

This Toolkit is offered as a resource to all SETAs as a value-adding investment in accelerating graduate development in their respective sectors and/ or sub-sectors. The purchase of the Toolkit through a licence agreement with its developers for a specified period of time, subsidised funding or access on a once-off basis for undergraduate students are some of the ways in which this Toolkit can be made available within all sectors.

ANYAELE SAM  
CHIYSON

*"Invest in human capital and enhance human development."*

## 3. Benefits of The Undergraduate Toolkit to organised labour

KOICHIRO  
MATSUURA

*"As an empowerment right, education is the primary vehicle by which economically and socially marginalised adults and children can lift themselves out of poverty, and obtain the means to participate fully in their communities."*

Trade unions are key role-players in workplaces in advancing the interests of their members and/ or their dependants in a number of ways. Representatives of organised labour also play an important role in ensuring that adequate human capital investment is made by both the employer and the trade union to advance the academic and vocational aspirations of the employee/ union member for career advancement.

This contributes to the career development goals of the employee being achieved, which in turn has a positive impact on the performance and overall success of the organisation. The trade union is therefore a key stakeholder involved in talent management and retention programmes that fast-track members' career growth and progression. Trade unions may also provide bursaries and other forms of financial and non-financial support to their members and/ or children or dependants of members to undertake tertiary studies.



*"There is no greater joy nor greater reward than to make a fundamental difference in someone's life."*

As part of a commitment to socioeconomic upliftment and expanding the skills base in the country, trade unions are also encouraged to engage the developers of this Toolkit to explore ways in which this resource can be made available to their members and/ or relatives of their members. This is viewed as part of the contribution made by organised labour towards the enrichment of their members'/ dependants' academic and/ or vocational studies, which in turn will have a positive impact on the professionalisation of the workforce.

#### **4. Related products and specialist services offered to organisations in the public, private and civil society sectors**

##### **A. The Postgraduate Toolkit**

The **4th edition of the Postgraduate Toolkit developed by Dr Layla Cassim** has been used by thousands of postgraduate students and researchers across Africa over the past decade. The first edition of the Postgraduate Toolkit was launched in 2011 and the most recent, 4th edition, was released in January 2021. A sample of endorsements and testimonials on Dr Layla Cassim's work in the higher education field has been shared at the end of this Undergraduate Toolkit.

The **Postgraduate Toolkit is a peer-reviewed electronic textbook and multimedia resource** that assists postgraduate students and researchers across all disciplines and levels of study to complete their research projects and theses successfully and build long-term research careers. The 4th edition is available online (where it can be downloaded) as well as on USB.

The **10 chapters of the Postgraduate Toolkit** cover the following important topics:



*"Success isn't about the end result, it's about what you learn along the way."*

- **Chapter 1:** Introduction to research & how to write a research proposal
- **Chapter 2:** How to write a grant application or funding proposal
- **Chapter 3:** An overview of research design and methodology
- **Chapter 4:** Guidelines on how to write a thesis and research report
- **Chapter 5:** How to write and publish an academic paper



*"The whole purpose of education is to turn mirrors into windows."*

- **Chapter 6:** Tips for oral and poster presentations of your research
- **Chapter 7:** Key project management principles in research
- **Chapter 8:** Some self-empowerment tools and support systems for postgraduate success
- **Chapter 9:** The student, supervisor and university - enhancing postgraduate supervision
- **Chapter 10:** Your Personal and Professional Development Contract (PDC) & Self-employment for researchers

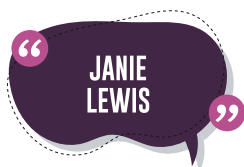


*"My own philanthropic efforts have always included an educational element, whether it's expanding opportunities to educate a promising mind or extending the brain's ability to learn."*

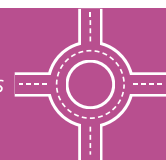
Each of the above ten chapters is in written form and also presented as voice recordings, to make the Postgraduate Toolkit more accessible and interactive. The voice recordings are given in two formats: narrated PowerPoint® slides as well as MP4 videos. In total, there are more than **25 hours of voice recordings, 988 written pages and 48 practical exercises**, as well as assessment questions and memoranda for the ten chapters, in the 4th edition of the Postgraduate Toolkit.

Organisations in all sectors of society can purchase a license to have both the Undergraduate and Postgraduate Toolkits available to staff, students and individuals from communities in which they wish to invest.

Interested parties are invited to explore the cost-effective licence option for either of or both Toolkits with us. Decision-makers in organisations are encouraged to invest in both the Undergraduate and Postgraduate Toolkits in order to provide more focussed capacitation and support along the fuller student and staff developmental trajectory. An enquiry in this regard, based on organisational needs, can be directed to us for a quotation. An Order/ Enquiry Form, which is enclosed at the end of this Toolkit, can be completed and sent to us.



*"We have a social responsibility, a constitutional opportunity and a moral obligation to help others."*




Are you:

- A postgraduate student who needs additional tools for success?
- A research supervisor who wants to enhance your mentoring role?
- A manager or human resources practitioner who wishes to support employees who are studying?
- Interested in enhancing research output, particularly in South Africa and on the African continent?

**Then this Toolkit is for you!**

The Postgraduate Toolkit is compiled by Dr Layla Cassim, who obtained her PhD at the age of 24 and her MBA at the age of 27. This Toolkit, covering a wide range of often problematic topics, empowers you to take ownership of your academic, personal and professional development.



**Dr Layla Cassim**  
B.Pharm (cum laude) (Rhodes)  
PhD (Pharmacology) (Rhodes)  
MBA (cum laude) (UNISA)

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**CHAPTER 1**  
Introduction to research & How to write a research proposal

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AVAILABLE ON USB AND ONLINE

Dr LAYLA CASSIM

# POSTGRADUATE TOOLKIT®

A practical, user-friendly academic and self-empowerment toolkit to assist you as a postgraduate student in any discipline to complete your degree

A peer-reviewed electronic textbook & multimedia resource

**4<sup>th</sup> EDITION!**  
**10-YEAR ANNIVERSARY EDITION**


Supported by  
**Dr Wendy Luhabe**  
former Chancellor of the University of Johannesburg

**988 written pages and more than 25 hours of voice recordings**


More than 10 000 postgraduate students & researchers across Africa have used the Toolkit over the last decade

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**E-BOOK**  
ISBN 978-0-220-90049-2



**USB**  
ISBN 978-0-220-90050-8



## B. Benefits of the Postgraduate Toolkit to professional bodies



**ED MARKEY**

*“Education is not only a ladder of opportunity, but it is also an investment in our future.”*

The key role of professional bodies is to spearhead the promotion of knowledge and best practice in their respective occupational disciplines for the benefit of professionals, various sectors and organisations in the public and private sectors. This is done through the focussed development, regulation and promotion of professional standards and protocols applicable to specific technical and ethical competence.

In the quest to advance the ongoing upskilling and multi-skilling of professionals, it is recommended that a self-empowerment resource such as the Postgraduate Toolkit is promoted by professional bodies in their respective areas of occupational specialisation. Professional bodies are invited to engage with us on how best they are able to extend the outreach of the Postgraduate Toolkit to their members.



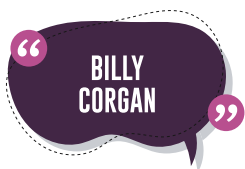
**NAVEEN JAIN**

*“Success doesn't necessarily come from breakthrough innovation but from flawless execution. A great strategy alone won't win a game or a battle; the win comes from basic blocking and tackling.”*

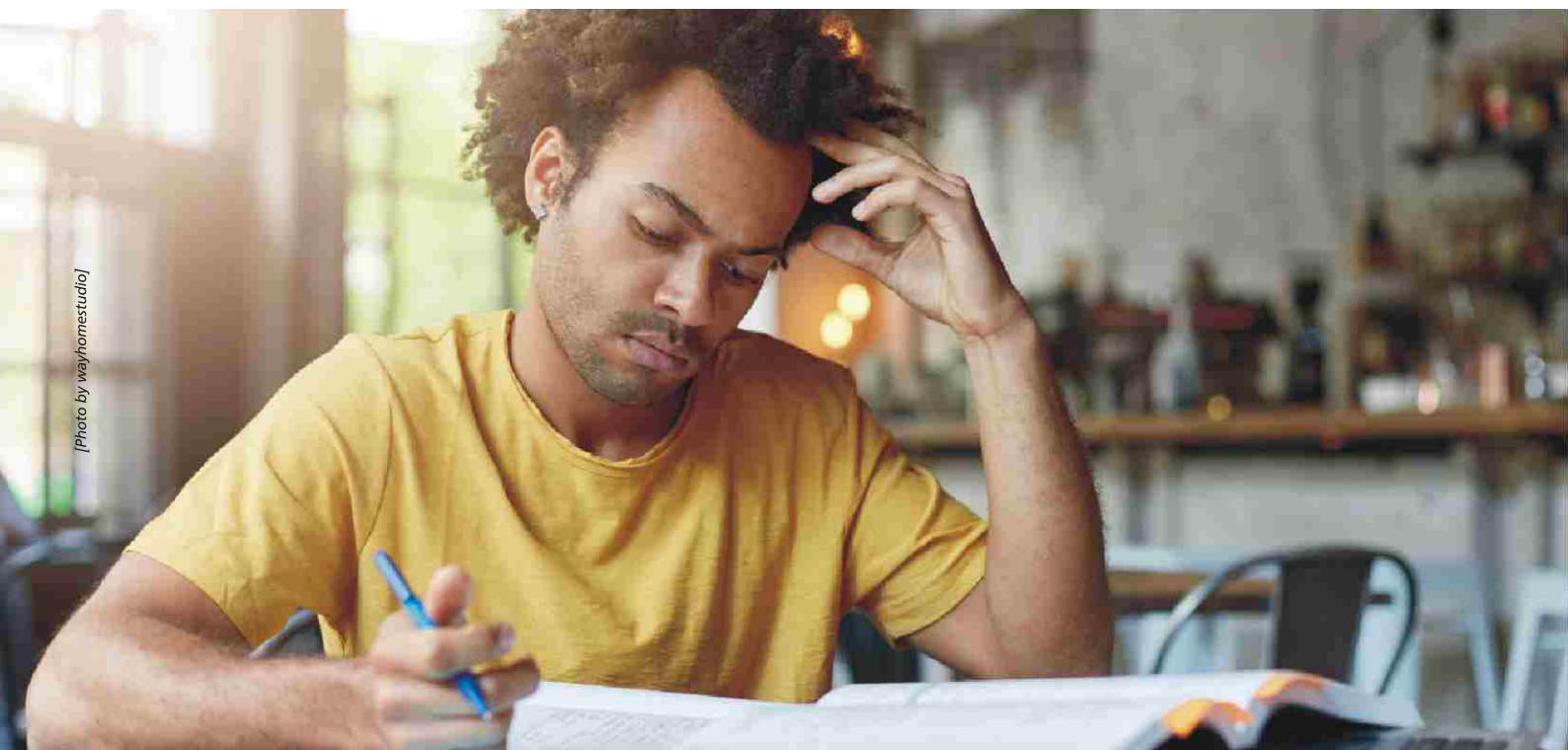
### C. For the training and development of undergraduate students and/ or employees

A range of professional services to facilitate the self-empowerment and self-development of students and employees through online and/ or contact training workshops and webinars is available to all organisations. These include skills development in the following learning areas:

- (i) Training on specific topics from this Toolkit, such as Mentee development, An introduction to the world of research, Academic writing and Research proposal and thesis writing;
- (ii) An orientation to university life;
- (iii) Career counselling;
- (iv) Preparing for the world of work;
- (v) Wellbeing and self-care;
- (vi) Personal financial skills;
- (vii) Time management;
- (viii) Project management;



*"We need to get back to a level of social responsibility that we haven't seen for a long time."*



[Photo by wayhomestudio]





*"Success takes an investment in time, dedication, and sacrifice. This is true education. It is a process."*

- (ix) Self-management for personal effectiveness;
- (x) Anger management;
- (xi) Stress management;
- (xii) Assertiveness;
- (xiii) Conflict management;
- (xiv) Grievance-handling;
- (xv) Addressing and preventing gender-based violence;
- (xvi) Emotional intelligence; and
- (xvii) Addressing harassment in the workplace.



*"In an undergraduate business environment, the best learning experience is the interaction students have with each other. They need to learn from each other as much as from professors and lectures and other teaching tools."*

#### **D. For the capacitation of organisations in all sectors**

A range of professional services to facilitate the ongoing capacitation of managers, support personnel and administrators through online and/ or contact training workshops and webinars is available to all organisations. These include skills development and/ or coaching in the following learning areas:

- (i) Writing research proposals;
- (ii) Research design and methodology;
- (iii) Research ethics;
- (iv) The role of the research supervisor of students;
- (v) Mentor development;
- (vi) Thesis writing;
- (vii) Publishing papers in academic journals;



*"Life's most urgent question is: What are you doing for others?"*



“  
SANDRA  
DODD  
”

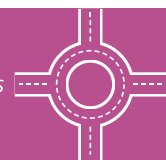
*“Given a rich environment,  
learning becomes like the air -  
it's in and around us.”*

[Photo by rawpixel]

- (viii) Writing funding proposals, with a particular focus on the National Research Foundation's Thuthuka programme for emerging researchers;
- (ix) Academic writing and publishing retreats;
- (x) Editing and proofreading services;
- (xi) Career development and career management in academia;
- (xii) Conducting online teaching;
- (xiii) Organisational culture and workplace climate audits;
- (xiv) Diversity management and inclusion;
- (xv) Stakeholder relations and management;
- (xvi) Disability management;
- (xvii) Talent management and retention;
- (xviii) Addressing and preventing gender-based violence;
- (xix) Grievance-handling and dispute resolution; and
- (xx) Addressing harassment in the workplace.

“  
NOUMAN  
ALI KHAN  
”

*“The most  
important investment  
of our time is in  
our people and in  
our youth.”*





HELEN  
KELLER

*"Alone we can  
do so little, together  
we can do so much."*



## 5. An invitation to interested parties: Maximising your investment in the professional development of graduates and postgraduates

The developers of this Undergraduate Toolkit and the Postgraduate Toolkit invite organisations to explore the most cost-effective options available to make these resources available to students, staff, dependants of staff and communities. In addition, support and capacitation services through training workshops, webinars, coaching and/ or consulting services are also offered on a one-on-one or group basis for any of the service offerings indicated above.

To establish contact with us, interested parties are encouraged to email us at [trn@mweb.co.za](mailto:trn@mweb.co.za) and copy [Lcassimers@gmail.com](mailto:Lcassimers@gmail.com) so that we can explore the most cost-effective route for you to secure one or both Toolkits for students under your care.

The Renaissance Network (TRN) and Layla Cassim ERS Consultants CC look forward to discussing your specific needs and expectations with you. A customised service offering can also be considered in the best interest of human resource development and research capabilities in organisations in all sectors of society.



COURTNEY  
PRATT

*"Business has a responsibility beyond its basic responsibility to its shareholders; a responsibility to a broader constituency that includes its key stakeholders: customers, employees, NGOs, government the people of the communities in which it operates." — Former CEO, Toronto Hydro*