



TC ADVISORY

EMPLOYMENT LAW | LABOUR RELATIONS
HR ADVISORY | BUSINESS ADVISORY

IN PARTNERSHIP
WITH



**ELITE
OHS ACADEMY**

TRAINING | DEVELOPMENT | COMPLIANCE

ONE PARTNERSHIP. ENDLESS POSSIBILITIES.

BUSINESS PROFILE



EMPLOYMENT
LAW



LABOUR
RELATIONS



HR
ADVISORY



BUSINESS
ADVISORY



TRAINING &
DEVELOPMENT



OHS
COMPLIANCE

 Unit A, 58 Kellner,
Bloemfontein, Free State

 051 446 9099

 info@tcadvisory.co.za

 www.tcadvisory.co.za

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01

The Partnership

Two registered companies under common ownership, one operations team and a single point of contact — employment law and compliance advisory alongside accredited occupational health and safety training.

THE PARTNERSHIP

Company at a Glance

Tenacious Concepts (Pty) Ltd, trading as TC Advisory, was established in 2018 as a Bloemfontein-based labour relations and HR consultancy. Elite OHS Academy was registered as its own private company in February 2026. The two are separately registered but under common ownership, and are run as one team.

2018

TC ADVISORY
ESTABLISHED

Level 1

B-BBEE · 100%
BLACK WOMEN-OWNED

QCTO

ACCREDITED TRAINING
THROUGH ELITE OHS ACADEMY

THE TWO COMPANIES

	TENACIOUS CONCEPTS (PTY) LTD T/A TC ADVISORY	ELITE OHS ACADEMY
Registration No.	2018/050380/07	2026/154250/07
Entity type	Private company	Private company
Registered	2018	2026
Focus	Employment law, labour relations and compliance advisory	QCTO-accredited occupational health and safety training
Head office	Bloemfontein, Free State	Bloemfontein, Free State
B-BBEE	Level 1·100% Black Women-owned	Level 1·100% Black Women-owned

Both companies are under common ownership and share a single Bloemfontein head office, one operations team, and one point of contact for clients.

THE PARTNERSHIP

How the Partnership Works

TC Advisory is the trading name of Tenacious Concepts (Pty) Ltd, a Bloemfontein-based employment law, labour relations, business and compliance advisory firm. It works in partnership with Elite OHS Academy, a QCTO-accredited occupational health and safety training provider under common ownership — giving clients a single point of contact for both people-risk advisory and workplace safety training.

Together, TC Advisory and Elite OHS Academy support employers with the HR, labour relations, and occupational health and safety obligations that keep a workplace compliant, fair, and safe — from policy and documentation through to accredited training and site-level implementation.

HOW IT WORKS IN PRACTICE

Tenacious Concepts (Pty) Ltd and Elite OHS Academy (Pty) Ltd are separately registered companies under common ownership, sharing premises, operations and project management. Clients draw on employment law advisory and accredited OHS training as one coordinated engagement, briefed once and run by one team, rather than managing two separate suppliers.

One partnership. Endless possibilities.

Employment law compliance and QCTO-accredited OHS training, delivered as one coordinated engagement from a shared Bloemfontein base.

TC Advisory

Employment law, labour relations and compliance advisory. Retained monthly support, CCMA representation, HR and payroll administration, policy and documentation, and recruitment support.

Elite OHS Academy

QCTO-accredited occupational health and safety training, delivered in small groups on site or at the Bloemfontein facility, with certificates of competence issued on completion.

THE PARTNERSHIP

What We Do

Between them, the two companies cover five areas of an employer's people and safety obligations. Most engagements draw on more than one, which is the point of briefing a single team.

01 **Employment Law**

Strategic advisory on the employment relationship — contracts, statutory compliance and the protections an employer needs in place long before a dispute arises.

02 **Labour Relations**

Disciplinary processes, CCMA and bargaining council representation, and the day-to-day handling that keeps working relationships sound and defensible.

03 **OHS Consultancy**

Workplace risk assessments, Occupational Health and Safety Act compliance support and safety file preparation — practical measures that make a site safer and easier to defend.

04 **Training & Development**

QCTO-accredited occupational health and safety training through Elite OHS Academy, alongside HR capacity-building programmes for teams without in-house expertise.

05 **Business Advisory**

Organisational design, performance frameworks and operational review — helping owners build a structure that can carry growth.

02

TC Advisory

Employment law, labour relations and compliance advisory for South African employers — from one-off reviews through to retained monthly support.

TC ADVISORY

Vision, Mission & Values

OUR VISION

To become South Africa's most dependable partner for employment law solutions, assisting businesses of every size across the nation — delivering exceptional employment relations services and earning recognition for innovation, high-quality service, and meaningful contribution to the industry's development.

OUR MISSION

To take the compliance burden off the desks of business owners by providing integrated employment law solutions that are practical, legally sound, and built for the reality of running a South African business — spanning legislative compliance, compliance audits, and advocacy and information sessions.

CORE VALUES

- Professional Integrity
- Self Regulation-Focused Approach
- Accountability
- Practical Excellence
- Client-Centred Services
- Continuous Improvement

SELECTED RECENT WORK

- Delivered a two-day Employment Equity Act compliance workshop with a specialist facilitator, including full programme materials, certification and delegate evaluation
- Runs the "HR Without the Degree" webinar series for businesses without in-house HR expertise, pairing each session with employer takeaway documents
- Produced salary review documentation, KPI frameworks and organograms for organisational clients
- Retained clients across electrical engineering, facilities and cleaning services, construction, and civil engineering

TC ADVISORY

Our Services

TC Advisory advises employers on HR, labour relations, and compliance — helping businesses build sound people practices and stay ahead of their statutory obligations. The firm's work spans one-off advisory reviews through to ongoing retainer-based support.

HR Advisory & Baseline Reviews

A structured review of an employer's current HR and labour-law compliance position, used to identify gaps before recommending a scope of work — often offered as a no-obligation first step for new clients.

EEA Compliance Training

Facilitated workshops covering Employment Equity Act obligations, delivered with full programme materials, certification and delegate evaluation.

Organisational Design

Salary review documentation, KPI frameworks, and organograms that give employers a clear, defensible structure for roles, reporting lines, and performance.

Recruitment Support

Candidate sourcing and staffing support for clients who need to fill roles with people who fit their compliance and culture requirements.

Labour Relations & CCMA

Practical support for employers navigating disciplinary hearings, CCMA referrals, and bargaining council representation — building dispute-readiness rather than reactive fire-fighting.

HR & Payroll Administration

Payslips, EMP201, UIF, PAYE and SDL handled and filed on time, alongside employee files, induction, and leave administration.

Policy & Documentation

Employment contracts, induction guides, BCEA checklists, disciplinary codes, and other core HR documentation, built to be used immediately rather than adapted from generic templates.

Capacity-Building Programmes

Webinar series and workshops — including our own "HR Without the Degree" series — for businesses without in-house HR expertise.

TC ADVISORY

Service Packages & Rates

Retainer packages are billed monthly, and each tier includes everything in the tier below it.

PACKAGE	STAFF	WHAT'S INCLUDED	PER MONTH
OMBRE	1–5	Employment contracts · wage negotiations · in-contact consultations · telephone, email and Teams advisory · payroll (EMP201, payslips, UIF, PAYE, SDL)	R 6,000
SILVER	1–10	Everything in Ombre, plus onboarding & HR policies · disciplinary hearing support · full labour law advisory line	R 8,000
PLATINUM	1–20	Everything in Silver, plus employee files & induction · UIF registration & declarations · bargaining council declarations · performance appraisals · CCMA representation · leave admin	R 12,000
GOLD	1–50	Everything in Platinum, plus COIDA registration · bargaining council registration · exit interviews · priority turnaround on advisory and representation	R 16,000

How the retainers work

Each tier is billed monthly and includes everything in the tier below it, so a client moving from Silver to Platinum keeps the Ombre and Silver entitlements. The monthly fee covers advice on day-to-day employment matters. When a matter needs us to represent you, attend a hearing, or run an investigation, that work is charged from the Additional Services rates on the next page, with the discount that applies to retainer clients.

HR policies and documents

Reviewing and updating the policies, contracts and documents you already have is part of your retainer. Drafting new ones from scratch is charged from the Additional Services rates on the next page, with the discount that applies to retainer clients. Where an existing document needs more than half of it rewritten, it is treated as a new draft.

Indicative rates — confirmed per engagement based on headcount and scope of work. Retainers include on-site attendance within a 30 km radius of our Bloemfontein office; travel beyond that is quoted separately.

In-contact consultations

These are sessions scheduled with your consultant, on site or on Teams, rather than call-outs on demand. How often they run, how long each session is, how far ahead they are booked and whether they are held on site or online is set out in your service level agreement, and depends on your tier.

Where most clients start

An HR advisory and compliance baseline review — a structured look at an employer's current position — is usually the entry point, and is often offered as a no-obligation first step for new clients before a package is recommended.

TC ADVISORY

Additional Services

Available to retainer and non-retainer clients alike, and quoted before any work begins.

SERVICE	RATE
Employment contract (per hour)	R 1,100
Drafting HR policies (per hour)	R 1,250
Job descriptions	R 600
UIF registration	R 1,500
COIDA registration	R 1,800
Letter of Good Standing	R 2,000
Internal disciplinary (per hour)	R 1,750
CCMA case preparation (per hour)	R 1,500
CCMA representation (per hour)	R 1,750
Consultation (per hour)	R 1,800
Recruitment & staffing	18% of candidate's annual salary

Rates exclude VAT. Attendance within a 30 km radius of our Bloemfontein office carries no travel charge; travel beyond that radius is quoted before the work begins. Retainer clients are billed at a reduced rate on all of the above. Recruitment is billed on placement.

03

Elite OHS Academy

The partnership's QCTO-accredited occupational health and safety training arm — practical, small-group training that prepares people for real workplace situations, backed by site-level safety consulting.

ELITE OHS ACADEMY

Vision, Mission & Values

Elite OHS Academy is a QCTO-accredited occupational health and safety training provider based in Bloemfontein, working in partnership with TC Advisory to help employers meet their workplace safety obligations through accredited, practical training.

OUR VISION

To be the most trusted and respected OHS training provider in the Free State, known for excellence, care, and training that prepares people for real-world situations.

OUR MISSION

To equip South African workers and employers with the practical skills and legal knowledge they need to create safer workplaces. We don't just tick boxes — we change mindsets.

CORE VALUES

- Excellence — we don't do mediocre training
- Integrity — we tell the truth, even when it's uncomfortable
- Empowerment — we give people the confidence to act when it matters
- Care — we genuinely care about people going home safe daily
- Practicality — training must work in the real world, not just the classroom

10

MAXIMUM LEARNERS
PER COURSE

70%

PASS MARK, WRITTEN
AND PRACTICAL

7 days

TO CERTIFICATES
OF COMPETENCE

ELITE OHS ACADEMY

Courses & Investment

Courses run in small groups — a minimum of six and a maximum of ten learners — for individual attention and safer practical sessions. Prices are per person and include the learner manual, certificate and refreshments.

COURSE	WHAT IT COVERS	PRICE
Basic Emergency First Aid Responder	Essential workplace first aid — scene safety, choking, bleeding, shock, burns and fractures.	R 1,170
Intermediate First Aid Responder	Advanced first aid including CPR, medical and environmental emergencies, and incident reporting.	R 2,349
Medical tests	Basic occupational health screening for employees, issued with a certificate of fitness for the role.	R 750
OHS Representative	The duties of an appointed health and safety representative — hazard identification, workplace inspections and incident investigation.	R 1,150
OHS Act	The Occupational Health and Safety Act itself — employer and employee duties, appointments, and the legal framework for a compliant workplace.	R 1,200
Safety files	Compiled to the site's and the client's requirements.	On request

ACCREDITATION — AND WHAT IT MEANS FOR YOU

Elite OHS Academy is accredited by the QCTO — the Quality Council for Trades and Occupations — to deliver occupational health and safety training. Accreditation means the training your people receive is recognised, and that the certificates they hold will stand up to scrutiny.

WHAT YOU CAN EXPECT FROM A COURSE

- Every course combines theory, discussion, facilitator demonstration, supervised practical work and individual feedback
- Assessment is by written test and practical observation, and certificates of competence are issued on completion
- Learner feedback is collected after every session, assessment is internally moderated, and course materials are reviewed annually

Training is delivered on site at your premises or at the Elite OHS Academy facility in Bloemfontein, scheduled around shift and site programmes to limit production loss.

OHS Consulting & Compliance

Not every safety obligation is met in a classroom. Alongside its accredited programmes, Elite OHS Academy carries out the site-level work that keeps a workplace compliant with the Occupational Health and Safety Act — assessments, documentation and audits, delivered by the same team.

Health & Safety Audits

A structured audit of a site against the OHS Act and its regulations, with findings ranked by risk and a written action plan naming what must be fixed, by whom, and by when.

Baseline Risk Assessments

Hazard identification and risk assessment per task, area or project, with recommended controls, residual risk ratings and a review cycle the site can maintain.

Safety Policies & Procedures

OHS policies, standard operating procedures and safe work procedures written around the site's actual operations rather than adapted from generic templates.

Emergency Response & Evacuation Plans

Evacuation plans, floor layouts, emergency team appointments, and facilitated drills with a post-drill report and recommendations.

Consulting work is quoted per site on scope, risk profile and travel. Where a client's requirement calls for a registered construction health and safety officer or agent, we say so and scope that separately.

Site Safety Inspections

Scheduled or ad-hoc inspections of premises, plant and work areas, with a photographic report and a corrective action listed against every finding.

Construction Safety Files

Safety files compiled to the site's and the client's requirements, and kept current for principal contractor and client audits.

Legal Appointments

Appointment letters and registers under the OHS Act, with the duty schedule that goes with each appointment so appointees know what they have accepted.

Incident Investigation Support

Support with investigating incidents and near misses — evidence gathering, root cause analysis, statutory reporting and corrective action tracking.

ELITE OHS ACADEMY

Workshops & Awareness Sessions

Alongside its accredited programmes, Elite OHS Academy runs short awareness sessions, briefings and drills. These meet an employer's duty to inform and instruct employees, and are quicker and cheaper to run than a fully accredited course.

SESSION	WHAT IT COVERS	TYPICAL FORMAT
OHS Act & Legal Liability	Employer and employee duties, appointments, and where personal legal liability sits for managers and appointees.	Half day
Health & Safety Induction	Site rules, hazards, emergency procedures and reporting lines — for new employees, contractors and visitors.	1-2 hours
Toolbox Talks	Short, focused talks on a single hazard or procedure, delivered on site at shift start.	30 minutes
Risk Assessment Workshop	How to identify hazards, rate risk and select controls — for supervisors and health and safety representatives.	Half day
Incident Investigation & Reporting	Securing the scene, gathering evidence, root cause analysis and statutory reporting.	Half day
Emergency Evacuation & Fire Awareness	Evacuation procedure and roles, extinguisher selection, and supervised practical extinguisher use.	Half day
PPE Selection, Use & Care	Choosing, fitting, inspecting and maintaining personal protective equipment.	2 hours
Manual Handling & Ergonomics	Safe lifting, carrying and workstation set-up to reduce musculoskeletal injury.	2 hours
Hazardous Chemical Substances	Labelling, safety data sheets, storage, handling and spill response.	Half day

HOW THESE DIFFER FROM OUR ACCREDITED COURSES

These sessions are not QCTO qualifications and carry no credits. They are delivered to meet the employer's duty under the Occupational Health and Safety Act to inform, instruct and train employees, and delegates receive a certificate of attendance rather than a certificate of competence. Where a role legally requires a certificate of competence, we will say so and recommend the accredited programme instead.

Session lengths above are indicative. The time a session takes depends on the scope agreed — group size, the site's risk profile, and how much practical work and site-specific content is built in. Sessions are priced per group rather than per person, delivered on site or at the Bloemfontein facility, and confirmed on scope, group size and travel.

ELITE OHS ACADEMY

OHS Retainer Packages

Employers who need safety handled continuously, rather than in one-off engagements, can put the work on a monthly retainer. Each tier includes everything in the tier below it.

PACKAGE	BEST FOR	WHAT'S INCLUDED	PER MONTH
CORE	A single, lower-risk site	Monthly site inspection · written safety report with corrective actions · telephone and email support	Quoted on scope
PLUS	Multi-area or higher-risk operations	Everything in Core, plus a second monthly site visit · toolbox talks · annual health and safety audit · incident investigation support · ongoing compliance monitoring	Quoted on scope
PREMIER	Construction and project sites	Everything in Plus, plus weekly site visits · safety file compilation and updates · monthly management reporting · emergency response planning	Quoted on scope

How the retainers work

Each tier is billed monthly and includes everything in the tier below it. Scope is matched to the site's risk profile, size and activity rather than to headcount alone, and is confirmed before any engagement begins.

Retainer rates are quoted per site on risk profile, size and travel, and reviewed annually. Sites that require a registered construction health and safety officer or agent are scoped separately.

Where most clients start

A baseline OHS compliance audit — a structured look at where a site stands against the OHS Act — is the usual entry point, and the findings determine which retainer tier is recommended.

04

How We Work

An evidence-led method: understand where a client actually stands, close the gaps that matter most, and leave their own team able to run what we build.

HOW WE WORK

Who We Serve

We serve employers across the Free State and Northern Cape, with Bloemfontein as its home base and on-site delivery within a two to three hour drive.

Corporate & Professional

Banks, insurers, government departments and professional services firms.

Electrical

Electrical contractors and municipal electrical departments.

Agriculture

Farms, agri-processing operations and co-operatives.

Construction

Building contractors, civil engineers and property developers.

Manufacturing

Factories, food processing operations and packaging plants.

Mining Support

Mining contractors, suppliers and site service providers.

GEOGRAPHIC FOCUS

Primary

Bloemfontein — home base and training facility

Secondary

Free State Province, within a two to three hour drive

Tertiary

Northern Cape, including Kimberley and surrounds

Advisory work is delivered on site or remotely; accredited training is delivered on site at client premises or at the Elite OHS Academy facility in Bloemfontein. Longer term, the group is extending its reach nationally through online learning and corporate partnerships.

HOW WE WORK

Our Approach

A four-pillar diagnostic

Engagements follow a consistent, evidence-led arc: understand where a client actually stands, close the gaps that matter most, and leave the client's own team able to run what we build. Every client assessment works across four core areas — the depth in each depends on what emerges from the initial review, but every engagement covers all four.

01**HR Compliance & Legal Exposure**

Employment contracts, leave records, disciplinary processes, CCMA history, UIF compliance and employee files.

Non-compliance is a liability — every gap is a potential CCMA referral or labour court matter.

03**Operational Systems & SOPs**

Whether processes exist, are documented and are followed — and where the bottlenecks are.

Undocumented processes create dependency on individuals; when that person leaves, the knowledge goes with them.

The depth of work in each area depends on what the initial review turns up — but every engagement covers all four, so nothing material is left unexamined.

02**People & Skills Profile**

Current skills per employee against the skills each role requires, identifying mismatches and training needs.

You cannot improve a team you do not understand — this is the foundation of any development plan.

04**Performance & Accountability**

Performance management processes, KPI setting, how underperformance is handled, and management capacity.

Businesses that cannot hold people accountable fairly keep losing good staff and retaining poor performers.

HOW WE WORK

From Diagnosis to Delivery

From the first review through to delivery, each engagement moves through four stages — so clients always know what has been found, what it means, and what happens next.

01 Document & Baseline Review

Contracts, records, policies, and organisational documents are reviewed for completeness, legal compliance, and red flags — establishing an initial risk rating.

02 Gap Analysis

Findings are mapped against what the role, site, or business actually requires, and ranked by business risk.

03 Improvement Plan

A tailored plan sets out immediate fixes, short-term improvements (0–3 months), and longer-term recommendations (3–6 months) — each with an action, a responsible person, and a realistic timeline.

04 Delivery & Review

Where TC Advisory or Elite OHS Academy can deliver the solution directly — contracts, SOPs, policies, or training — we do, then track progress on a regular review cadence.

Delivery is tracked on a regular review cadence, with progress checked against the plan's named actions, owners and timelines.

HOW WE WORK

Why Work With Us

One partnership, two specialisms

Employment law and labour relations compliance alongside QCTO-accredited OHS training, coordinated under a shared operations team — so clients never have to brief two separate suppliers.

B-BBEE Level 1, 100% Black Women-owned

Supporting clients' own procurement targets and preferential-supplier requirements.

Document-ready outputs

Policies, forms, workbooks, and training materials clients can put to work immediately — not generic templates that still need adapting.

Local and proud

Based in Bloemfontein, serving Free State businesses with local knowledge and genuine on-site delivery.

A lean, hands-on team

Senior people stay close to delivery rather than routing clients through layers of account management.

A premium training experience

Small class sizes of no more than ten learners, quality materials, and professional facilitation.

Start with a no-obligation review

An HR and labour-law compliance baseline review is usually the entry point — a structured look at where you actually stand, before any scope of work is recommended.

HOW WE WORK

Leadership & Team

A lean, hands-on team — senior people stay close to delivery rather than routing clients through layers of account management.

DIRECTOR

Matlhodi Leeuw

TEAM

Mpho Mohlahatsa

Keneiloe Sefatsa

Nthabiseng Makara

Samuel Nyama

Maximillian Liphoko

CONSULTANT

Moleleki Sebapala

How we staff an engagement

Work is delivered by the same people who scope it. Clients deal with one operations contact across both entities rather than being routed through account management.

Ownership

The group is 100% Black Women-owned and holds B-BBEE Level 1 status, supporting clients' own procurement and preferential-supplier requirements.

CONTACT

Let's Talk Business

We welcome the opportunity to discuss how TC Advisory and Elite OHS Academy can support your organisation.

TC Advisory

ADDRESS

Unit A, 58 Kellner Street, Westdene,
Bloemfontein, 9301

TELEPHONE

051 446 9099 · 064 685 6773

EMAIL

info@tcadvisory.co.za

WEBSITE

www.tcadvisory.co.za

REGISTERED NAME

Tenacious Concepts (Pty) Ltd t/a TC Advisory

REGISTRATION

2018/050380/07

Elite OHS Academy

ADDRESS

Unit A, 58 Kellner Street, Westdene,
Bloemfontein, 9301

TELEPHONE

051 446 9099

EMAIL

info@eliteohsacademy.co.za

REGISTRATION

2026/154250/07

Not sure where to start?

An HR and labour-law compliance baseline review is the usual first step — a structured look at where you stand, at no obligation, before any scope of work is proposed.

One partnership, two specialisms —
protecting your business and preparing
your people, under a single point of contact.

TC ADVISORY · BLOEMFONTEIN