

# The CHE-First Academy Platform for Potchefstroom Academy & SAAHST

Not just learner management — a **connected academy backbone** for compliance, programmes, quality, operations, and learner communication. Built to **complement Sage**, not replace it.

**6**

Platform Modules

**8–12wk**

To Go-Live

**R15.5K**

Per Month · ex VAT

**CHE**

First-Class Workflows

## STRATEGIC VISION

### More than learner management. An academy command centre.

“ A CHE-first platform that connects learners, programmes, compliance, quality, and operations — while **Sage Pastel and Sage Payroll** remain your accounting and payroll system of record.

SKILLSYMS · POTCHEFSTROOM ACADEMY & SAAHST · MAY 2026

## STRATEGIC URGENCY

### Why This. Why Now.

The CHE landscape has tightened, and 180–220 learners moving through the academy each year deserve a single, defensible operational backbone — not a patchwork of spreadsheets, email, and ad-hoc folders.

01

### CHE Compliance Pressure Is Real

Self-Evaluation Reports, accreditation evidence, document libraries, and governance trails need to be ready on demand – not assembled in a panic before a review.

02

### Learner Lifecycle Visibility

180–220 students per year need consistent visibility on enrolment, attendance, progress, evidence, and communications. Spreadsheets cannot carry that load reliably.

03

### Operations Without Disrupting Sage

skillsYMS adds the academy operations layer – student finance visibility, POS reference, learner billing context – while Sage Pastel and Sage Payroll stay exactly where they are.

04

### Audit Confidence Becomes Routine

Audit trails, review findings, evidence readiness, and corrective actions become an everyday workflow – not a quarterly fire drill the team has to recover from.

## PLATFORM MODULES

# A 6-Module Academy Platform

Built as a CHE-first ecosystem – six modules that together cover learner lifecycle, compliance, delivery, quality, operations, and communications. Activate the full bundle from day one or phase modules in.

## MODULE 01

### Learner Management

- Full learner profiles & documents
- Enrolments & lifecycle tracking
- Attendance & progress
- Communication history

## MODULE 02

### CHE Compliance

- Institution profile & CHE document library
- SER projects & SER versions
- Programme readiness & reviews
- Action plans, policies, governance

#### MODULE 03

##### Delivery & Academy

- Programme & module setup
- Sessions, calendars, timetables
- Student progress visibility
- Academic operations

#### MODULE 04

##### Quality & Audit

- Audit trails & activity logs
- Review findings & evidence
- Corrective action tracking
- Compliance reporting

#### MODULE 05

##### Operations

- Calendar & delivery coordination
- HR / People & staff roles
- CRM & tasks
- Internal workflows

#### MODULE 06

##### Comms & Finance Layer

- WhatsApp comms – 5,000 msgs/mo
- Notifications & reminders
- Student billing / POS reference
- Sage-friendly finance visibility

#### FUNCTIONAL SCOPE

## Everything Potch Academy Needs, In One Platform

Mapped directly to the requirements André raised – every workflow engineered for CHE-first academy reality.



##### Learner Profiles & Enrolments

Full learner records, documents, enrolment forms, attendance, progress, and communication history – visible to admin, compliance, and academic staff.



##### SER Projects & CHE Documents

Self-Evaluation Report projects, SER versioning, CHE document library, programme accreditation, policies, and governance evidence – review-ready.



### **Programmes, Sessions & Calendars**

Programme setup, module delivery, session/calendar support, timetables, and student progress dashboards for the academic team.



### **Quality, Reviews & Action Plans**

Audit trails, review findings, quality actions, evidence readiness, corrective action tracking, and compliance reporting – kept review-ready.



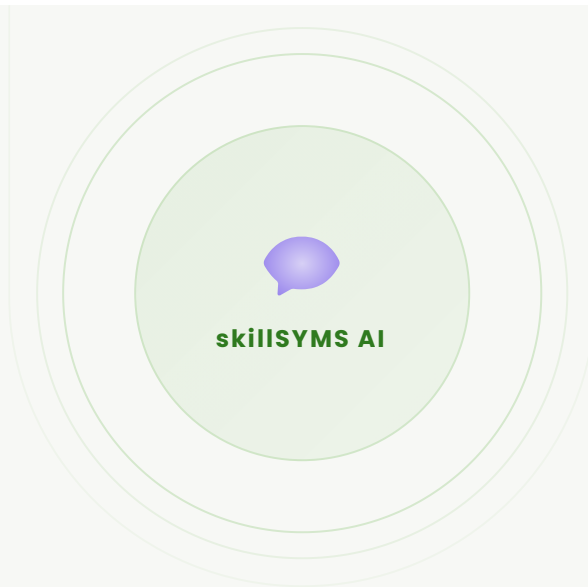
### **HR / People & CRM**

Staff roles, HR records, task management, and CRM workflows – covering enquiries, follow-ups, and operational visibility across the academy.



### **WhatsApp Comms & POS Reference**





5,000 WhatsApp messages/month for reminders and follow-ups, plus POS reference and student billing visibility that complements Sage.



## INTELLIGENT ASSISTANCE

# WhatsApp Automation & Compliance Assist.

Built into the platform from day one — automated reminders for the academy team, compliance evidence prompts at SER milestones, and learner nudges on the channel students actually open.

-  **Automated WhatsApp Reminders**  
Class reminders, document deadlines, payment prompts, and follow-ups — sent through templated WhatsApp flows.
-  **Compliance Evidence Prompts**  
SER milestones, governance reviews, and policy refresh dates surface automatically before they become overdue.
-  **Learner Progress Nudges**  
Trigger-based comms when attendance dips, assessments lag, or submissions are missing — closing the loop early.
-  **Smart Document Search**  
Instant retrieval across the CHE document library, learner files, and policies — saved searches and tags.

## IMPLEMENTATION PLAN

# From Sign-Off to Go-Live

A phased, low-disruption rollout — designed to keep Potch Academy operational throughout while the new backbone is configured around your existing rhythm.

P1

**PHASE ONE**

**Tenant & Learner Foundation**

2–3 weeks

Tenant config & branding · Users, roles, permissions · Learner imports · Programme & module setup · Calendar baseline

P2

**PHASE TWO**

**CHE Workflows & SER**

3–4 weeks

Institution profile · CHE document library · SER projects & versions · Programme accreditation · Reviews, action plans, governance

P3

**PHASE THREE**

**Quality, Operations & Comms**

2–3 weeks

Audit trails & evidence readiness · HR/People · CRM & tasks · WhatsApp templates · Finance/POS reference setup

GO

**PHASE FOUR**

**Training & Go-Live Review**

1–2 weeks

Admin, compliance, academic, ops & finance training · Practical walkthroughs · Go-live · Post-rollout Sage discovery scoping

TOTAL DELIVERY TIMELINE

**8 – 12 Weeks to Full Deployment**

**INVESTMENT STRUCTURE**

# Transparent Pricing. One Recommended Bundle.

A modular CHE-first bundle for ~180–220 students annually, billed monthly with an annual option. All prices exclude VAT (15%).

RECOMMENDED

## RECOMMENDED BUNDLE

## CHE-First Academy Platform

**R15,497**

/ month · ex VAT · R154,970 / year

- ✦ skillsYMS Scale Platform · 1 academy · up to 500 learners
- ✦ Full CHE Workflow Pack — SER, documents, governance
- ✦ Quality / Audit Pack — evidence, reviews, action plans
- ✦ Operations Pack — Calendar, Delivery, HR/People, CRM
- ✦ WhatsApp Comms Channel — 5,000 messages/month
- ✦ Finance / POS Reference Module — Sage-complementary

Recommended Option

## Monthly Cost Breakdown — Recommended Bundle

R15,497 / mo

COMPONENT	MONTHLY (ZAR)
skillsYMS Scale Platform	R 3,999
Full CHE Workflow Pack	R 4,500
Quality / Audit Pack	R 1,499
Operations Pack — Calendar, Delivery, HR/People, CRM	R 2,500
WhatsApp Comms Channel — 5,000 msgs/mo	R 1,499
Finance / POS Reference Module	R 1,500
<b>Estimated Monthly Total</b>	<b>R 15,497</b>
<b>Estimated Annual Total (before VAT)</b>	<b>R 154,970</b>

## Once-Off Setup & Enablement Fees

From R 87,500

ITEM	INVESTMENT (ZAR)
Setup & Tenant Configuration – branding, roles, modules, environment	R 35,000
Training & Enablement – admin, compliance, academic, ops, finance	R 22,500
Customisation & CHE Process Mapping – SER mapping, templates, QA config	From R 30,000
Finance / Sage Integration Discovery	To be scoped

### SCALE ASSUMPTION

#### 180–220 Students · 1 Academy

Sized for current annual student volume within the Scale Platform's allowance of up to 500 active learners. Scope is for one academy / institution group.

### SAGE STANCE

#### Sage Pastel & Payroll Remain in Place

skillsYMS handles academy operations and student finance visibility. Sage stays as the accounting and payroll system of record unless a separate integration scope is approved.

All pricing excludes VAT (15%). Annual billing structures available on request, subject to final scope confirmation.

### VALUE & RETURNS

# Returns Beyond the Monthly Line

## Tangible Returns

- Faster, defensible SER cycles with evidence already organised

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- Lower admin load – learner records, documents, and comms in one place

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- WhatsApp-first reminders that reach learners on the channel they actually use

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- Audit trails on tap – compliance becomes routine, not a quarterly scramble

## Strategic Returns

- CHE-readiness as a posture, not an event

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- Sage harmony – academy ops layered on top, no accounting disruption

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- Stronger learner retention through consistent communication and visibility

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- Board and council confidence backed by audit-ready evidence

# We Build Academy Ecosystems.

skillsSYMS specialises in CHE-aligned academy management platforms for South African private institutions – built for compliance, designed for learner outcomes, and engineered to coexist with the financial systems you already run.

Our approach is complementary, not disruptive: we add the academy and compliance layer your team needs, while Sage Pastel and Sage Payroll continue to do what they do best.



## CHE Specialisation

SER, document libraries, governance, action plans, and review-readiness baked into the platform – not bolted on.



## Academy Operational Depth

Programmes, modules, sessions, calendars, attendance, HR, CRM – the full daily operating surface of a private academy.



## Sage-Complementary Stance

Finance/POS visibility for student operations, while Sage Pastel and Sage Payroll stay as accounting/payroll systems of record.



## WhatsApp-First Comms

South-African-built communications that reach learners and staff on the channel they actually open – automated and templated.

# From Sign-Off to Live Platform

1

## Confirm Scope & Sign-Off

Review the recommended bundle and once-off fees, confirm the modules in scope, and lock in the kick-off date. skillsYMS provisions the tenant within a week.

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2

## Tenant Provisioning & Data Import

Tenant setup, branding, users and roles, learner imports, programme/module setup, and calendar baseline established.

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3

## CHE Workflow Configuration & Training

SER projects, document library, reviews, action plans configured. Admin, compliance, academic, ops, and finance teams trained with practical walkthroughs.

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4

## Go-Live & Post-Rollout Sage Discovery

Full platform launch, then a usage review at 60–90 days to confirm whether a deeper Sage integration or finance migration should be scoped separately.

READY TO PROCEED

# Build the **CHE-Ready** Academy Backbone

Let's confirm scope and a kick-off date for Potchefstroom Academy & SAAHST.  
Tenant provisioning starts within a week of sign-off.

Accept Proposal

Book Scope Workshop

PREPARED BY

## Lerato & Team

skillsYMS · Academy & Compliance Solutions

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**skillsYMS \* Potchefstroom Academy & SAAHST**

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