

PAULUS VD WESTHUIZEN

CURRICULUM VITAE

Paulus vd Westhuizen the CEO and founding member of Capaci-T Training and Development is a qualified Social worker with over 20 year experience in the field.

He is an academically and professionally trained and registered Social Worker. He possesses the following qualifications: Diploma Social Work, B. Admin-Industrial Psychology and Learnership-New Venture Creation (SMME) NQF4.

He is an accredited training facilitator under the Seta system. He is a disciplined, professional and skillful applied social research and facilitator of projects. He is a keen learner and determined worker, able to finish tasks in a successful way.

PERSONAL DETAIL	
Surname	: Van Der Westhuizen
First Name	: Paulus
ID NR	: 5902035208083
Gender	:Male
Marital Status	:Married
Dependants	:Four
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Address	:68 Jan van Riebeeck street Ruyterwacht,7460

TERTIARY QUALIFICATION

INSTITUTION	QUALIFICATION	ACHIEVED
Katiso-Kuno/ HW SETA	Conduct moderation of Outcome-based Assessments: NQF 6	2016
DEES TRAINING/HW SETA	Conduct Outcome-based Assessments: NQF 5	2013
DEES TRAINING/HW SETA	Facilitate Learning : NQF 5	2013
SERVICES SETA	Learnership-New Venture Creation(SMME)NQF4	2005
UWC	B.Admin-Industrial Psychology	1996
UWC	Diploma Social Work	1984

PROFESSIONAL REGISTRATIONS

INSTITUTION	DETAIL	REGISTRATION NUMBER
HW Seta	Registration as an Assessor	HW591AR1402745
South African Council for Social Service Professions	Registration as a Social Worker	Reg.No:10-13476
South African Monitoring and Evaluation Society(SAMEA)	Registration as an Evaluator	Reg.No:597582006835
OTHER COURSES AND AWARDS		
INSTITUTION	CERTIFICATE/COURSE	DATE COMPLETED
INSTITUTE FOR MONITERING AND EVALUATION-UCT	Introduction to Monitoring and Evaluation	2013
UNIVERISTY OF STELLENBOSCH BUSINESS SCHOOL/AFRICA CENTRE FOR DISPUTE RESOLUTION	Introduction to Mediating Social Conflict	2012
GRANT HEALY TRAINING PTY LTD	Sales &Negotiation Skills Training	2003
SAKHISIZWE (PROJECT INITIATIVE OF INSETA)	INTRODUCTION TO BASIC BUSINESS SKILLS	2003
CENTRE FOR COMMUNITY & CONTINUING EDUCATION	Project Manager	2002
ATTIC WESTERN CAPE	HIV/AIDS C ounseling & Management	1998
CENTRE FOR CONTINUING EDUCATION	Business English	1996
DAMELIN MANAGEMENT SCHOOL	Basic principles of public relations practice	1993-06-15
SITHETHA ISIXHOSA	Xhosa beginners	1992-06-23
STARS EDUCATION & TRAINING	Basic bookkeeping skills	1991-07-28
DALE CARNEGIE & ASS.	Effective speaking & human relations	1987

SECONDARY EDUCATION

Last School Attended :Northern Paarl I Senior Secondary School

Grade :12(1980)

EMPLOYMENT/WORK EXPERIENCE

Current:

Working on own as a Social Worker in Private Practice. Trading under the name Capaci-T Training and Development.

Key Focus areas: EAP, Training, Public Facilitation, Research , Monitoring and Evaluation

Capaci-T Training and Development is accredited with the HW Seta

Accreditation No:HW591PA159630

PAST AND PRESENT CLIENT BASE

CLIENT	SCOPE OF WORK	CONTACT PERSON
City of Cape Town		
	Mayoral Urban Renewal Programme (MURP) , to assist sub-councils' area co-ordinating teams (ACT's) with Mayoral Urban Regeneration Programme methodology in the delivery of community profiling, base line surveys, crime mapping, audits of public and business facilities, community action plans (CAP) and annual review, monitoring and evaluation processes.	Hilda Oosthuizen 021-4004576
	Facilitation of MURP-Public Participation Process for the Bishop Lavis Urban development Node	Bronwin Jillings 021 4440370 Tali Bruk (ARG Design) 021 4482666 Mbasu Matutu(Laita Consultancy) 0828298955
	Trauma and Debriefing Skills Training	Me Nicolette Metcalf 021 5975064
	Training provision in: <ul style="list-style-type: none"> • Family Law • Employee Assistance (EAP) 	Mr. Patric E gan: 0832706378
	Life Skill & Capacity Building training: <ul style="list-style-type: none"> • Substance Education and Awareness 	Peter Cookson: 021 5721269
	Research / Monitoring &Evaluation	Mr. Daniel Sass 021 4001488

Western Cape Education Department		
	Training provision in: <ul style="list-style-type: none"> • Peer Educator Training 	Mr. Wessel Havenga: 021 4672297
	Training provision in: <ul style="list-style-type: none"> • Parental skills training 	Mr. Wessel Havenga and Mrs. Sharifa Ohlson: 021 4672297
Cape Winelands District Municipality		
	Trauma Debriefing and Management	Me Karina Smith: 021 8885312
	Life Skills & Capacity Building training <ul style="list-style-type: none"> • Substance Education and Awareness • Basic Counselling Skills • Youth Leadership Development <ul style="list-style-type: none"> - Decision-making - Peer pressure - Self-image - Conflict resolution - Communication - Relationships - General leadership skills 	Me Mertle Benjamin: 0828351645
	Research / Monitoring & Evaluation	Mr. Ryan van Wyk: 021 8885134
National Development Agency		
	Monitoring & Evaluation	Mr Simon Baloyi: 011 0185556
Communicare		
	Research & Organisation Development	Me Beth Meyer: 0837454869

Cape Nature		
	Training provision in: <ul style="list-style-type: none"> • Hiv/Aids awareness • Peer Educator • Counseling 	Nolitahndo Saki: 021 8505260
	Diversity management	Nolitahndo Saki: 021 8505260
	Contractor Development	Nolitahndo Saki: 021 8505260
	Establishment of Coordinative community forum	Mr. Trevor Farr: 021 9555940
S.A National Parks-Coastal Care Project Struisbaai		
	Training provision in: <ul style="list-style-type: none"> • Hiv/Aids awareness • Peer Educator • Counseling 	Meagan Mintoor: 028 4356225
	Small Business Management	Heidi Niewoudt 022 2912900
Senior Automotive		
	Employee Assistance (EAP)	Me Heylee Williams: 021 5350390
Boland Cricket Academy		
	Life Skills & Capacity Building training	Salleg Nackerdeen: 021 8624580
Boland Rugby Academy		
	Life Skills & Capacity Building training	Denver Pienaar: 021 8732755
SANBI-WORKING FOR WETLANDS-Peninsula		
	Supervision Training	Mandy Noffke: 021-7892119
UWC-EMS Training & Development unit		
	Facilitation and training of Community Development Workers	Me Vicky Mkhize: 021 9593431

PREVIOUS EMPLOYMENT EXPERIENCE

Working as a Housing Social Worker at Communicare

Key Performance Areas: Project Planning and Implementation, Networking and Marketing, Social Work interventions and Supervision.

Working as a Social Worker at Stellenbosch Child Welfare Society for the period and following an integrated approach of case-, group-, and community work in the Stellenbosch and surrounding areas.

Working as a Contract Social Worker at Department of Social Development Eertse River (Dec. 08 till March 09- Contract person Mr S Theunison 9004500)

Working as a trainer in Sales & Negotiations for Grant Heale Training and Entertainment Company (2005).

Working as a Social Worker at Skiereiland Diakonale Dienste Elsie's River, (Contract position) following an integrated approach of case, groups and community work.

Working as a Social Worker at Communicare (contract position) following an integrated approach of case, groups and community work.

MANAGE A RETAIL FRANCHISE 1999-2000

Focus areas: HR- management, Purchasing, Stock & Cost control; Customer services; Budgeting

Working as a Personnel Welfare Officer at the Bellville Municipality for the period 1990-1999, and focussing on the following key functions:

- Co-ordination of Employee Assistance programme.
- Project & human resource management (Crown Cork & other projects)
- Financial budgeting for all projects.
- Provide training to subordinates.
- Community liaison with community organizations eg. RDP, NGO, SA Police Forum etc.

Working as a Social Worker at the Stellenbosch Child Welfare Society for the period 1986-1989, and following an integrated approach of case-, group-, and community work in the Stellenbosch and surrounding areas.

Working as a Social Worker at the Department of Health and Welfare Services

Vredendal for the period 1985- 1986, and following an integrated approach of case-, group-, and community work Vredendal.

COMPETENCY PROFILE

THE FOLLOWING OUTLINES MY COMPETENCIES ACQUIRED AND APPLIED WITH MY INVOLVEMENT FOR THE PAST MORE THAN 20 YEARS IN VARIOUS INITIATIVES:

1. Data collection, analyzing and impact assessment:

Compiling development profiles.

Data collection and assessing impacts in various organizations (urban and rural).

Information gathering and analyzing for the development of training material and presentation of information and training sessions to foster, develop and improve learners' personal skills.

2. Documentation:

Research projects' findings and procedures of meetings, and various planning processes. Minutes of meetings in the fields of development planning as well as within various spheres

One-on-one interviews with stakeholders and role-players involved in various processes, programmes, projects, organizations documenting findings of above mentioned etc.

Documenting various planning processes, research findings

3. Facilitation, planning:

Public participation processes within local governments

Planned Facilitated and documented discussion sessions with public as well as relevant stakeholders

Facilitated strategic planning opportunities in both public as well as private spheres.

4. Training and Presentation skills:

Facilitated training sessions on various subjects inter-alia counseling, inter- personal skills and other.

5. Mentoring, Organizing and co-ordinating:

Mentoring, coordinate and organize of research teams' members, field workers on various project activities.

6. Handling of conflict and problem solving:

Handling of conflict and potential conflict as well as problem solving in development planning processes, with research teams, facilitation of public participation meetings, training sessions, presentations etc.

Liaise between different role-players and stakeholders (e.g. public and local authorities)

7. Report writing:

Report writing involves report on inter alia:

Progress of processes, interim findings of research, final projects reports. Virtually all processes, projects and activities involved in, require detailed reports.

8. Computer and typing skills:

The writing of reports requires this skill. Fairly capable in MS Office, MS Word, MS Excel.

LANGUAGE CAPABILITY

Afrikaans and English (Speaking ,Reading and Writing)

REFERENCES

Prof. Cornie and Sarah Groenewald -021 9820173

Pastor Raymond and Sharon Le Fleur-0824413109