How the company portal works

Buy a seat for each member of staff in South Africa, and they start training online the same day, in your own private company portal.

BUY

1. **Choose your seats.** Pick a programme and enter the number of learners and your organisation's details. The price, including any volume discount, is worked out for you automatically.
2. **Pay online or by invoice.** Pay securely online by card. If your finance team prefers, tick “Send us an invoice” and we'll email one within one working day.

SET UP

3. **Your company portal is created.** Once payment is confirmed, we create your company's private space on the Paleon portal and email you your staff sign-up link.
4. **Share the link with your staff.** Send it to your team by email or WhatsApp. Each person opens it, creates their own account and confirms their email address. It takes about two minutes.

LEARN AND TRACK

5. **Staff start straight away.** When they log in at paleontraining.com, the course is already on their dashboard. They work through short video lessons, practical exercises and quizzes on a phone, laptop or office computer, whenever it suits their work.
6. **You track progress.** Sign up with the same email address used on the order and your account becomes the manager login. You see who has joined, how far each person has got and who has finished.
7. **Certificates on completion.** Each staff member who finishes receives a certificate of completion, and a dated attendance record is available for your training files.

WHY COMPANIES CHOOSE PORTAL TRAINING

- **No time away from work.** Staff learn in short sessions around their duties, with no need to bring people in from other branches or sites.
- **No travel or venue costs.** Everyone, in every location, gets the same training at the same price.
- **Start today.** There's no waiting for a training date: seats can be used as soon as payment is confirmed.
- **Full visibility for HR.** You see each person's progress yourself, without chasing anyone.
- **Flexible seats.** An unused seat can be given to another member of staff at any time during the 12 months' access.
- **Low risk.** Full refund within 14 days of purchase if no learner has started.
- **Practical, job-focused content.** Short lessons built around real workplace tasks, with examples adapted to your sector, not theory.
- **Start small if you prefer.** Test it with one team in a 10-learner pilot. The pilot fee is credited if you order a wider rollout within 90 days.

NEXT STEP

See prices and buy seats at https://paleontraining.com/za/corporate-training#pricing, or get a free preview of the courses at https://paleontraining.com/corporate-training/free-preview.