

GUIDELINES ON LEARNERSHIP IMPLEMENTATION (18.2) IN THE PROVINCIAL DEPARTMENT OF PUBLIC WORKS (UNEMPLOYED PEOPLE)

1. BACKGROUND AND DISCUSSIONS

The Skills Development Act, 97 of 1998 has through Sectoral Education and Training Authorities (SETAs) established comprehensive learnership systems to support National Human Resource Development Strategy. Section 18.2 of the Act further contemplates the recruitment of unemployed persons to Learnership.

2. OBJECTIVES

- 2.1 To priorities critical scarce skills for growth and development
- 2.2 To promote employability and sustainable livelihoods through skills development
- 2.3 To give provide for both theoretical and practical work to young graduates
- 2.4 To provide opportunity for acquiring nationally recognized qualification and
- 2.5 To assist new entrants (youths) into the world of work and self-employment

3. MANDATES

- 3.1 South African Qualifications Authority Act, 1995
- 3.2 Skills Development Act, 1998
- 3.3 Skills Development Levies Act, 1999
- 3.4 Employment Equity Act, 1998
- 3.5 Occupational Health and Safety Act.1993
- 3.6 Basic Conditions of Employment Act, 1997
- 3.7 Standards Generating Bodies and National Standard Bodies
- 3.8 Sectoral Education and Training Authority
- 3.9 White Paper on the Public Service Training and Education, 1997
- 3.10 The Public Service Regulations, 1999/2001 as amended
- 3.11 National Skills Development Strategy
- 3.12 Provincial Skills Development Strategy (Draft)
- 3.13 Sector Skills Plan

4. ROLES AND RESPONSIBILITIES

4.1 Executing Authority/Delegate

- 4.1.1 The executing Authority will be responsible for providing the necessary support to the implementation of the programmes
- 4.1.2 Appoint Training and Development committee
- 4.1.3 Approves implementation of the identified Learnership Programme
- 4.1.4 Play partnership role with other role players and

4.2 Human Resource Development

Human Resource Development Unit will co-ordinate and monitor implementation of ABET and Learnership Programmes as follows:

- 4.2.1 Conduct skills audit
- 4.2.2 Determine learning fields and areas
- 4.2.3 Identify relevant SETAs and facilitate registration of learnerships
- 4.2.4 Register Learnerships and learners with relevant SETAs
- 4.2.5 Co-ordinate training with the training providers
- 4.2.6 Facilitate Career management process
- 4.2.7 Monitoring and evaluation

4.3 EPWP Coordinator

- 4.3.1 Identify projects to be carried out in the Department
- 4.3.2 Provide the starting time of the identified projects and communicate it to HRD
- 4.3.3 Co-ordinate post-project assessment

4.4 Programme Managers

- 4.4.1 Determine level and number of learners needed
- 4.4.2 Make financial provisions for stipends and protective clothing
- 4.4.3 Mentor, assess and support Learners
- 4.4.4 Keep register for learners
- 4.4.5 Handle placement of learners
- 4.4.6 Provide progress report to HOD

5. LEARNERSHIP (18.2)

An 18.2 Learnership refers to a situation where a learner was not in the employment of the Department when the learnership agreement was concluded. Such a learner will be expected to enter into both the Learnership Agreement and Employment Contract with the Department.

6. TARGET GROUP

There are the unemployed youths who possess educational qualifications with no practical work experience and who could not be accommodated in the job market. Therefore, the Department `s target would be the following:

- 6.1 Women
- 6.2 People with disability
- 6.3 Unemployed youths
- 6.4 New graduates

7. RECRUITMENT OF LEARNERS

- 7.1 Recruitment will be done in line with Departmental policy on recruitment.
7.2 Requirements will be determined by the relevant SETA in line with NQF level

8. LEARNERSHIP AGREEMENTS AND EMPLOYMENT CONTRACT

Appointment of the learner will be subject to signing of Learnership Agreement and contract of employment.

9. DURATION OF THE PROGRAMME

The programme will run for a period of three (3) years starting from April 2005(i.e. In line with the MTEF). Learners will be made to progress from NQF level 1 to NQF level 5 depending on the required starting level (Artisan and Technician levels to prepare them for self-employment) thereby making the programme lifelong –learning.

10. FINANCIAL IMPLICATION

There are financial and non-financial cost elements to be covered in implementation of Learnership programme.

10.1 Financial cost

Financial costs to be considered are the following:

10.1.1 Stipends

Payment of stipends will be determined by the National Qualification Framework level of the learnership programme and will be paid as follows:

Column 1	Column 2	Column 3	Column 4
Exit level of learnership	Credits already earned by learner	Percentage of minimum of salary level contained in Column 4	Salary level in Public Service
NQF 1 and 2	0-120	34	1
	121-240	40	2
NQF 3	0-120	31	2
	121-240	34	3
	241-360	54	3

Column 1	Column 2	Column 3	Column 4
NQF 4	0-120	20	4
	121-240	26	4
	241-360	32	5
	361-480	48	5
NQF 5 to 8	0-120	16	6
	121-240	23	6
	241-360	27	7
	361-480	33	8
	481-600	33	8

- 10.1.2 Recruitment
- 10.1.3 Training costs by providers
- 10.1.4 Protective clothing
- 10.1.5 Camping allowance (if applicable)
- 10.1.6 Overtime (if applicable)
- 10.1.7 Subsistence allowance (if applicable)
- 10.1.8 Equipments and stationery (if applicable)
- 10.1.9 Accommodation and meals (if applicable)

10.2 Non-financial costs

Non-financial costs to be considered are the following,

- 10.2.1 Leave
- 10.2.2 Supervision
- 10.2.3 Mentoring
- 10.2.4 Transport (sites)
- 10.2.5 Office accommodation (if applicable)

There will be however, inevitable costs associated with the development of learner ship programmes. Funds will be sourced from the relevant SETAs (training related) while the Department will be responsible for payment of stipends and other related costs. It is however advisable for all Programmes to make provisions for learnerships in the MTEF. The reason behind the provision is ensure that the Department implements the identified programmes in case funds are not made readily available by respective SETAs while application for grants would be made in the process.

11. PROCEDURE

Procedure to be followed in implementation of Learnership is attached is attached as **ANNEXURE A**.

12. SUSTAINABILITY

As indicated above, it is the intention of the Department to ensure that the programme is sustainable. There are many construction projects that are run by the Department, which if the programme could be well aligned, will make the programme sustainable. The Department will also form partnership with municipalities and businesses

13. EXIT

Learnership agreement terminates on the termination date stipulated in the concluded agreement. The Department is not required to employ learners at the end of the programme. However, learners would be at an advantage to compete for positions that may arise because of the qualifications they would have obtained.

13. DISPUTE

If there is dispute concerning application of Learnership Agreement and Employment Contract, such dispute may in accordance with the provision of the Learnership Regulation, 2001 be referred to the Commission for Conciliation, Mediation and Arbitration.

ANNEXURE A

STEPS FOR LEARNERSHIPS

Step 1:

Programme analyses business plans.

Step 2:

Programme identifies needs and liaises with HRD.

Step 3:

Programme determines level of learners and communicates to HRD.

Step 4:

Programme makes budget provision to cover stipends and other related costs.

Step 5:

HRD compile funding proposals to the relevant SETA.

Step 6:

HRD advertise learnership.

Step 7:

HRD shall co-ordinate the selection and appointment of learners.

Step 8:

HRD register learners with relevant SETA.

Step 9:

HRD shall co-ordinate the appointment of Training Providers.

Step 10:

Programme handle placement of learners: (on site training).

Step 11:

HRD conduct monitoring.

Step 12:

HRD coordinates compilation of portfolio of evidence to relevant SETA.

Step 13:

HRD facilitates handing over of qualification Certificate.

Step 14:

HRD and Programme evaluate impact of Learnership and determine possible implementation of higher NQF level.

GENERAL MANAGER: STRATEGIC HRM

DATE

HEAD OF DEPARTMENT

DATE