

National Standardised Artisan Learner Workplace and / or Site Approval Policy

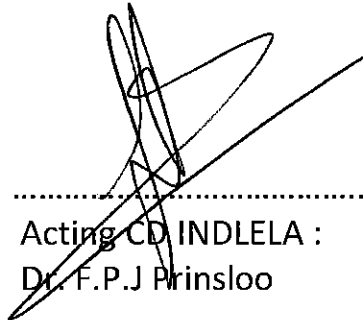
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This Criteria and Guideline Document is approved for the implementation from the date of signature.


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Acting CD INDLELA :
Dr. F.P.J Prinsloo

10/7/2013
.....
Date:

1. Definitions and Acronyms

In addition to the definitions contained in the Learning Programme Regulations, the following also apply:

“Range of artisan workplace approval” means all the trade qualifications as per the list of trades in the Government Gazette that a workplace has received approval for to offer the structured work experience component modules.

“Scope of artisan workplace approval” means the number of the structured work experience component modules of a specific trade curriculum a workplace is approved to offer.

“Mentor” means a person qualified in the same listed trade as the learner who will work with learners to assist and guide them to successfully complete the structured work experience component.

“Workplace” means a fixed location where the artisan applies both skills and knowledge in an integrated manner to produce, maintain or deliver a service or product for an organization.

“Work site” means a movable or temporary location where the artisan applies both skills and knowledge to produce, maintain or deliver a service or product.

“Verifiable record of service” means a satisfactory employment record where:

- the employer/s can be contacted as a reference and/or
- an affidavit confirming service where the previous employer no longer operates, or
- letters from clients where the mentor was previously self employed.

“Subject Matter Expert” means a person who has successfully passed a trade test in the specific trade / or has completed his/her apprenticeship under the previous dispensation by the effluxion of time and has a minimum of 3 years relevant experience in the specific listed trade and is registered as a mentor with the relevant authority.

AQP	-	Assessment Quality Partner.
DQP	-	Development Quality Partner.
QCTO	-	Quality Council for Trades and Occupations.
NAMB	-	National Artisan Moderation Body.
SETA	-	Sector Education and Training Authorities.
OFO	-	Organising Framework for Occupations.

2. Purpose of Policy

The National Artisan Moderation Body is appointed by the QCTO as the Assessment Quality Partner (AQP) for all artisan trade occupations listed in Government Gazette 35625 dated 31 August 2012 or as amended.

The QCTO Policy on Delegation to DQPs and AQPs adopted on 22 June 2011 requires that an AQP, inter alia:

“verify that SETA workplace approval systems meet the standards set in the workplace experience curriculum component against the criteria and guidelines provided by the QCTO.”

In regard to workplace approval systems for all artisan trades, it was agreed between SETAs involved in the training of artisans and the NAMB at a workshop held on 5th September 2012 that it would be of great benefit to the country at large to develop a single, national standardised policy for the approval of workplaces and/or site for trade qualifications. This policy will be aligned to the broader QCTO Workplace Approval Policy.

The purpose of this policy is thus to establish a set of single, national standardised criteria and guidelines across all sectors for all listed trades to allow for the approval of workplaces and/or sites to deliver the structured work experience component of relevant artisan trades.

3. Application of this Policy

This Policy for the approval of workplaces or sites will apply to all sectors across all SETAs for the approval of workplaces or sites for the training of artisans in all trades listed in terms of Section 26 B of the Skills Development Act.

This Policy will also apply to temporary working sites applying for workplace approval where contract work, installation, maintenance or breakdown repairs are conducted, inclusive of mobile workshops.

4. Generic Criteria

4.1. The workplace or site has the ability and resources to report to the relevant SETA and NAMB as required on learners' progress, administration and attendance.

Evidence Required:

4.1.1. Written declaration from duly authorised person of the employer identifying a person/s to fulfil these functions including maintaining the learner workplace logbooks as prescribed by the NAMB (Appendix C.)

4.1.2. On site verification by the relevant SETA of resources that will ensure that reporting and recordkeeping documentation will be safely stored in a lockable, access controlled environment.

4.2. The workplace is a juristic person registered and established in terms of any South African law.

Evidence Required:

4.2.1. Letter of good standing or a tax clearance certificate from SARS, or

4.2.2. Be a National, Provincial or Local Government Department, or

4.2.3. Be a State Owned Company (SoC).

4.3. The workplace or site has proof of financial sustainability to deliver on the contractual arrangement with the learner in terms of the required workplace component.

Evidence Required

4.3.1. Letter of good financial standing from the workplace's official bankers as outlined in 4.2.1 to 4.2.3.

4.4. The workplace or site must be compliant with the relevant legislation applicable to the specific trade including but not limited to the Occupational Health and Safety Act and/or the Mine Health and Safety Act.

Evidence Required

4.4.1. A written declaration from the employer to the effect that the workplace complies with relevant legislation as required by the specific trade.

5. Occupational Specific Criteria

- 5.1. The workplace or site must indicate that the programme for the structured work experience component of the artisan trade curriculum will be facilitated and mentored.

Evidence

- 5.1.1. Structured program with clearly identified timeframes aligned to the relevant work experience components of the trade curriculum in standardised format.
- 5.1.2. Names, surnames and ID Numbers of persons who will be the workplace or site facilitators and mentors.
- 5.1.3. Formal letters of appointment of workplace mentors.

- 5.2. The applicant workplace/site must have access to all the physical resources to deliver on the tasks and activities as required by the relevant work experience components of the curriculum, taking into account varying contexts within different workplace environments.

Evidence:

- 5.2.1. Checklist of the prescribed tools and equipment and/or
- 5.2.2. Agreements with other approved workplaces/sites with the prescribed tools equipment to cover the workplace components not addressed at the applicant workplace.

- 5.3. The workplace/site must have suitably qualified mentors for the trade/s in which workplace/site approval is sought.

Evidence for each mentor listed in 5.1.2 aligned to the subject matter expert as defined in this document.

- 5.4. The approved workplace/site must be able to sustain workplace mentoring for the duration and scope of the trade qualification for which workplace approval is sought.

Evidence:

- 5.4.1. Letter of commitment from the each mentor endorsed by the employer indicating the number of learners allocated to the mentor and duration of the mentoring process.

5.5. The number of learner artisans mentored by a single mentor shall, unless otherwise permitted by the National Artisan Moderation Body or defined in the curriculum document, not exceed the number stated in the table below.

Evidence:

5.5.1. Letter of commitment from the each mentor endorsed by the employer indicating the number of learners allocated to the mentor and duration of mentoring process.

Maximum number of learner artisans to a mentor

Trade Category	mentor / learner ratio
Civil	1:4
Mechanical	1:3
Manufacturing	1:3
Electrical	1:2
Services and support	1:4

For reference to trade category see **Appendix B**

6. Procedure for approval of workplaces and/or sites.

6.1. The applicant workplace/site must submit the application for workplace approval or extension of scope/range or capacity to the relevant SETA with whom they are registered as a levy paying or non-levy paying company in terms of the Skills Development Levy Act, in the form and manner determined by the SETA and NAMB as per **Appendix A**.

6.2. The applicant workplace/site will be visited and evaluated by the SETA supported, where relevant, by a subject matter expert/s within 20 working days from the date the application was received to determine whether they:

6.2.1. comply with the requirements of the structured work experience component of the occupational curriculum for which they are seeking workplace/site approval;

6.2.2. have the facilities, equipment , tools , structures and resources in accordance with minimum standards determined by the occupational qualification structured work experience component.

6.2.3. Subject to Clause 6.3, cover the entire scope of the workplace component trade in their day to day business.

- 6.3. If a workplace/site cannot provide the entire scope of structured work experience component to a contracted learner as per the occupational curriculum, evidence must be provided prior to approval to indicate agreements with other approved workplaces or sites to cover the outstanding scope.
- 6.4. After the evaluation and consideration by the SETA, written feedback will be provided to the applicant workplace/site and to the NAMB within 20 working days after the completion of the workplace/site visit, indicating either:
- 6.4.1. Approval as a workplace/site for artisan development, listing:
- 6.4.1.1. the range (number of listed trades);
 - 6.4.1.2. the scope (extent of each a trade); and
 - 6.4.1.3. the total number of learners the workplace has capacity for.
- or
- 6.4.2. Non approval of workplace/site with a detailed report on remedial actions required for the workplace/site to be approved.
- 6.5. Proof of approval as a workplace will be issued by the relevant SETA to the approved workplace/site stating scope, range and capacity within 20 working days after the completion of the workplace/site visit.
- 6.6. The database of approved workplaces and sites will be updated by the relevant SETA and NAMB stating scope, range and capacity within 15 working days after the completion of the workplace/site visit.

7. Duration and Revoking of Workplace/Site approval

- 7.1. Workplace/site approval will be valid either for the duration that the trade curriculum is registered with the QCTO, or approval is revoked based on monitoring reports reflecting poor delivery or continual non-conformance to requirements set out in this policy.
- 7.2. Where a SETA intends to revoke/amend the range or scope of workplace/site approval based on 7.1, it must inform the workplace or site of its intention to do so and allow 20 working days for representations to be made by the workplace for consideration.
- 7.3. If workplace or site approval is revoked or workplace or site approval range or scope is amended by a SETA, the database of approved workplaces/sites must be updated within 5 working days and the workplace or site and the NAMB informed accordingly.

- 7.4. Where a workplace or site approval is to be revoked, the SETA should endeavour to transfer learners to another suitable approved workplace or site to continue their work experience.
- 7.5. Where a workplace is relocated, a period of forty five (45) working days interim approval of the new workplace will be allowed for the new workplace to be audited by the SETA. The employer must apply to the relevant SETA for workplace approval within 10 working days of relocation.

8. Approved Workplace monitoring

- 8.1. The relevant SETA will monitor the progress, effective rotation and work experience of learners, and the performance of the approved workplaces and sites in line with criteria determined by the SETA and NAMB, including the following:
- 8.1.1. Maintaining the status of equipment and facilities to ensure a safe working environment
 - 8.1.2. Compliance to relevant legislation.
 - 8.1.3. Effective reporting and tracking of learner progress.
 - 8.1.4. Effective and timeous reporting to the SETA as required.
 - 8.1.5. Maintenance and issuing of prescribed work experience record (Logbook).
 - 8.1.6. Maintaining the ability to cover the scope of the trade workplace/site for which approval was granted.
- 8.2. Monitoring visits at approved workplaces/sites should be done at least once annually by the relevant SETA.

9. Transitional Arrangements

- 9.1. All current approved workplaces or sites will remain approved under this Policy and will be monitored in accordance with this Policy .
- 9.2. Workplaces applying for workplace approval for a trade for which a QCTO curriculum is not yet registered will, until such time as a curriculum is registered, be evaluated in terms of the scope of the trade aligned to the current and prevailing training programmes or schedules.
- 9.3. A qualified artisan in the applicable trade with a minimum of 3 years trade related experience will be deemed to be a workplace mentor until 31 March 2015, after which registration as a mentor will be required.

Appendix A



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

APPLICATION FOR WORKPLACE OR SITE APPROVAL/EXTENSION FOR ARTISAN TRAINING

Company Details

Organisation Name			
Skills levy reg No			
SETA registered with			
Levy paying		Yes	No
New Application		Extension of scope/range	
Registration No			
Core Business			
Physical Address		Where the apprentice is placed	
Site Name / reference			
GPS Coordinates			
Postal address			
Domicillium citandi et executandi		Head Office	
Tel no			
Fax no			
Contact person			
Position			
Tel no			
e-mail			

Workplace Approval History:

Previously approved as a workplace for artisan learning ?	Yes		No	
Approval by which SETA				
Range of approval for trade training (List Trades.) (including artisan related learnerships, internships and cadetships aligned to List of trades)				
Workplace approval number				
Workplace approval period				
Workplace approval evidence to be attached:				

TradesWorkplace approval is applied for:

Trade Title	OFO Code	Number of learners	Mentor / learner ratio

Self check:

(Mark with X in the appropriate box)

Criteria	Yes	No
All required tools and equipment available to cover the scope of the workplace component of the trade/s workplace approval is applied for.		
Access to material and consumables applicable to the structured workplace learning in the trade/s workplace approval is applied for.		
Ability to cover the entire scope and duration of the workplace component (IF NO INDICATE AGREEMENT BELOW)		
Formal agreement with other approved workplaces for the rotation of artisan learners (IF APPLICABLE)		
Workplace layout and working environment is safe and conducive to effective workplace learning.		
Recordkeeping system in place.		
Suitably qualified mentors for trade/s workplace approval is applied for.		
OHS/MHSA compliant		

Workplace authorized person:

Name:		Signature:	
Position:		Date:	DD/MM/CCYY

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(Mark with X in the appropriate box)

Workplace audit conducted (See attached audit checklist.)		No	Yes	
Criteria		Yes	No	Comments
1.	Tax clearance certificate/ letter of good standing from SARS / Gov Dept / SoC			
2.	Identified a committed staff member to maintain records of workplace learning including logbooks.			
3.	Declaration from employer indicating commitment of compliance to relevant legislation applicable to the trade.			
4.	Structured implementation plan indicating timeframes.			
5.	Suitably qualified mentors for trade/s workplace approval are applied for.			
6.	Letter of commitment from the workplace for the duration of the workplace learning required.			
7.	Declaration from employer indicating commitment to compliancy to the OHS/MHSA.			
8.	Copy of the self-evaluation checklist per trade provided by the SETA/NAMB.			
9.	Workplace able to cover the entire scope of the trade qualification.			
10.	Formal agreement with other approved workplaces for the rotation of artisan learners where applicable			
11.	Mentor / Artisan Learner Ratio acceptable			
12.	Evidence attached of previous workplace approval granted. (where applicable)			

Administrator

Workplace Approval recommended	Yes		No	
Comments:				

Name				
Signature				
Date	DD/MM/CCYY			

Quality Assurance Manager SETA

Workplace Approval approved	Yes		No	
Comments:				

Name	
Signature	
Date	DD/MM/CCYY

Workplace Approval Number				
Uploaded on to database	Yes		No	
Date	DD/MM/CCYY	Administrator	Signature	

Appendix B

Trade OFO Codes, Descriptions and Categories.

Code	Description	Category
343401	Chef	Services and Support
514101	Hairdresser	Services and Support
641201	Bricklayer	Civil
641301	Stonemason	Civil
641303	Refractory Mason	Civil
641501	Carpenter and Joiner	Civil
641502	Carpenter	Civil
641503	Joiner	Civil
642201	Wall and Floor tiler	Civil
642302	Plasterer	Civil
642501	Glazier	Civil
642601	Plumber	Civil
642603	Gas Practitioner	Mechanical
642607	Pipe Fitter	Mechanical
642701	Air-Conditioning and Refrigeration Mechanic	Electrical
642702	Refrigeration Mechanic	Electrical
643101	Painter	Civil
643202	Vehicle Painter	Mechanical
651101	Moulder	Manufacturing
651202	Welder	Manufacturing
651203	Fitter-Welder	Mechanical
651301	Sheet Metal Worker	Manufacturing
651302	Boiler Maker	Manufacturing
651401	Metal Fabricator	Manufacturing
651404	Structural Plater	Manufacturing
651501	Rigger	Services and Support
652101	Blacksmith	Manufacturing
652201	Toolmaker	Manufacturing
652202	Gunsmith	Manufacturing
652203	Locksmith	Services and Support
652204	Patternmaker	Manufacturing
652206	Die Sinker	Manufacturing
652301	Metal Machinist	Manufacturing
652302	Fitter and Turner	Mechanical
652403	Saw Maker and Repairer	Services and Support
653101	Automotive Motor Mechanic	Mechanical

653103	Motorcycle Mechanic	Mechanical
653109	Automotive Engine Mechanic	Mechanical
653201	Aircraft Maintenance Mechanic	Mechanical
653202	Aircraft Structures Worker	Manufacturing
653301	Industrial Machinery Mechanic	Manufacturing
653303	Mechanical Fitter	Mechanical
653304	Diesel Fitter	Mechanical
653305	Small Engine Mechanic	Services and Support
653306	Diesel Mechanic	Mechanical
653307	Heavy Equipment Mechanic	Mechanical
653308	Tractor Mechanic	Mechanical
653309	Forklift Mechanic	Services and Support
661101	Precision Instrument Maker and Repairer	Services and Support
661102	Watch and Clock Maker and Repairer	Manufacturing
661103	Scale Fitter	Services and Support
661201	Musical Instrument Maker or Repairer	Electrical
661301	Goldsmith	Manufacturing
661302	Diamond and Gemstone Setter	Manufacturing
661501	Glass Maker	Manufacturing
661502	Optical Mechanic	Services and Support
661601	Signwriter	Services and Support
661602	Engraver	Services and Support
662101	Pre-Press Technical Worker	Services and Support
662104	Electronic Originator	Services and Support
662105	Gravure Cylinder Preparation Technician	Services and Support
662106	Process Engraver	Services and Support
662201	Printing Machinist	Mechanical
662203	Screen Printer	Services and Support
662204	Paper Sheetfed offset Lithography Technician	Mechanical
662205	Metal Sheetfed Offset Lithography Technician	Mechanical
662207	Monoblock Offset Machine Technician	Mechanical
662208	Roll Label Machine Technician	Mechanical
662210	Heatset Rotary Offset Lithography Technician	Services and Support

662211	Coldset Rotary Offset Lithography Technician	Services and Support
662212	Rotary Printing and Re-reeling Flexographic Machine Technician	Services and Support
662213	Rotary Printing And Re-Reeling - Gravure Machine Technician	Services and Support
662215	Stationery Machine Technician	Services and Support
662301	Binder and Finisher	Services and Support
662304	Craft Bookbinding Technician	Services and Support
662305	Mechanised Hard Cover Bookbinding Technician	Services and Support
662306	Guillotine Operator	Manufacturing
671101	Electrician	Electrical
671202	Millwright	Electrical
671203	Mechatronics Technician	Electrical
671204	Lift Mechanic	Electrical
671205	Weapon Systems Mechanic	Electrical
671206	Electrical Equipment Mechanic	Electrical
671207	Armature Winder	Electrical
671208	Transportation Electrician	Electrical
671301	Electrical Line Mechanic	Electrical
671302	Cable Jointer	Electrical
672101	Avionics Mechanician	Electrical
672102	Radar Mechanic	Electrical
672103	Business Machine Mechanic	Services and Support
672104	Electronic Equipment Mechanician	Electrical
672105	Instrument Mechanician	Electrical
672107	Special Class Electrician	Electrical
672108	Radiotrician	Electrical
672201	Data and Telecommunications Cabler	Electrical
672203	Computer Engineering Mechanic / Serviceperson	Services and Support
672204	Telecommunications Line Mechanic	Services and Support
672205	Telecommunications Technician	Services and Support
681103	Butcher	Services and Support
681201	Confectionary Baker	Services and Support
681202	Pastry Cook	Services and Support

681203	Confectionery Maker	Services and Support
682201	Cabinetmaker	Manufacturing
682303	Wood Machinist	Manufacturing
682304	Wood Turner	Manufacturing
682305	Cooper	Manufacturing
683101	Tailor	Manufacturing
683401	Upholsterer	Manufacturing
684901	Textile, Clothing, Footwear and Leather Processing Machine Mechanic	Manufacturing
684902	Farrier	Services and Support
684904	Panelbeater	Services and Support
684905	Vehicle Body Builder	Manufacturing
684906	Vehicle Trimmer	Manufacturing
684907	Boatbuilder and Repairer	Manufacturing
684908	Shipwright	Manufacturing
684909	Survival Equipment Fitter	Mechanical
684910	Ammunition Fitter	Mechanical
684913	Melter	Manufacturing
711203	Diamond Cutter	Services and Support
712201	Electroplater	Services and Support
714208	Plastics Manufacturing Machine Setter	Services and Support
714209	Reinforced Plastics and Composite Trades Worker	Manufacturing
718304	Packaging Manufacturing Machine Minder	Manufacturing
718904	Integrated Manufacturing Line Machine Setter	Manufacturing
734212	Railway Track Master	Services and Support

Appendix C – Standardised work experience logbook.



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Artisan Learner Work experience Logbook

Learner Detail:

Name	
Surname	
Id No	
Contract No	
Trade Title	
OFO Code	

Learning Record:

Knowledge Component

Skills Development Provider	
Accreditation no	
Date of Completion	
Signature	Training Provider delegated person
Name and Surname	Training Provider delegated person

Practical Skills Component

Skills Development Provider	
Accreditation no	
Date of Completion	
Signature	Training Provider delegated person
Name and Surname	Training Provider delegated person

Workplace/ site detail

Name	
Address	
Approval no	
Tel no	
Line supervisor	Name and surname
Mentor	Name and surname

General comments from mentor

General comments from line supervisor

Workplace Experience Component

Workplace/site	
Date of Completion	
Signature	Workplace / site delegated person
Name and Surname	Workplace / site delegated person

