

## Appendix A



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

### APPLICATION FOR WORKPLACE / SITE OR EXTENSION OF SITE APPROVAL FOR ARTISAN TRAINING

#### Company Details

Organisation Name			
Skills Levy Registration No			
SETA registered with			
Levy paying		Yes	No
New Application		Extension of scope/range	
Company Registration No			
Core Business			
<i>Domicillium citandi et executandi</i> (Head office of the company)			
		Postal Code	
GPS Coordinates			
Tel no			
Fax no			
E-mail			
Town			
Municipality			
Province			
Postal address			
		Postal Code	
Site Name / reference			
Physical Address (Site where learners are placed)			
		Postal Code	
GPS Coordinates			
Contact person (responsible for learners)			
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 (Listed Trades.) (including artisan related learnerships, internships and cadetships aligned to List of trades)	OFO Code	Trade Name	Apprentice -ship	Leamer-ship
	e.g. 671101	Electrician	X	
Workplace approval number				
Workplace approval period				
<b>Workplace approval evidence to be attached</b>				

**Trades Workplace approval is applied for:**

Trade Title e.g.: Electrician	OFO Code e.g.: 671101	Number of learners (how many learners do the company have space for per trade)	Mentor / learner ratio (As per below categories)

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

**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)		
<b>Formal agreement with other approved workplaces for the rotation of artisan learners (IF APPLICABLE)</b>		
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.		
OHSA/MHSA compliant		

**Workplace authorized person:**

Name:		Signature:	
Position:		Date:	/ /

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*(Mark with X in the appropriate box)*

Workplace audit conducted (See attached audit checklist.)	Yes	No	
Criteria	Yes	No	Comments
1. Tax clearance certificate/ letter of good standing from SARS / Govt. 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)			

**Auditor/Subject Matter Expert**

<b>Workplace Approval recommended</b>	<b>Yes</b>		<b>No</b>	
Comments:				
Name				
Signature				
Date				

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**Quality Assurance Manager SETA**

<b>Workplace Approved</b>	<b>Yes</b>		<b>No</b>	
Comments:				

Name	
Signature	
Date	

Workplace Approval Number			
Uploaded on to database	Yes		No
Date		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	Mechanical
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	Mechanical
653306	Diesel Mechanic	Mechanical
653307	Heavy Equipment Mechanic	Mechanical
653308	Tractor Mechanic	Mechanical
653309	Forklift Mechanic	Mechanical
661101	Precision Instrument Maker and Repairer	Mechanical
661102	Watch and Clock Maker and Repairer	Manufacturing
661103	Scale Fitter	Mechanical
661201	Musical Instrument Maker or Repairer	Electrical
661301	Goldsmith	Manufacturing
661302	Diamond and Gemstone Setter	Manufacturing
661501	Glass Maker	Manufacturing
661502	Optical Mechanic	Manufacturing
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 Mechanic	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	Mechanical

684904	Panelbeater	Mechanical
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	Mechanical
714208	Plastics Manufacturing Machine Setter	Mechanical
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

For further enquiries, please email Anban Govender on [anban@agriseta.co.za](mailto:anban@agriseta.co.za)