

Monitoring & Evaluation Division

The Monitoring & Evaluation Division plays an oversight role and monitors the proper implementation of SETA policies and processes at organizational level as well as the responsible implementation of projects funded by discretionary funding at industry level.

Human Resources Division

The Human Resources Division is responsible for the effective and efficient utilization of the human resources required by the FP&M SETA to meet its strategic and operational objectives. This include the effective deployment of skilled staff, skills development to address critical and scarce skills needs, the management of remuneration, the monitoring of staff wellness and implementation of team building initiatives.

Education & Training Quality Assurance (ETQA) Division

The ETQA Division is responsible for the development of industry relevant qualifications, the accreditation of skills development providers to offer learning programmes aligned to the qualifications, the monitoring of learning programme implementation and the certification of learners. The ETQA Division is also responsible for the development and implementation of the FP&M SETA's Quality Management System.

Projects Division

The Projects Division manages the FP&M SETA Discretionary Grant Fund through the responsible allocation of discretionary grant funding to eligible beneficiaries, the management of discretionary grant payments and the monitoring of projects funded by the FP&M SETA and implemented by said beneficiaries.

Regional Offices

The Regional Offices situated in Gauteng, KwaZulu-Natal and the Western Cape ensure a physical SETA presence in areas of critical mass. The Regional Offices liaise on a daily basis with FP&M SETA stakeholders on matters ranging from skills planning, project implementation, quality assurance and learning programme implementation.

• WHAT ARE THE FP&M SETA'S KEY AREAS OF RESPONSIBILITY?

Compliance with Regulatory Framework

The FP&M SETA must annually submit:

- an updated Sector Skills Plan which describes the sector skills priorities of the FP&M sector;
- an updated 5-year Strategic Planning Framework identifying the SETA's strategic objectives aligned to the National Skills Development Strategy; and
- an Annual Performance Plan which set out specific targets and related activities to be pursued during the financial year ahead.

The FP&M SETA must also submit quarterly reports to the Department of Higher Education and Training (DHET) on its performance in terms of the objectives set out in the Annual Performance Plan.

Sector Skills Planning

The FP&M Sector comprise thirteen vastly different sub-sectors that use a variety of processes to manufacture and produce consumer goods. However, these sub-sectors have strong value chain linkages that, if interrogated meaningfully, could result in productive and economically viable partnerships between entities from the different sub-sectors.

It is the responsibility of the FP&M SETA to compile a comprehensive and consolidated sector skills plan that will provide the reader with detailed information on the nature and scope of the FP&M sector, an up-to-date analysis of the skills demand and supply in the FP&M sector, insight into the scarce and critical skills needs of the FP&M sector and priority interventions that will be implemented to address the skills needs along with a summary of sector and sub-sector skills development strategies.

Management of Skills Development Levies

SETAs are responsible for the management of skills development levies paid by employers. SETAs receive 80% of the skills development levies paid by employers and must allocate the funding as follows:

- SETA Administration – 10%;
 - QCTO – 0,5%;
 - Mandatory Grants – 20%;
 - Discretionary Grants – 49,5%
- **Mandatory grants** are allocated to employers on the submission of workplace skills plans, annual training reports and PIVOTAL plans and reports. The purpose of mandatory grants are to encourage employers-
 - o to foster a culture of skills planning and implementation at enterprise level;
 - o to invest in the upskilling of their employees; and
 - o to provide training and work placement opportunities to unemployed learners.
 - **Discretionary Grants** are allocated to employers, public and private training providers and non-levy paying organisations active in the FP&M sector on application during advertised Discretionary Grant Funding windows. Grants are made available for the implementation of learning programmes such as learnerships, apprenticeships, skills programmes and adult education and training interventions. The programmes must address critical and scarce skills in the FP&M sector and must be delivered by accredited skills development providers.

The FP&M SETA further allocates special projects funding towards the implementation of projects that address strategic sector objectives, rural development and skills development aimed at benefitting designated groups (women, youth and persons with disabilities).

Education & Training Quality Assurance (ETQA)

The FP&M SETA has been accredited as an ETQA and is responsible for the accreditation of skills development providers to offer registered learning programmes aligned to national qualifications, the promotion of quality provision, the monitoring of learning programme implementation, the facilitation of assessment and moderation of learning provision outcomes and the certification of learners. The ETQA is further responsible for the establishment of Communities of Expert Practitioners (CEPs) tasked to develop occupationally directed qualifications in collaboration with the ETQA and for the registration of these qualifications with the QCTO.

CONTACT US

GAUTENG

Forum 1B, 2nd Floor, Braampark Office Park, 33 Hoofd Street, Braamfontein, Johannesburg, 2001
P.O. Box 31276, Braamfontein, 2017
Tel: 011-403 1700 | Fax: 011-403 1718

WESTERN CAPE

3rd Floor, West Wing, Palms Centre, Sir Lowry Road, Woodstock, Cape Town, 7925
P.O. Box 351, Woodstock, 7915
Tel: 021-462 0057 | Fax: 021-462 0039

KWAZULU-NATAL

3rd Floor, Umdoni Centre, 28 Crompton Street, Pinetown, 3601
P.O. Box 935, Pinetown, 3600
Tel: 031-702 4482 | Fax 031-702 4113

www.fpmseta.org.za



Fibre Processing & Manufacturing Sector Education and Training Authority

Servicing the Clothing, Footwear, Forestry, Furniture, General Goods, Leather, Packaging, Print Media, Printing, Publishing, Pulp and Paper, Textiles and Wood Products Sectors

THE FIBRE PROCESSING & MANUFACTURING (FP&M) SETA

• INTRODUCTION

“SETA” stands for Sector Education and Training Authority. SETAs are organisations established to facilitate skills development in specific economic sectors by ensuring access to skills development opportunities to those individuals employed in those sectors, or those wanting to be employed in those specific sectors. There are at present 21 SETAs operational in South Africa.

The Fibre Processing and Manufacturing (FP&M) SETA was established by the Minister of Higher Education and Training on 1 April 2011 after government took a decision to cluster sectors in order to strengthen value-chain linkages between related industries.

The FP&M SETA mandate is:

- to provide skills development services to the clothing, footwear, forestry, furniture, general goods, leather, packaging, print media, printing, publishing, pulp and paper, textiles and wood products sectors;
- to implement the objectives of the National Skills Development Strategy (NSDS III); and
- to ensure that people obtain the critical or scarce skills that are needed to build the capacity of the sector to become economically sustainable and globally competitive.

The intention of NSDS III is to-

- increase access to training and skills development opportunities;
- transform inequities linked to class, race, gender, age and disability;
- address the challenges of skills shortages and mismatches;
- improve productivity in the economy; and
- increase the focus on skills development linked to rural development.

The value added by SETAs is their understanding of labour market issues in their respective industrial and economic sectors. SETAs must “create interventions and shape solutions that address skills needs within their sectors”.

Central to the objectives of the NSDS III is improved placement of both students and graduates, especially from the Further Education and Training (FET) Colleges and Universities of Technology. There is no value in training people if they are not given the opportunity to apply the skills they have learnt in the workplace.

But skills development is not just for young people starting their first jobs - the skills of people already in jobs must also be enhanced. NSDS III also encourages the training of employed workers in order to improve overall productivity and to address skills imbalances within the workforce and the labour market.

• WHAT IS THE SCOPE OF COVERAGE OF THE FP&M SETA?

The FP&M sector consists of thirteen sub-sectors namely clothing, footwear, forestry, furniture, general goods, leather, packaging, print media, printing, publishing, pulp and paper, textiles and wood products sectors. Although classified individually, the sub-sectors are closely integrated. Together they create tremendous value in the lives of consumers by converting lumber, pulp, natural or synthetic fibres, animal skins/hides into finished products such as furniture, clothing, shoes, protective equipment, paper and paperboard, printed matter (books, magazines and newspapers), industrial fabrics and high-tech applications in many different industries (automotive, health, mining and building to name a few).

SECTOR	NATURE OF OPERATIONS
CLOTHING	Manufacture of products such as mens-, ladies- and childrenswear, underwear, sportswear, outerwear and millinery items such as hats and caps.
FOOTWEAR	Manufacture of footwear (from leather or other products)
FORESTRY	Cultivation, development and management of forests and the processing of lumber into timber for use in e.g. construction or as components in wood products / furniture.
FURNITURE	The manufacture of furniture from wood or other materials such as steel, concrete, cane or plastic. Also include upholstery, curtaining and furnishing of ships.
GENERAL GOODS	Manufacture of general goods and handbags (including luggage/travel goods, belts and saddlery items) from leather or other products.
LEATHER	Tanning and dressing of leather (processing of a variety of hides and skins).
PACKAGING	Manufacture of paper and paperboard (also corrugated); containers of paper and paperboard; and manufacturing of metal containers such as cans and tins.
PRINT MEDIA	Production of magazines and newspapers which are either printed or distributed electronically via digital media.
PRINTING	Printing of newspapers and magazines, books, labels and other related materials. Graphic design, manufacture and display of signs, advertising displays and other graphic media products.
PUBLISHING	Publishing of books, company brochures, musical books and many other publications and the publishing of recorded media and other publishing activities.
PULP AND PAPER	Production of pulp for use in paper mills for the manufacture of a diverse range of papers including paperboard, business paper, tissue paper, and paper used in the printing of books, newspapers and magazines and the recycling of paper.
TEXTILES	Manufacture of textile products through various processes, for example, the spinning of yarn from natural or man-made fibres, the weaving/knitting of fabrics from spun yarn, the dyeing and printing of fabrics, the manufacture of textile floor coverings (carpets), the manufacture of flock and felt products and the manufacture of industrial (performance) textiles.
WOOD PRODUCTS	Manufacture of panels and boards, builder’s carpentry and joinery, pallets and bulk bins, other articles of wood, cork, straw and plaiting materials, including woodcarving and woodturning.

• WHAT IS THE FP&M SETA’S VISION, MISSION AND VALUES?

Our vision is to be recognized as a credible and effective skills development partner ensuring the delivery of service excellence that will produce a highly-skilled world-class workforce through various skills development interventions.

According to its mission statement, the FP&M SETA will establish a credible institutional mechanism that facilitates an efficient and effective skills development process, through a range of quality services and partnerships, to contribute to the achievement of sector competitiveness, transformation and economic growth.

The FP&M SETA staff subscribes to the following values:

Integrity	Honouring our mandate and doing what is right.
Accountability	Clarifying and accepting responsibility and delivering on our commitments.
Respect	Driving delivery with respect towards all our stakeholders, embracing openness, trust, teamwork, diversity and relationships that are mutually beneficial.
Service Excellence	Striving for the best service and delivering it with pride.
Inclusive, Sustainable Socio Economic Transformation	Driving interventions that are meaningful and will impact positively on our communities.

• WHAT IS THE STRUCTURE OF THE FP&M SETA BOARD?

The strategic leadership of the SETA is the responsibility of the FP&M SETA Board which comprises equal labour and employer representation and is representative of all sub-sectors. The Board is chaired by an independent chairperson who was appointed by the Minister of Higher Education and Training. A further two ministerial appointees have been selected to serve on the FP&M SETA Board.

The Board is responsible for ensuring good corporate governance and sound financial management of the SETA and is assisted by various standing committees such as the Finance & Projects Committee, the Human Resources and Remuneration Committee, the Quality Assurance Committee and the Strategy and Governance Committee.

• WHAT DOES THE ORGANIZATIONAL STRUCTURE OF THE FP&M SETA CONSIST OF?

The FP&M SETA consist of four departments that coordinate the day-to-day operations of the SETA. Each department consist of operational divisions that carry out activities to meet the SETA’s strategic objectives as set out in its Annual Performance Plan.



Risk Management Division

The Risk Management Division develops and implements risk strategies to safeguard the organization against strategic and operational risks. Risk assessments are conducted annually and action plans are compiled to mitigate the occurrence of risk.

Finance Division

The Finance Division is responsible for all financial reporting, the management of financial transactions and the safeguarding of the SETA’s financial and physical assets.

Supply Chain Management (SCM) Division

The SCM Division is responsible for the procurement of all goods and services required by the SETA to fulfill its mandate.

Skills Planning & Research Division

The Skills Planning & Research Division has a dual purpose: Firstly, the Division has a mandate to encourage workplaces in the FP&M sector to engage actively in skills development through the annual submission of workplace skills plans, annual training reports as well as PIVOTAL plans and reports. Secondly, the Division is responsible for compiling and annually updating a comprehensive Sector Skills Plan that provides labour market information on the FP&M sector, sets out the skills development priorities for the sector and identifies scarce and critical skills to be addressed through focused skills development initiatives.

Marketing & Communications Division

The main objective of the Marketing & Communications Division is to communicate essential skills development information to its stakeholders through regular workshops, newsletters and website updates. The Division is also responsible for the development and distribution of promotional materials and career guidance information during exhibitions.