

fpm & m seta

Fibre Processing & Manufacturing Sector Education and Training Authority

› Connecting › Mentoring › Training

M&E Division's Presentation to the Projects Definition Workshops - August 2017.



Content of the Presentation

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M&E Mandate

- M&E Division monitors Discretionary Grant Projects and Audit the Skills Development Providers
- M&E Division derives its mandate for monitoring DG funded Projects largely from the FP&MSETA Memorandum of Agreement for Discretionary Grant Funding – MoA
- ***The MoA states under Clause 5.10 Inspection: The Organization undertakes to:***
- ***5.10.1 Permits the Projects and/or Monitoring and Evaluation Organization to visit and inspect any of the sites where the activities and/or project parts there-of are carried out in pursuance of the objectives of this agreement***
- ***5.10.2 Permits the Projects and/or Monitoring and Evaluations Organizations, or any person appointed by the Projects and/or Monitoring and Evaluation Organizations, upon ten working days' notice,.....***
- The Auditing of the Skills Development Providers is to ensure their compliance with their Accreditation Requirements



M&E Objectives

- M&E Division objectives are summarized as follows:
- Is to ensure that the M&E Division has a systematic and efficient approach in gathering wide range of evidence and information
- Has the ability to assess the effectiveness and impact of its Projects/Programmes
- To this effect, the M&E Division has developed M&E Tools, in the form Check Lists has been developed – with specific questions to extract required and valuable information
- The Monitoring of the Projects and Auditing of Skills Development Providers serves to ensure that the SETA reports accurate and reliable information to the governance structures and stakeholders.
- The reported on information assist the SETA to grow, learn from lessons and share best practices
- The monitoring and evaluation is also assisting the SETA to evaluate the quality of skills development provision – e.g. quality of curriculum sufficiency of resources and staff expertise.
- The monitoring and evaluation also assist the SETA to accurately identify areas of improvement.



Critical Areas of Focus – Projects

- The following are the key and critical areas of focus:
- Existence of a properly and current Agreements – MoA and Annexures
- Existence of the Project/Programme Implementation Plan
- Recruitment of the full quota of the approved beneficiaries
- Attendance Registers signed daily by the beneficiaries
- Existence and quality of Learning Material
- Registration of the beneficiaries onto our MIS and subsequently, where applicable with SAQA
- Utilization of accredited Training Providers
- Utilization of appropriate and registered Facilitators
- Appropriate Learning Material and Training Tools
- Provision of Personal Protective Clothing to all beneficiaries, where applicable
- Quality of the Portfolio of Evidence
- Proof of learner stipend payment, where applicable
- Issuing of Statement of Results and or Certificates
- Close-Out Reports



Critical Areas of Focus – Training Providers

- The following are the key and critical areas of focus:
- Currency of the Accreditation status
- Verification of the Qualification/Skills Programme the Provider is accredited for
- Quality of the Provider's Quality Management System - QMS
- Staff Management
- Learner Management
- Learner Administration
- Occupational Health and Safety
- Condition and quality and Training Tools/Equipment
- Adequacy of the Training Tools/Equipment



Critical Focus Documents

- The following are key documents that Organization must make available of the day of site visit:
- Duly signed MoA/Annexures for ALL approved DG Projects
- Implementation Plan/s for ALL approved DG Projects
- Proof of Accreditation of Training Provider and or Proof Workplace Approval
- Outsourcing Agreement/Service Level Agreement – if any
- Proof of learners Registration onto the MIS
- Proof Registration of the beneficiaries onto our MIS
- Proof Utilization of accredited Training Providers
- Utilization of appropriate and registered ETD Practioners
- Proof of Service Level Agreement with ETD Practioners- if any
- Provision of appropriate Learning Material and Training Tools
- Provision of Personal Protective Clothing to all beneficiaries - where applicable
- Proof and existence of Quality of the Portfolio of Evidence – PoE/Log Books – where applicable
- Proof of learner stipend payment, where applicable
- Proof of signed Daily Attendance Registers
- Issuing of Statement of Results and or Certificates
- Close-Out Reports



Prioritization of Monitoring and Auditing

- Newly approved/ First approved applicants are prioritized
- Newly Accredited Skills Development Providers
- High value (monetary) are also prioritized for monitoring
- All approved (100%) projects are monitored – Commitment Register is the source of monitoring
- All Accredited and or Provisionally Accredited Skills Development Providers



Implementation Strategy

- To ensure objectivity and fairness, the SETA sourced and contracted independent Sector Skills Advisors in each Region
- Each of the Sector Skills Advisors is allocated a schedule of Projects to monitor and a schedule Skills Development Providers to audit.
- SSA's use the M&E Tools – Check List
- The **signed** site visit reports are uploaded onto the MIS
- The submitted reports are analyzed and critical and risky issue identified.
- Post Site Visit letters (Positive or Negative) sent visited stakeholders
- The analyzed reports are submitted to the Projects Department and or Quality Assurance for the implementation of remedial actions.
- A follow-up , after one month is made with the Projects Department and or Quality Assurance to close-off the issue.
- Issues identified as risky are listed in our Risk Register and monitored for remedial actions implemented.



Questions and Answers

- THANK YOU VERY MUCH

