

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**National Artisan Moderation Body
Department of Higher Education & Training**

**National Standardised Artisan Learner
Workplace and / or Site
Approval Criteria and Guideline.**

POLICY DOCUMENT

Version 3 dated: 15 October 2013

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This Criteria and Guideline Document is approved for interim implementation on a provisional basis from the date of signature but will be formally replaced by the final policy approved by the Minister.

.....
Acting Chief Director INDLELA:
Dr.F.P.J Prinsloo

21/10/2013
.....
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 in terms of Private and State Owned companies.

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



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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 | | View the location is signed | |
| | | | |
| | | | |
| Site Name / reference | | | |
| GPS Coordinates | | | |
| Postal address | | | |
| | | | |
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| | | | |
| | | | |
| 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 |
|-------------|----------|--------------------|------------------------|
| | | | |
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Self check:

(Mark with X in the appropriate box)

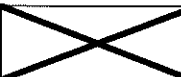
| Criteria | Yes | No |
|--|-----|----|
| All required tools and equipment available to cover the scope of the workplace component of the trade/s workplace approval is applied for. | | |
| Access to material and consumables applicable to the structured workplace learning in the trade/s workplace approval 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/CC?? |

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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 OHSA/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/YYYY | | | |

Quality Assurance Manager SETA

| | | | | |
|-----------------------------|-----|--|----|--|
| Workplace Approval approved | Yes | | No | |
| Comments: | | | | |
| _____ | | | | |
| _____ | | | | |
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| _____ | | | | |

| | |
|-----------|------------|
| Name | |
| Signature | |
| Date | DD/MM/YYYY |

| | | | |
|---------------------------|------------|----------------------------|----|
| Workplace Approval Number | | | |
| Uploaded on to database | Yes | | No |
| Date | DD/MM/YYYY | 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 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 | 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 |

Appendix C – Standardised work experience logbook.



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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

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General comments from line supervisor

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Workplace Experience Component

| | |
|---------------------------|---|
| Workplace/site | |
| Date of Completion | |
| Signature | <i>Workplace / site designated person</i> |
| Name and Surname | <i>Workplace / site designated person</i> |

