



CHEMICAL INDUSTRIES EDUCATION & TRAINING AUTHORITY
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SD-072 - INSPECTION OF THE EMPLOYER SITE FOR INDENTURING PROSPECTIVE APPRENTICES

Please Note: Only Employers that opted not to be accredited by the CHIETA against a specific trade needs to complete this document

The Employer Representative needs to complete the document before the inspection site visit.

The CHIETA Representatives will after the site visit attached the completed document to the CHIETA's Inspection Report.

SECTION 1: ORGANIZATION DETAILS

REGISTERED NAME _____

TRADING AS _____

BRANCHES (where applicable) _____

PRIMARY FOCUS OF BUSINESS _____

COMPANY REGISTRATION NO _____

SKILLS DEVELOPMENT LEVY No (If applicable)

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SIC CODE (If applicable)

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PHYSICAL ADDRESS

STREET1 _____

STREET2 _____

CITY/TOWN _____

PROVINCE _____

POSTAL CODE _____

PO Box _____

POSTAL ADDRESS

CITY/TOWN _____

PROVINCE _____

POSTAL CODE _____

CONTACT PERSON

TITLE _____

FIRST NAME(S) _____

LAST NAME _____

POSITION _____

TELEPHONE NUMBER

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FAX NUMBER

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CELL NUMBER

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E-MAIL ADDRESS _____

SECTION 2: INDENTURESHIP DETAILS

NOTE: This Part needs to be completed for each prospective apprentice for which the Employer submitted a *Notification of Employment Form* to the CHIETA Apprenticeship Unit for evaluation.

TRADE	NUMBER OF PROSPECTIVE APPRENTICES
BOILERMAKER	
RIGGER	
TURNER	
FITTER	
ELECTRICIAN	
INSTRUMENT MECHANICIAN (PROCESS CONTROL)	
DIESEL MECHANIC	
MOTOR MECHANIC	

SECTION 3: DECLARATION OF READINESS TO BE PART OF THE APPRENTICESHIP PROCESS

Please complete the declaration relating to apprenticeships below by initialising each applicable category, thereafter, by signature below. If a category is not applicable, please delete:

3.1 Apprenticeship Regulations

Our organisation, ***Please Insert Name]*** hereby declares that it bears knowledge of all relevant sections pertaining to the apprenticeship system, and if conducting training and providing experience, has received the training schedule/s applicable to the designated trades for which the application for indentureship is made.

3.2 Apprenticeship Resources

Our organisation, ***Please Insert Name]*** hereby declares that it has the required premises and the necessary materials, machinery and equipment / tools to provide apprenticeship training applicable to the designated trades for which the application for indentureship is made.

3.3 Apprenticeship Experience

Our organisation, ***Please Insert Name]*** hereby declares that it has suitably qualified artisans in the workplace, who:

- agree to act as mentors to an indentured apprentice/s.
- conform to the maximum ratio of ONE (1) artisan : TWO (2) apprentices.
- on a weekly basis, are willing to endorse the logbook of an indentured apprentice/s.

3.4 Examination and Testing

Our organisation, ***Please Insert Name]*** hereby declares that it remains fully responsible for the qualitative management of all examination / testing (phase and / or module), that take place, against which we have accreditation / approval status.

We hereby confirm that we remain responsible for all examination / testing, in terms of the prospective apprentices.

SD-072 Inspection Of The Employer For Indenturing Prospective Apprentices	CONTROLLED COPY	Page 2 of 5	REVISION : B
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3.5 Certification

On completion of the three phases of training our organization, **Please Insert Name]** shall issue a certificate listing the apprentice's demonstrated skills relating to the modules comprising that phase.

3.6 Apprenticeship Grant Allocation

Our organisation, **Please Insert Name]** hereby declares that it is familiar with the CHIETA's discretionary grant allocation policy for the financial year within which this application is made.

NAME	
SIGNATURE	
DATE	

SECTION 4: DECLARATION BY CHIEF EXECUTIVE OFFICER

- Every Chief Executive Officer shall as far as is reasonably practicable ensure that the duties of his employer as contemplated in this Act, are properly discharged.
- Without derogating from his responsibility or liability in terms of subsection (1), a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the chief executive officer.

NAME	
SIGNATURE	
DATE	

SECTION 5: CODE OF CONDUCT OF ORGANIZATION

As part of the team striving to ensure the provision of artisans of quality in the chemical industries sector, this organization agrees to abide by the following –

To comply with the Manpower Training Act No. 56 of 1981 (Read with Schedule 2 Item 4(5) of the Skills Development Act No. 97 of 1998) and criteria as prescribed by the CHIETA.

This includes –

- Ensure that employees are competent for the teaching & training, mentoring/coaching and/or testing duties assigned to them. (This should be demonstrated in terms of appropriate NQF aligned unit standards or equivalent expertise that is considered acceptable by the CHIETA.)
- Ensure the provision of an acceptable number of employees to carry out the teaching & training, mentoring/coaching and/or testing duties in the organization for the number of apprentices trained or assessed by the organization.
- Provision of adequate learning opportunities and resources for instance a variety of work, courses, assessment/evaluation of progress, tools, equipment, materials and work to address the training prescribed in the training schedule, or provision of acceptable trade testing, in accordance with the regulations and additional criteria that maybe prescribed.
- Provision of a safe, fair and equitable environment for work, learning and evaluation (testing).
- Keep acceptable reports and provide reports (including regular quarterly reports) to the CHIETA to ensure that management of apprentice training in the chemical industries sector is of an acceptable standard.
- Permit CHIETA representatives to conduct monitoring, interviews and visits as maybe required to ensure compliance with legislation and this code of conduct

SD-072 Inspection Of The Employer For Indenturing Prospective Apprentices	CONTROLLED COPY	Page 3 of 5	REVISION : B
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- Advise the CHIETA if the organization is not able to achieve the required standards or criteria and participate proactively in addressing nonconformities.
- Partake in activities and share expertise to develop the training and evaluation of apprentices thereby striving for best practice and excellence in artisan training.
- Conduct all activities in a professional manner thereby enhancing the stature of artisans.

NAME	
SIGNATURE	
DATE	

SECTION 6: DECLARATION OF PROVISION OF OCCUPATIONAL HEALTH AND SAFETY FOR APPRENTICES

Please complete the Declaration of Provision of Occupational Health and Safety (OHS) for prospective apprentices. Please note that the acknowledged OHS designated 16.1 or 16.2 person should sign this form.

Our organisation, ***Please Insert Name*** hereby declares that it is in compliance with the OHS Act (Act No. 85 of 1993).

Our organisation, ***Please Insert Name*** also hereby declares that it ensures the health and safety of the prospective apprentices, in accordance with the OHS Act.

If apprentices complete any component of the apprenticeship training programme off our premises, we ensure that the location where provision is taking place is also in compliance with the OHS Act.

NAME				
OCCUPATIONAL HEALTH AND SAFETY DESIGNATION	16.1		16.2	
	YES	No	YES	No
DESIGNATED ROLE IN THE ORGANISATION				
SIGNATURE				
DATE				

SECTION 7: TRAINER / MENTOR / COACH / TRADE TESTER

Please complete per trade all staff of your organisation involved in the apprenticeship implementation process. The original or certified copies of certificates and supporting documents need to be attached. Any changes to the human resource should be communicated to the Apprenticeship Division. Each of these staff members must sign the Code of Conduct as outlined in section 6. Any new staff members must sign the Code of which a copy must be forward to the CHIETA.

CODE DESCRIPTOR	
TRAINER (FACILITATOR / INSTRUCTOR)	A
WORKPLACE MENTOR	B
WORKPLACE COACH	C

TRADE	SURNAME /NAME	ID No.	CODE DESCRIPTOR	TRADE CERTIFICATE & CODE	RELEVANT EDUCATIONAL QUALIFICATION	YEARS RELEVANT WORK EXPERIENCE

SECTION 8: CODE OF CONDUCT FOR INDIVIDUALS INVOLVED IN THE TRAINING AND TRADE TESTING OF APPRENTICES

As an important member of the team striving to ensure the provision of artisans of quality in the chemical industries sector individuals involved in the training of apprentices in the chemical industries sector agree to comply with the Manpower Training Act No. 56 of 1981 (Read with Schedule 2 Item 4(5) of the Skills Development Act No. 97 of 1998) and criteria as prescribed by the CHIETA.

This is achieved by conducting all activities in a professional manner thereby enhancing the stature of artisans and the training of artisans.

Duties and responsibilities included –

1. Ensure that one is competent to carryout any teaching & training, mentoring & coaching and/or testing which one is requested to carry out.
2. Partake in activities to improve one's expertise in teaching & training, mentoring & coaching and/or testing with particular focus on achieving 'best practice' in the training of apprentices.
3. Support and promote the interests of the apprentices within the working/learning, testing and social/domestic environment. This includes -
 - Provision of adequate learning opportunities and resources including variety of work, courses, assessment/evaluation of progress, tools, equipment, materials and work to address the prescribed training schedules, or provision of an acceptable trade testing, in accordance with the regulations and additional criteria that maybe prescribed.
 - Provision of a safe, fair and equitable environment for work, learning and evaluation (testing).
 - Guidance and counselling of the individual apprentices in a fair equitable, sensitive and constructive manner.
 - Ensure acceptable reports (including logbooks) are produced and kept to ensure that the individual apprentice's training is recorded in an acceptable/the prescribed manner.
 - Provision of fair comment that is in the best interest of the apprentice to employers, representatives of the CHIETA and any other organization as required.
 - Ensure confidentiality of relevant information regarding individual apprentices as appropriate.
 - Advise employers or the CHIETA of matters regarding to an individual apprentice or apprentices when necessary.
 - Recluse oneself from duty regarding and apprentice if one is not able to comply with the above.

NAMES OF STAFF INVOLVED IN THIS PROCESS:		SIGNATURES OF STAFF INVOLVED IN THIS PROCESS:	
DATE:			